

Time and Attendance Clock In / Clock Out Options

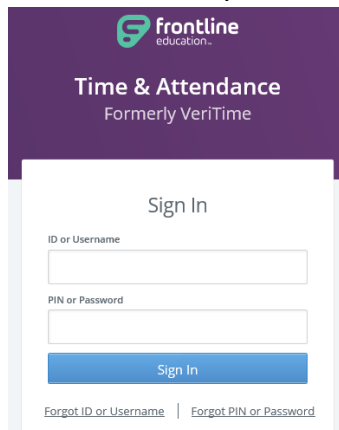
1. Swipe with your scan card (this is the same card as your building/copier card)

- **Kiosk location varies by building. Please check in at main office for instructions.**
- If you are clocking in or clocking out outside of your normal daily work schedule you will be required to choose a reason from the drop-down comments.



2. Login to a computer

- Sign in to <https://veritime.aesonline.com>
- You will use the same login credentials that you use for Absence Management

A screenshot of the Time & Attendance login page. The page has a purple header with the 'frontline education' logo and the text 'Time & Attendance Formerly VeriTime'. Below the header is a white sign-in form with two input fields: 'ID or Username' and 'PIN or Password'. A blue 'Sign In' button is at the bottom of the form. Below the button are two links: 'Forgot ID or Username' and 'Forgot PIN or Password'.

3. Use your smartphone

- Open an internet browser on your smartphone. Then, to go <https://veritime.aesonline.com> and enter your ID and PIN to log into your account.
- When you first load the page, you will be asked to allow the time and attendance Clock to use your current location. **You must tap OK in order to use the time clock on your smartphone.**

