



Time and Attendance New User Quick Start Guide

HOW TO CLOCK IN/OUT – You have 3 options;

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

*if you have more than one position you may have scan card for each position. Be sure to use the correct card for the job you are clocking in for.

Kiosk location varies by building. Please check in at main office for instructions.



OR

2-Sign in to veritime.aesoponline.com

You will use the same login credentials that you use for Absence Management.

A screenshot of the Frontline Education 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 the following fields: "ID or Username" (text input), "PIN or Password" (text input), and a blue "Sign In" button. Below the button are two links: "Forgot ID or Username" and "Forgot PIN or Password". At the bottom of the form is a link: "Or Sign In with Organization SSO".



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The screenshot shows the Veritime AESO online interface. The top navigation bar includes 'Time & Attendance' and 'MI - Oakland - Rochester Community Schools'. The main content area features several tiles: 'Work Detail', 'Timesheet', 'Time Clock', 'Schedule', and 'Change PIN'. A user profile dropdown is visible in the top right corner, showing 'Leisa York-Walker' and 'Employee (SECRETARY - PAYROLL)'. Three callout boxes provide instructions: 1. 'Toggle between Time and Attendance and Absence Management here' points to a toggle icon in the left navigation menu. 2. 'Access helpful information topics and videos here' points to a help icon in the top right. 3. '#1-Select 'employee' if more than one choice available in drop-down' points to the user profile dropdown.

OR
3-Download the Frontline app on your cell phone. This is currently the same thing as 'bookmarking' the veritime.aesonline.com website on your smartphone.

There's an App for that!!! Please use Code: 7354

The screenshot shows the welcome screen of the Frontline Education Mobile App. It features a purple header with a white icon of a speech bubble containing a person. The main text reads: 'Welcome to the new Frontline Education Mobile App for Employees! Once your district updates to the Frontline Insights Platform, your District System administrator will provide you with a 4-digit code. Please enter the code here:'. Below this text is a white input field and a 'Continue' button. At the bottom, there is a note: 'If you do not have an invitation code, the application is not yet available for your district. Once your district receives the mobile app, you'll receive an invite from your system administrator to download the app. If you have questions, contact: mobilehelp@frontlineed.com'.



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HOW DO I CORRECT A CLOCK IN/OUT ERROR?

If you have forgotten to clock in or out, did not take a scheduled lunch break, etc., your Administrator will need to make the correction. All buildings will have an 'Exception Log'. Please see the building secretary if you need to make an entry.

Each building will determine their processes for ensuring the Exception Log reaches the Administrator prior to his/her approving hours for the pay period.

You will need to enter your name, the date in question, error that needs correction and a short explanation as to why this correction needs to be made.

HOW DO I SEE MY HOURS FOR THE PAY PERIOD?

- Sign in to veritime.aesoponline.com
- Make sure you are in Time and Attendance (on a desktop, there is a drop down to choose on the top left side of the web page.)
- Click on the 'Timesheet' icon on the home page
- Adjust the Bi-Weekly pay period to include the dates you are looking for

Your total hours as well as paid hours per day can now be viewed.

The screenshot shows the VeriTime interface for an employee. At the top, there are buttons for 'Actions', 'Cancel All Changes', and 'Save Changes'. A callout box points to the 'BI-WEEKLY PAY PERIOD' dropdown menu, which is currently set to '11/08/2018 - 11/21/2018 (24)'. Below this is a table of daily hours:

Day	Date	Total	Paid
THU	November 08, 2018	+ 10:10	+ 10:10
FRI	November 09, 2018	+ 08:59	+ 08:59
MON	November 12, 2018	+ 09:31	+ 09:31
TUE	November 13, 2018	+ 08:54	+ 08:54
WED	November 14, 2018	+ 10:38	+ 10:38
THU	November 15, 2018	+ 10:20	+ 10:20
FRI	November 16, 2018	+ 08:56	+ 08:56
MON	November 19, 2018	+ 09:15	+ 09:15
TUE	November 20, 2018	+ 08:45	+ 08:45
WED	November 21, 2018	00:00	00:00

Below the daily table is a 'BI-WEEKLY PAY PERIOD 11/08/2018 - 11/21/2018 (24) Summary' table:

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
		Time Events	86:43	86:43
		Leave	03:15	03:15
		Admin Time	-04:30	-04:30
Total			85:28	85:28

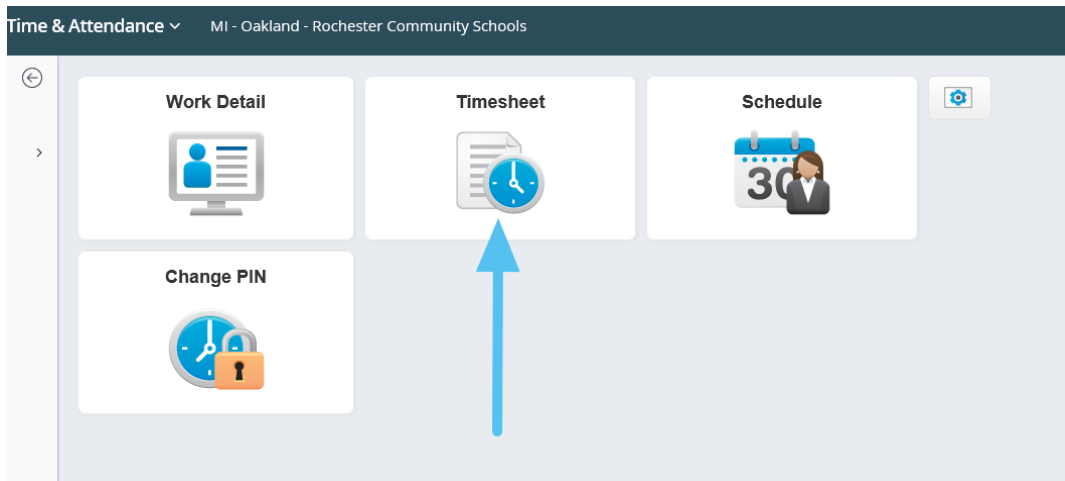


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SUBMITTING YOUR TIME SHEET FOR PAY

Step One:

Log into Frontline (see link below if you do not already have it bookmarked) and click on the 'Timesheet' icon on your dashboard.



Step Two:

View the paid hours on each day and the total paid hours to make sure it represents an accurate depiction of your work hours for the pay period. (You may also expand each day by clicking anywhere on the blue bar) * If there are zero hours payable for a scheduled work day and you did not take an unpaid absence, please contact your building secretary for correction prior to submitting your time.

EMPLOYEE: PARA, POLLYANA

BI-WEEKLY PAY PERIOD: 08/15/2019 - 08/28/2019 (18)

TOTAL: + 19.50 PAID: + 19.50

Day	Total	Paid
MON August 19, 2019	Total + 6.5	Paid + 6.50
TUE August 20, 2019	Total + 6.5	Paid + 6.50
WED August 21, 2019	Total + 6.5	Paid + 6.50
THU August 22, 2019	Total 0.0	Paid 0.00

LOCATION: Administration Building JOB TYPE: SECRETARY-12 MONTH DUE: 08/29/2019 STATUS: Pending

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:00 AM	10:30 AM	3:50	--
	Break	10:30 AM	11:00 AM	0:50	No
	Work	11:00 AM	02:00 PM	3:00	--

TIMESHEET COMMENT: 0.00 0.00

BI-WEEKLY PAY PERIOD 08/15/2019 - 08/28/2019 (18) Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Administration Building	SECRETARY-12 MONTH	Time Events	19.50	19.50
Total			19.50	19.50



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Step Three:

Select 'All Timesheets' and check the box certifying that the timesheets are a true statement of hours recorded and then click on 'Submit Timesheets'.

The image shows two side-by-side windows from a software application. The left window is titled "Timesheet Status (1 of 2)" and contains an "Action:" field with the text "Submit Pending/Rejected Timesheets". Below it is a "Select Dates:" section with a list of dates from 08/19/2019 to 08/23/2019, each with a checked checkbox. The "All Timesheets" option is also checked and highlighted with a blue arrow. At the bottom are "Cancel" and "Continue →" buttons. The right window is titled "Timesheet Status (2 of 2)" and contains the same "Action:" field. Below it is a "Comments:" section with a text area and a checked checkbox with the text "I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated." At the bottom are "← Back", "Cancel", and "Submit Timesheets" buttons.

ITEMS TO NOTE

- You may submit your individual timesheet after all hours have been worked at any time during the pay period. However, we do recommend that you submit the pay period in its entirety on the Thursday following the end of the pay period.
- Timesheets must be submitted before they can be approved. Your Administrator will not be able to approve your timesheet if you have not submitted it.

Failure to submit could delay your paycheck to the next period.

- Any extra-duty worked must have an exception log entry recorded and approved by your immediate supervisor. Overtime requires a pre-approval.
- You DO NOT need to be connected to the District WiFi to submit or view your timesheet. Frontline is a web-based application. You will go to it just like any other website.

[Click here for Frontline Time and Attendance](#)



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HOW DO I ????

Frontline has a great support library with printable instructions and videos.

