2017

VeriTime User Guide for Campus Users

FAUQUIER COUNTY PUBLIC SCHOOLS
HUMAN RESOURCES

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Introduction

This Campus User Guide will cover most of the features of the VeriTime website. Be aware that since VeriTime is a permission based system you may see some features here that you do not have permission to view or access.

Depending upon your position at your school, you may have both an employee login and a campus user login. This should be set up so that you have the ability to toggle back and forth from the two different logins without having to have two completely different usernames and passwords. If you do not have that option, please contact the Human Resources Department at 540-422-8300 for assistance.

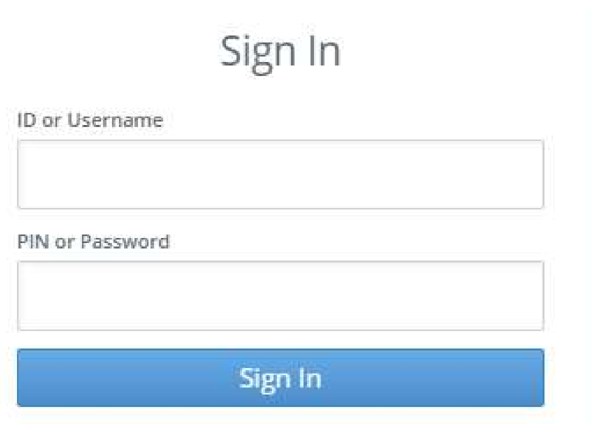
All of the information contained in this document can only be view while logged into your Campus User profile. Be sure that you are in the correct profile prior to attempting any of these procedures.

Logging In

VeriTime is one of the products of Frontline Technologies. As both VeriTime and AESOP work together, you will be able to log into AESOP and switch back and forth between both products. The directions to log into VeriTime will be the same as the directions to log into AESOP.

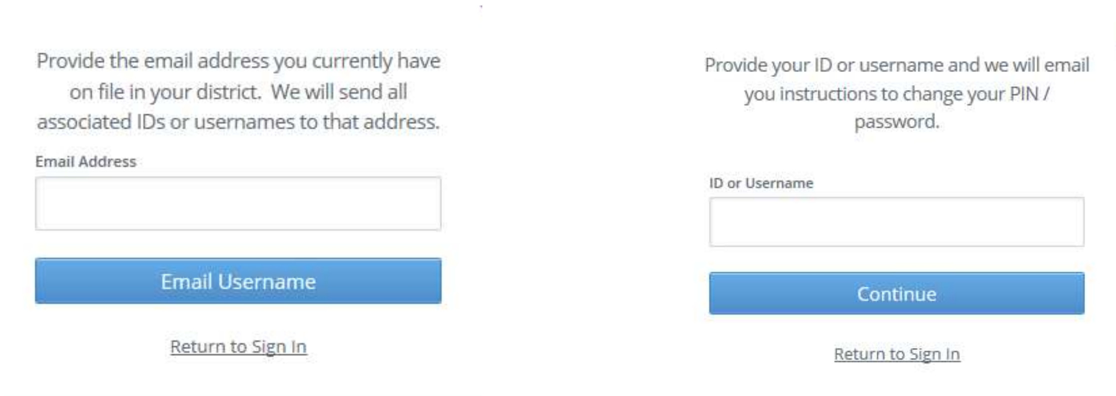
The first step to log on to VeriTime is to visit the website. Type www.aesoponline.com into your internet browser's address bar and hit the *Enter* button on your keyboard.

This will take you to the AESOP website, enter your Username and PIN on the following screen and click *Sign In*.

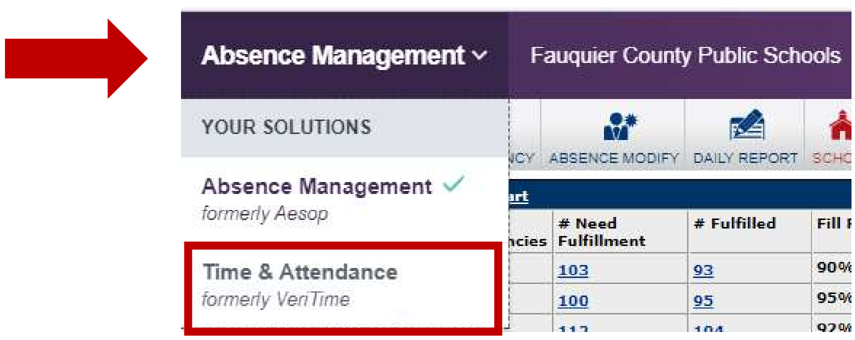


Forgot Your Username or Password?

If you have forgotten your Username and/or Password you can click on either of the links, *Forgot my Username* or *Forgot my Password.* This will take you to a page where you can enter your email address and have a reminder sent to you.



To switch over to the VeriTime site, you will need to click the drop down box in the upper left hand side of your home page and select *Time and Attendance (Formerly VeriTime).*



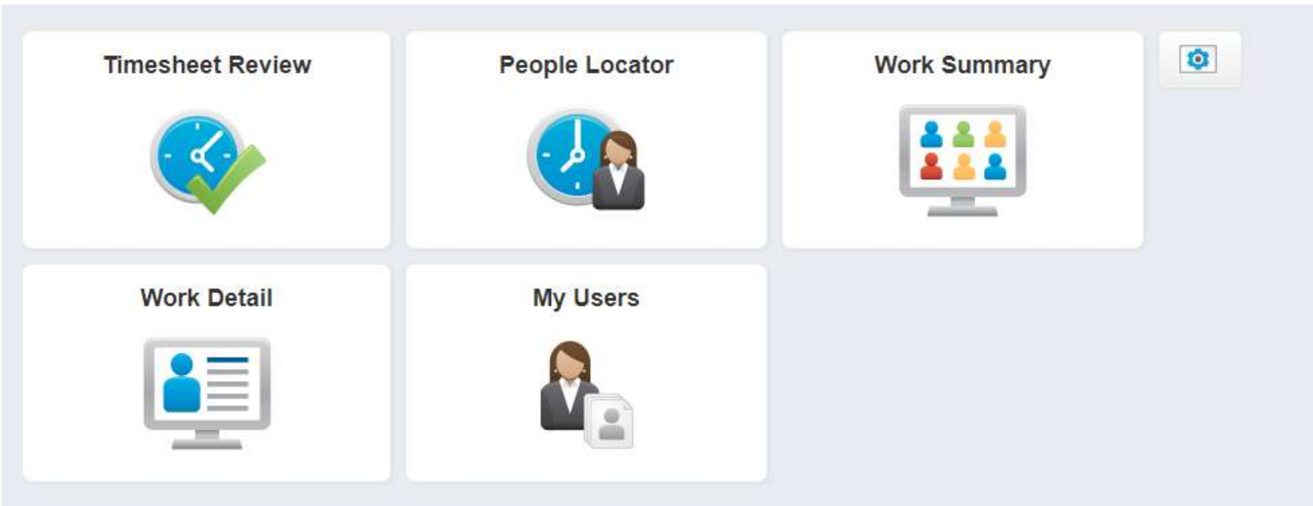
This will take you to the home page of your VeriTime account.

Please note: since VeriTime and AESOP are connected, when you first log in you will be taken to the home page of the product that you were last using. You will be able to move back and forth by clicking which ever product is visible in the upper left hand corner to view the drop down selections.

Home Page

VeriTime is a permission based system, which means that each campus user may have access to different functions depending upon what permissions they have been given. Your home page may look a little different from the picture below based upon your permissions.

Each tile below is called a widget. You can customize your screen based upon what items you use most often.



Timesheet Review: this will allow you to view, edit and approve the timesheets you have permission to see.

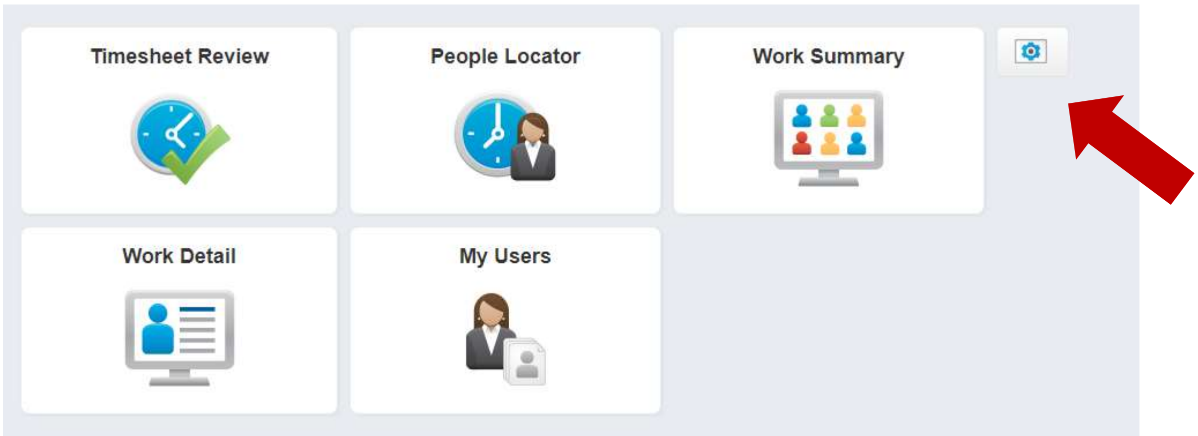
People Locator: this will provide real time insight into the users that are currently clocked in/out.

Work Summary: allows you to run a report to show the time worked for your location. There are different filters that you can run to narrow down your search and the report can be exported as well.

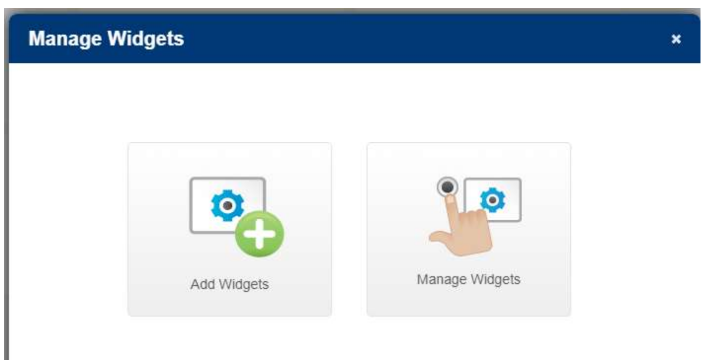
Work Detail: allows you to run a report to show the scheduled hours employees in your location are set to work for a specific time period. There are filters that can help narrow down your search and the report can be exported.

My Users: will provide you a list of all the employees that you have permission to view. Each name is a hyperlink that will take you to that person's profile page to view more detailed information if needed.

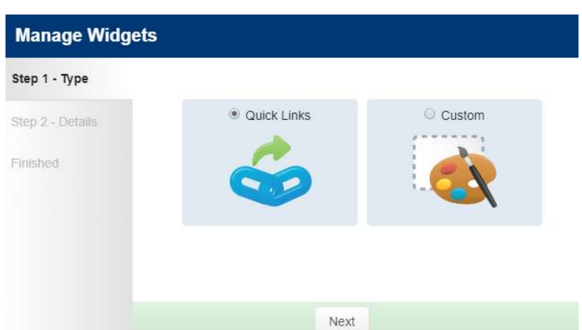
To add a widget, click on the cog picture in the right hand side of your screen.



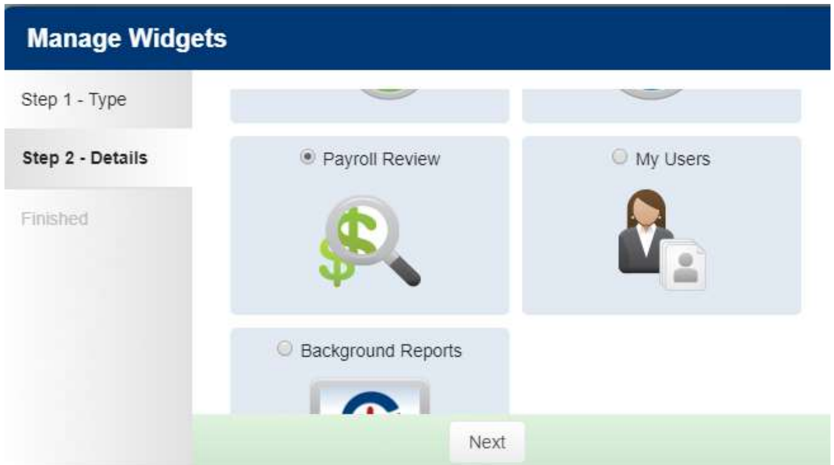
On the following screen select *Add Widget*.



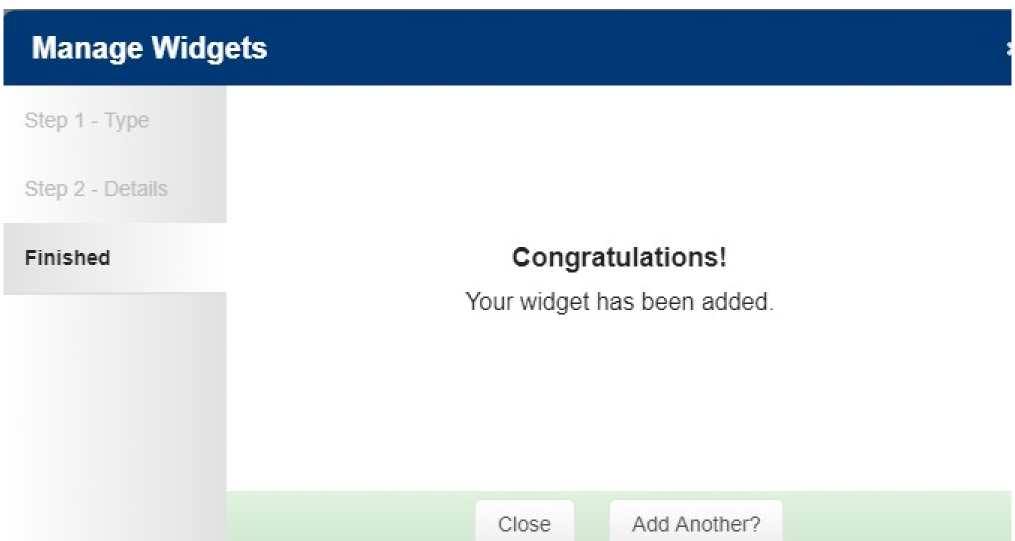
On the following screen select *Quick Links* and then select *Next.*



You will then be taken to a screen that will show you all of the widget (programs) that you have permission to see and access. To add that widget, click on the dot next to the name and then select *Next*.



You will know that you have added the widget(s) when you see the following confirmation screen.



Editing Timesheets

Once an employee and/or substitute submits their timesheet, a campus user must review the timesheet for accuracy.

As a reminder, employees and/or substitutes must submit their time by close of business on Friday. Timesheet submittal can be done from any device that is connected to the internet.

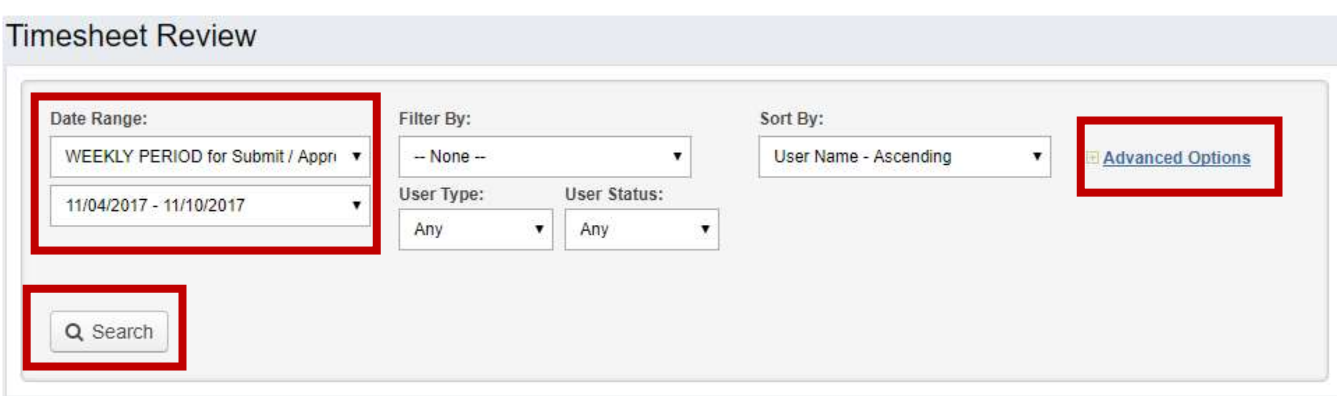
Timesheets must then be approved by noon the following Monday. Approvals can also be done from any device that has internet connection.

To edit or review timesheets, click on the *Timesheet Review* widget on your home page.

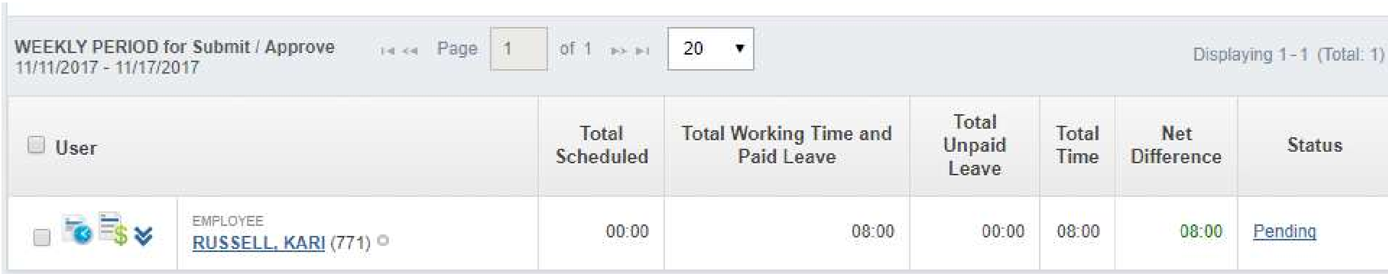
You will need to make sure that you are looking at the correct date span that you are trying to review before proceeding. If you need to change the date, simply select from the drop down list of payroll dates.

You can also select *Advanced Options* in the upper right hand side of your screen. This will allow you to enter a specific employee name if you choose.

Once you have all the correct criteria, click *Search.*



On the following, you will see the list of employees/substitutes that you have permission to view that are within the search criteria. Below are a few tip on what you are able to see from this screen:



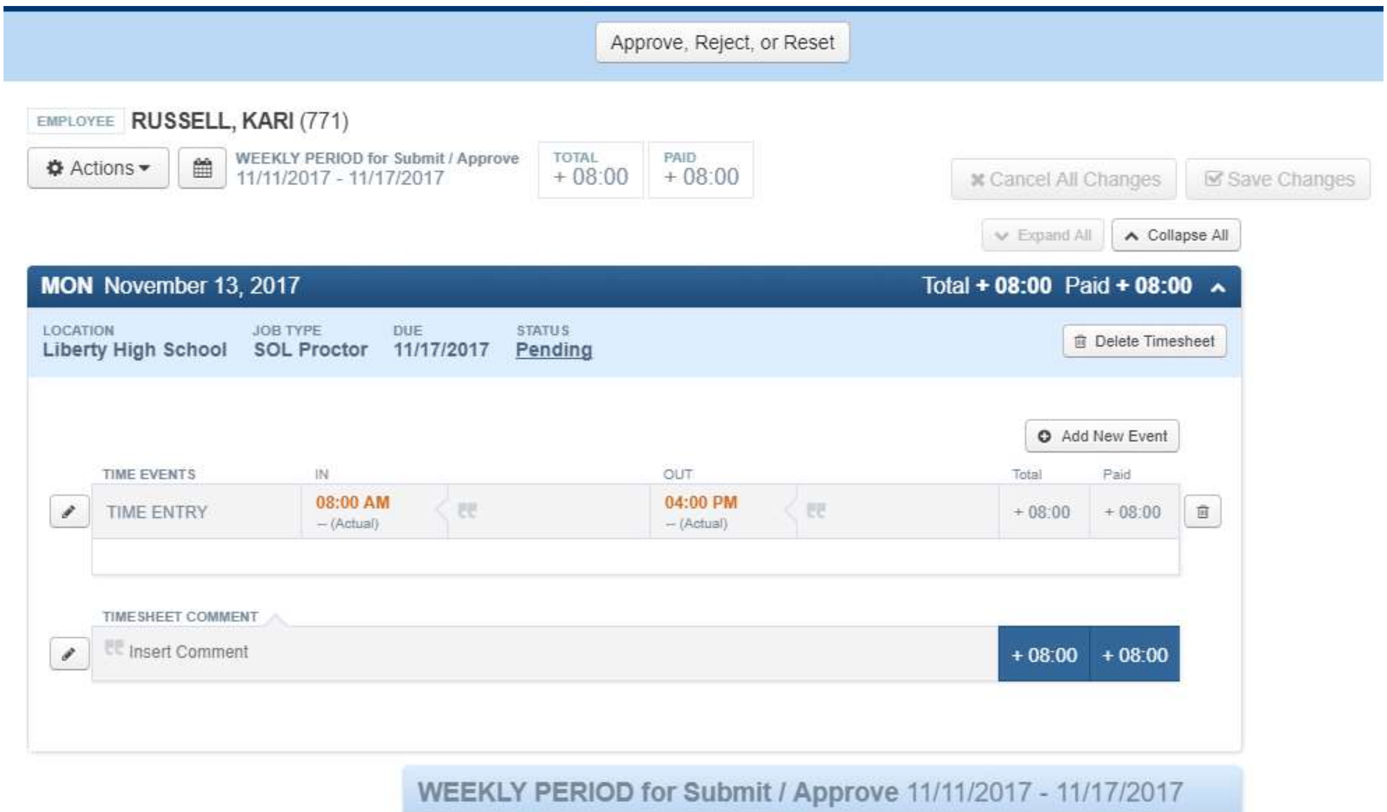
- The blue clock will take you to the employee's timesheet to review/edit
- The Total Scheduled column shows what the employee was scheduled to work for that time period
- The Total Working Time & Paid Leave shows what the employee is getting credit for working
- The Total Unpaid Leave column will show any hours that the employee is not getting paid for like holiday or school closing days
- The Total Time column combines the working and unpaid hours
- The Net Difference column shows the difference from the employee's schedule and what they actual worked
    - A green number indicates extra hours worked
    - A red number indicates missing time
- The Status column is the employee's timesheet status
    - Pending – employee has not submitted
    - Partially submitted – employee has not submitted all 5 days
    - Partially approved – supervisor has not approved all 5 days
    - Approved – timesheet process is complete

Click on the blue clock to be taken the employee's timesheet. The following screen will show you all of the time the employee worked.

You can click on *Collapse All* to see a summary of each day. This will allow you to at a glance see which days the employee worked less or more hours.

To edit the time, click on the blue bar on the date you wish to edit. You will then see when the employee clocked in/out and any comments they left for you to see.

When an employee did not clock in or out, they should leave you a comment to let you know when they worked that day. The employee <u>cannot</u> edit their own time, as a campus user, you will be responsible for making that adjustment.

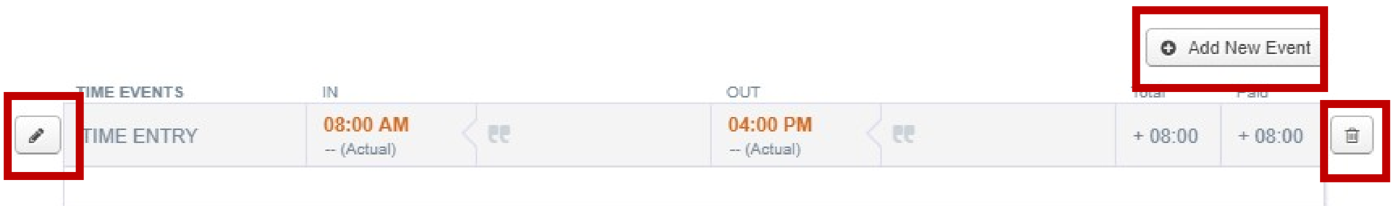


Click on the pencil icon next to the time entry line you wish to edit. You can then manually enter any adjustment in either the *In* or *Out* time as needed.

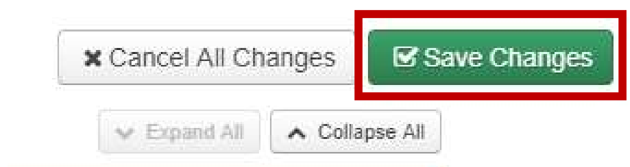
You can also add another time entry line or delete a time entry line if needed from this screen as well.

Added New Event may occur if the employee came back to work an event in the evening and did not clock in or out at that time.

Deleting a Time Event may occur if the employee accidently clocked in again at the end of the day.



Once all of the edits are complete, be sure to click the green *Save Changes* button before moving to the next employee.



You will continue through the same process of reviewing and editing timesheets until all of the employees you are responsible for have been completed.

Approving Timesheets

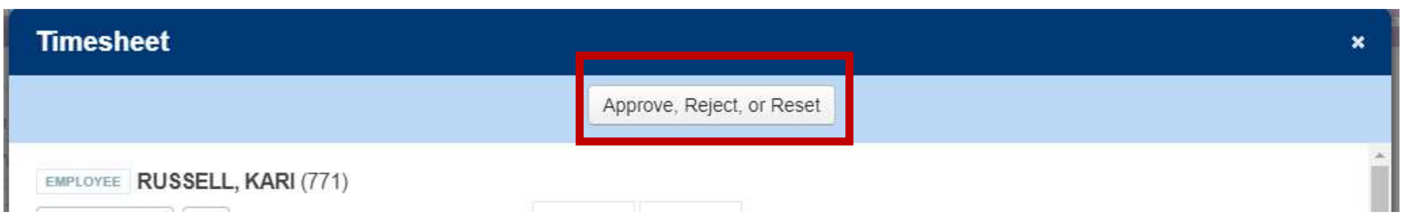
Once you have reviewed and made any corrections necessary to the timesheets, you will then need to submit them.

Please remember, if an employee has not submitted their timesheet, you will not be able to approve their timesheet. Employees are responsible for submitting their time each week to allow you sufficient time to review, edit and approve.

There are two ways to approve a timesheet.

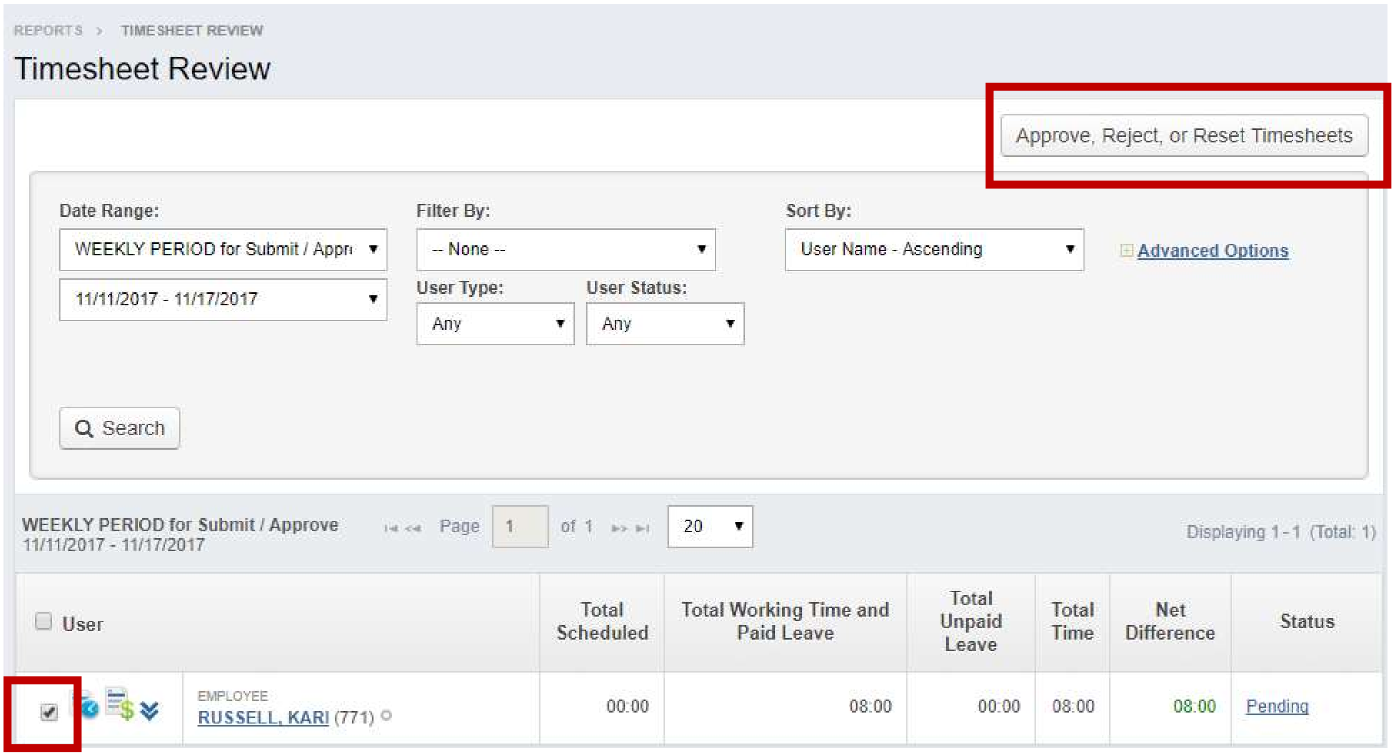
Option #1:

We you are in the employee's timesheet and made the corrections, you can simply hit the *Approve, Reject or Reset* button at the top of the screen.



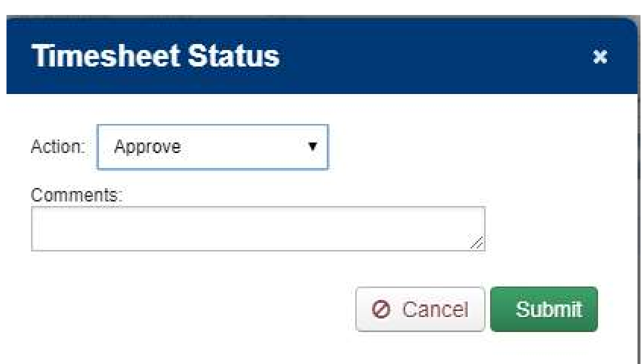
Option #2:

From the *Timesheet Review* page, you can select the employee you wish to approve and then click the *Approve, Reject or Reset* button at the top of the screen.



Once you have selected the *Approve, Reject or Reset* button from either location, you will be taken to the following screen.

Be sure the *Action* field is set to *Approve* and then click *Submit.*



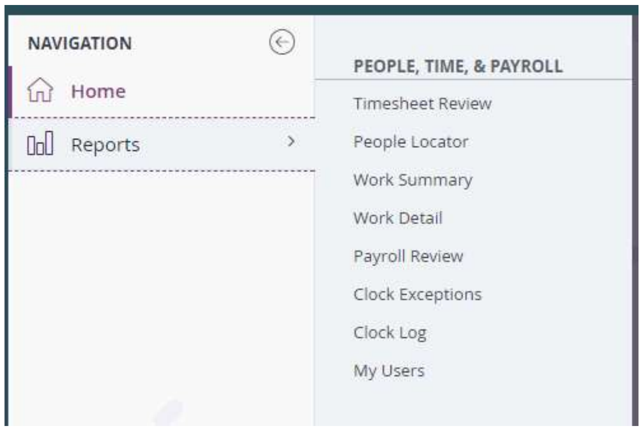
You will know that process has been completed when you see the following screen:

You will continue through the same process of approving until all of the employees you are responsible for have been completed.

Reports

There are a number of reports that you will have access to from your AESOP home page. You can find these reports listed under the Navigation section on the left side of your home page.

The arrow button will expand or collapse this area, so if you are not viewing the screen below, click the arrow to open up this area.



Timesheet Review: this will take you to the same area as the *Timesheet Review* widget. This is where you can view, edit and approve timesheets.

People Locator: this is a quick report to show you who has not clocked in or is not scheduled to work. See below for more details.

Work Summary: this report gives you a quick summary of hours worked for the staff. See below for more details.

Work Detail: this is a more detailed report compared to the work summary report. See below for more details.

Payroll Review: this report can be run to search for a specific pay type, examples would be compensatory time, leave, etc. See below for more details.

Clock Exceptions: this report will show you employees that clocked in early/late or had to have their time corrected by an administrator. See below for more details.

Clock Log: this report shows you not only when employees clocked in/out but also their location. See below for more details.

My Users: this will take you to the same area as the *Timesheet Review* widget. This is where you can view, edit and approve timesheets.

People Locator

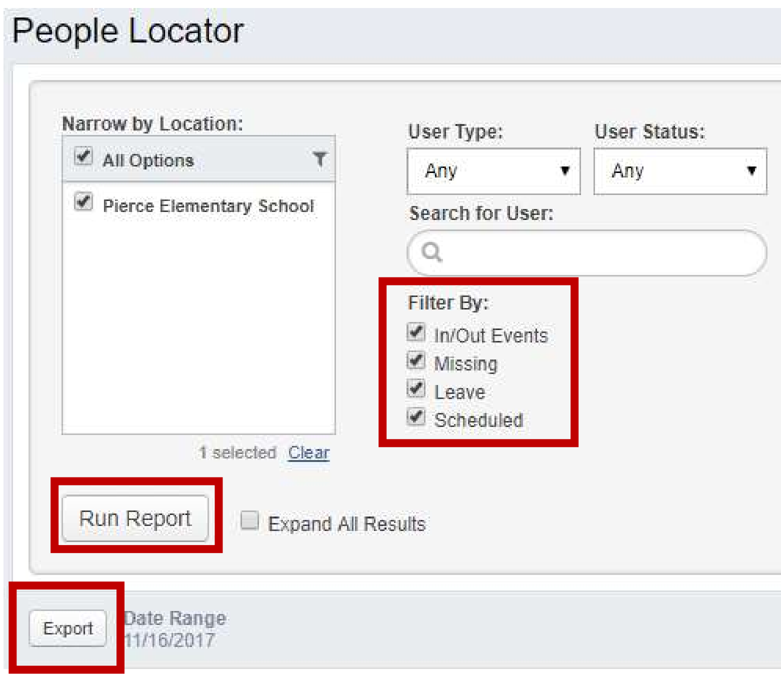
To run this report select the specific items you are searching for and then click *Run Report*.

If you are looking for who has not clocked in, you would unselect all the options except for *Missing*. This would show you who is supposed to be at work, but has not clocked in.

If you are looking to see which employee are going to be out today, unselect all the options except for *Leave*. This would show you who has put leave in AESOP and will not be at work.

Once you have clicked *Run Report*, you will see the list of name at the bottom. If there is nobody that met the criteria (everyone clocked in for example) then you will see an image of a cloud representing no data.

These reports can also be exported by clicking the *Export* button.

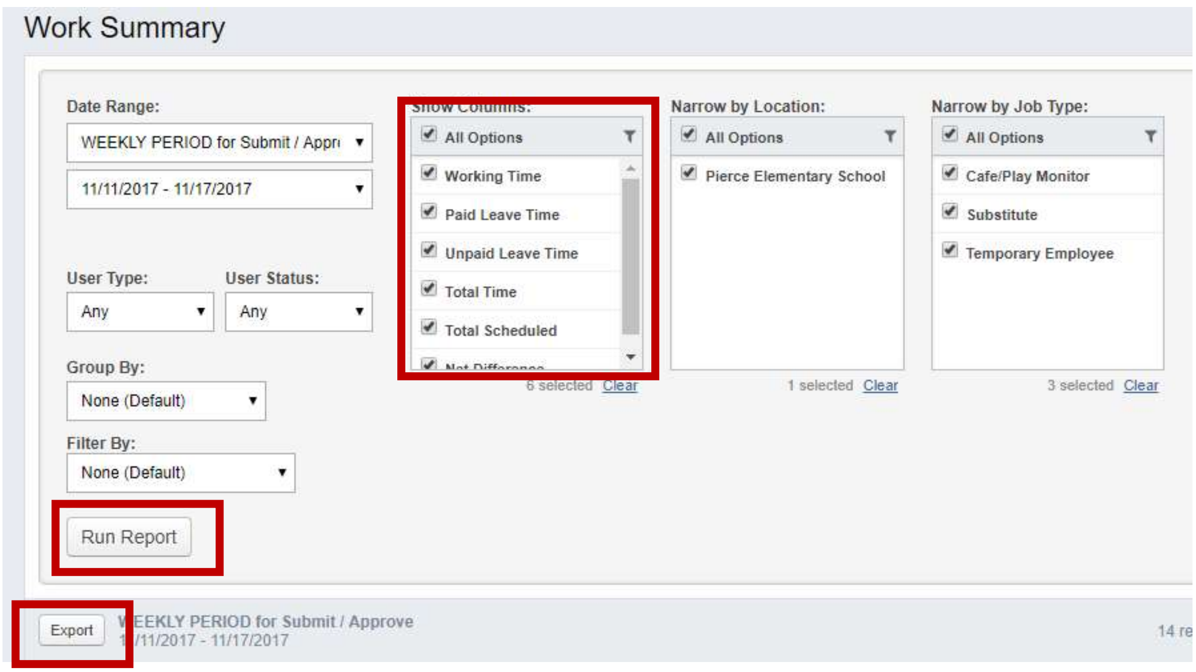


Work Summary

This report can be filtered by the type of employee, date range and the different types of information on the employee.

Once you have clicked *Run Report*, you will see the list of name at the bottom. If there is nobody that met the criteria (everyone clocked in for example) then you will see an image of a cloud representing no data.

These reports can also be exported by clicking the *Export* button.

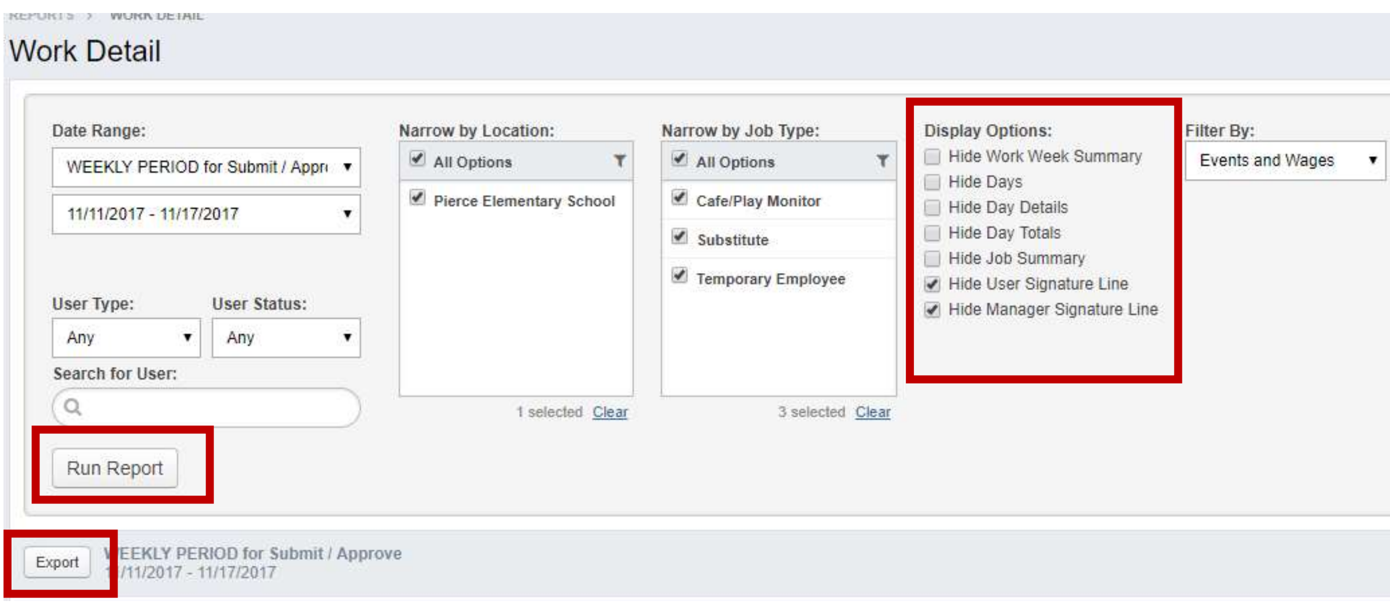


Work Detail

This report can be filtered by the type of employee, date range and the different types of information on the employee.

Once you have clicked *Run Report*, you will see the list of name at the bottom. If there is nobody that met the criteria (everyone clocked in for example) then you will see an image of a cloud representing no data.

These reports can also be exported by clicking the *Export* button.

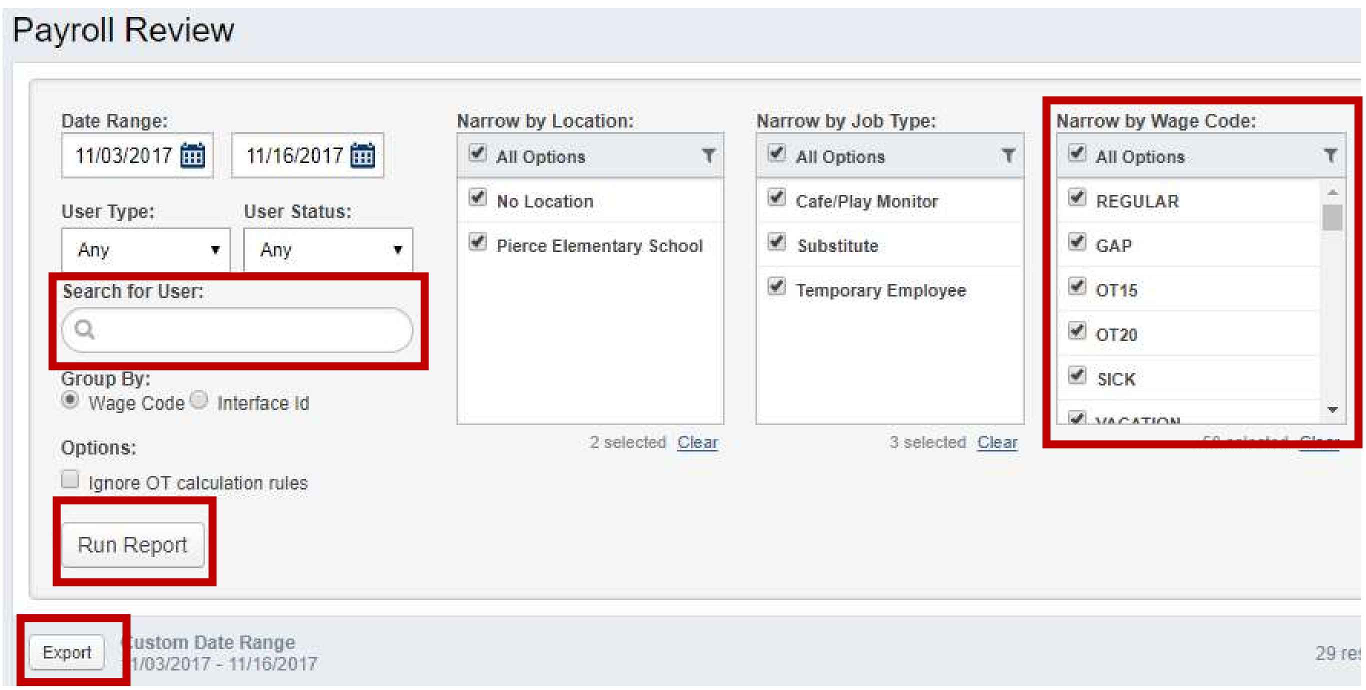


Payroll Review

This report is great if you are looking for employees that have been using leave in excess or have been working extra hours. The report can be filtered by the wage code (comp time, leave, etc.), the type of employee, date range and the different types of information on the employee. You also have the option to search for a specific employee as well.

Once you have clicked *Run Report*, you will see the list of name at the bottom. If there is nobody that met the criteria (everyone clocked in for example) then you will see an image of a cloud representing no data.

These reports can also be exported by clicking the *Export* button.



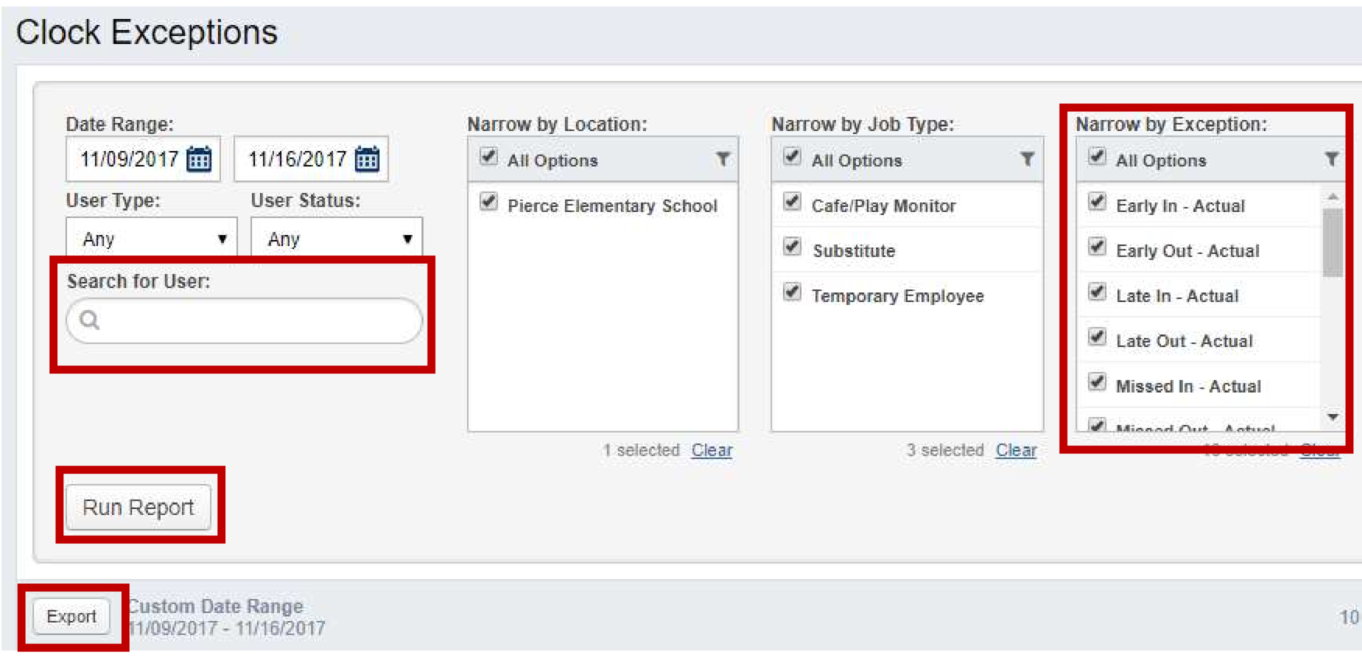
Clock Exceptions

If you have an employee that is forgetting to clock in or out regularly, this report will provide you with the information to show just how often they forget!

The report can be filtered by the type of exception (Missed In, Early Out, etc.), the type of employee, date range and the different types of information on the employee. You also have the option to search for a specific employee as well.

Once you have clicked *Run Report*, you will see the list of name at the bottom. If there is nobody that met the criteria (everyone clocked in for example) then you will see an image of a cloud representing no data.

These reports can also be exported by clicking the *Export* button.



Clock Log

If you have an employee that has to go to another location for a meeting, you will be able to see that they clocked in at a different school location.

The report can be filtered by the specific location you are looking for, type of employee, date range and the different types of information on the employee. You also have the option to search for a specific employee as well.

Once you have clicked *Run Report*, you will see the list of name at the bottom. If there is nobody that met the criteria (everyone clocked in for example) then you will see an image of a cloud representing no data.

These reports can also be exported by clicking the *Export* button.