VeriTime®

User Quickstart Guide

November 2015

VeriTime®

The Two Minute Overview

VeriTime is a time and attendance management system that shares select data with Aesop. You can capture time electronically, monitor attendance data in one place, and improve compliance with labor laws.

Objective 1 // Capture Time

The first and most basic function of VeriTime is to accurately capture time worked. This data is obtained via two primary methods:

Web Clock

Centralized Kiosk – Optionally integrate the use of barcode scanners, proximity card readers, etc
Employee Web Portal - Allow employees to clock in at their own workstations

Electronic Timesheet

Autopopulating timesheets – Primarily automated based upon expected working schedule
Manually entered time – The digital equivalent of paper timesheets, always accessible via the web

Objective 2 // Calculate & Classify Time

This is where we add "smarts" to the time captured. Built to handle the unique rules of K-12, VeriTime allows you to set up and manage payroll rules based on labor contracts and district policies. Different rules and pay rates are then automatically applied to different employee classifications, including comp time, shift differentials and exception pay.

Objective 3 // Manage Schedules

Set up and adjust work schedules for your employees, including the automation of unpaid breaks. The schedule pulls in absence data from Aesop and district-wide events from a master calendar, giving you a more complete picture of time.

Objective 4 // Approve Time

See all user time in one place, including leave from Aesop. Review both paid and unpaid time, make adjustments, and easily approve or reject time.

Objective 5 // Report on Time

Knowledge is power. Predesigned reporting tools in VeriTime better inform employee management decisions. Custom reporting through Report Writer gives you the ability to track labor expenditures, increase employee accountability and improve labor law compliance.

Objective 6 // Transfer Time to Payroll

VeriTime provides tools to help you get employee time into payroll quickly and accurately. The Payroll Wizard will notify you of outstanding issues, and you can use Report Writer to pull extract reports for payroll.

Campus User Quick Start Guide for VeriTime

VeriTime provides a full picture time and attendance by placing absences captured in Aesop alongside working time captured in VeriTime, helping school districts better manage staff and ensure accurate pay for hours worked.

Logging in on the Web

To sign in to VeriTime, navigate to veritime.aesoponline.com in your web browser.

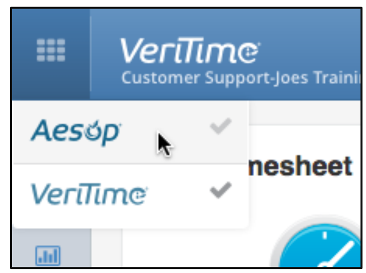
Enter your User ID number and PIN, then click **Sign In**.

Can't remember your login info?

If you're having trouble logging in, click the "Forgot your ID or PIN?" at the bottom left for more information.

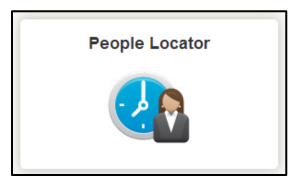
Connecting to Aesop

VeriTime makes it easy to connect to Aesop right from the homepage. Click on the **Menu Grid** in the top left corner, then click the **Aesop** button. Absences that are entered in Aesop are pulled into VeriTime timesheets. The absent time is then added to the working time captured in VeriTime giving you a complete picture of time and attendance.

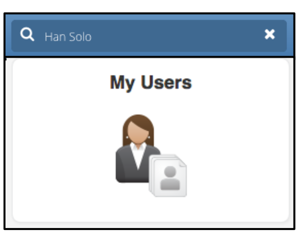


The People Locator

The People Locator is for kiosk users only, but provides real time insight into users who are signed in and "on the clock". Check out the Using the People Locator article and video in the Learning Center to find out more about this helpful resource.



Finding a User



To find a particular VeriTime user, you can look for the user with the search bar at the top of the page or click **My Users** on the home page to see a list of all VeriTime users in your visibility. Once you click on a user, you can view their working schedule, payroll reports pertaining to them, as well as viewing their timesheet.

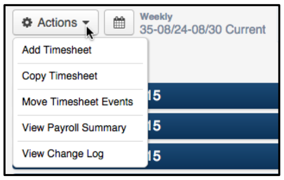
Reviewing Timesheets

Once a timesheet is submitted, the timesheet will need to be reviewed for accuracy. To help to do this, you have several reports at your fingertips including the Work Summary, Work Detail, and Payroll Review. A great resource for quickly reviewing time is the Reviewing and Approving Timesheets article in the Learning Center.

Campus User Quick Start Guide for VeriTime

Finding Missed Punches

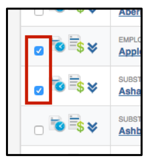
This is primarily for kiosk users, but is vital to ensuring time is properly reflected prior to approval. The Clock Exceptions report is how you can see if there are missed punches on a timesheet, if your staff is clocking in on schedule, if staff members are consistently late, and so one. Reading the Using the Clock Exceptions Report article for more details.

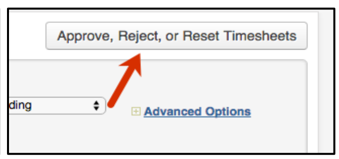


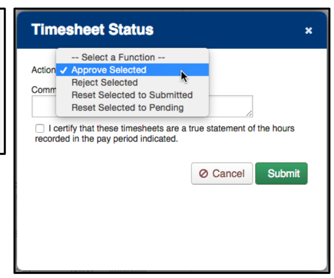
Editing Timesheets

The timesheet is where all working time, absent time, and leave time is stored for a VeriTime user. We suggest you view the Getting to Know the Timesheet article in the Learning Center to familiarize yourself with the look and functionally of the timesheet. The date range tool at the top allows you to select the range of time you would like to edit and the Actions button beside it gives you options for adding timesheets or moving time events. Editing time on a timesheet is as simple as clicking on the IN or OUT box for each day.

Approving Timesheets

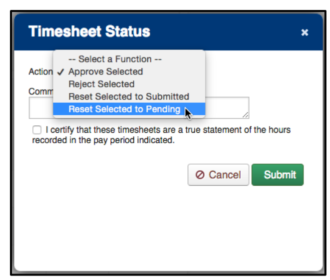






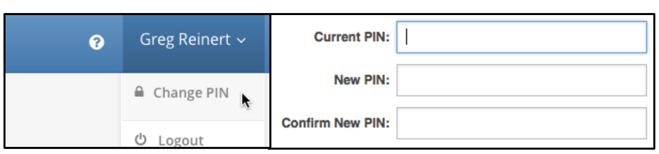
Once timesheets have been reviewed and edited, approving time can be done with a few simple clicks. From the Timesheet Review, select the users that you would like to approve and click **Approve, Reject, or Reset Timesheets**. Choose **Approve Selected** from the Actions dropdown, then click **Submit**. As referenced above, check out the Reviewing and Approving Timesheets article to see more detail.

Making Changes After Approval



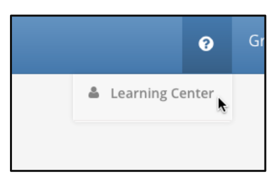
If changes need to be made to timesheets after approval, the timesheet needs to be reset to pending, as a timesheet in approved status cannot be modified. In the Timesheet Review, select the users that need changes and click the **Approve, Reject, or Reset Timesheets** button once again. Select **Reset Selected to Pending** from the Actions dropdown, then click **Submit**.

Changing Your PIN



To change your VeriTime PIN, click on your name at the top of the screen and select **Change PIN** from the dropdown menu. A page will appear prompting you to enter a new PIN.

Getting Help and Training

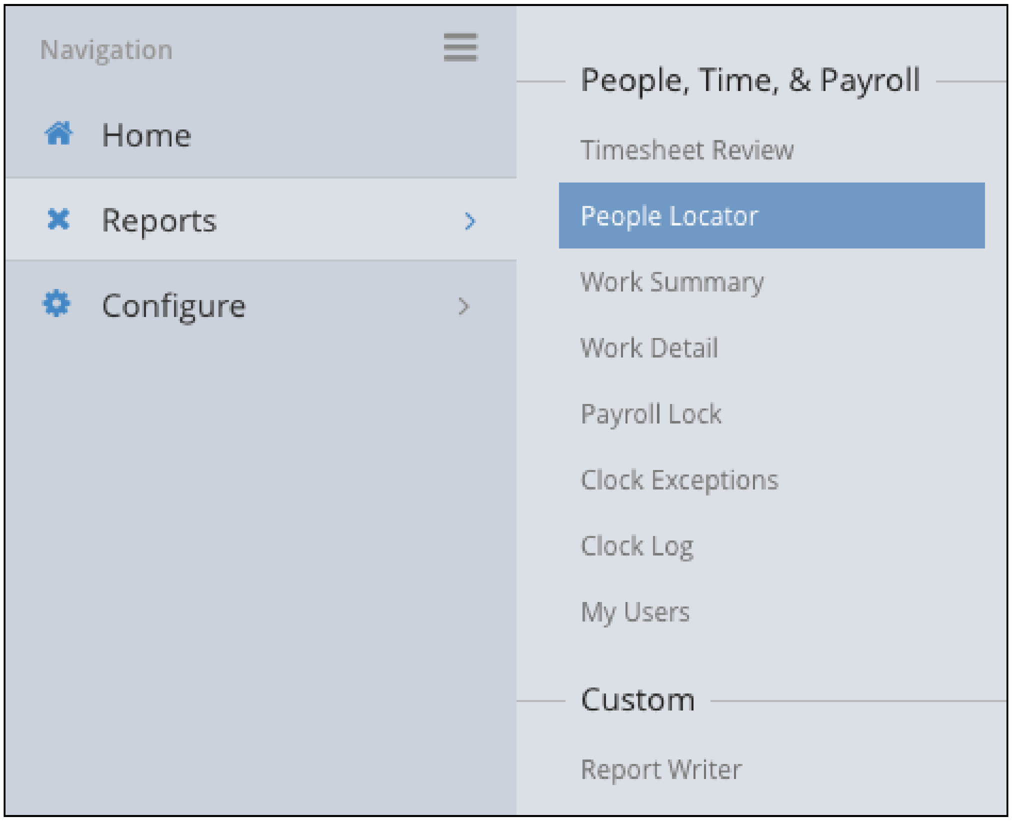


If you have questions, want to learn more about a certain feature, or need more information about a specific topic, visit the VeriTime Learning Center. Click the **Question Mark** in the top bar and choose **Learning Center** from the dropdown.

Using the People Locator

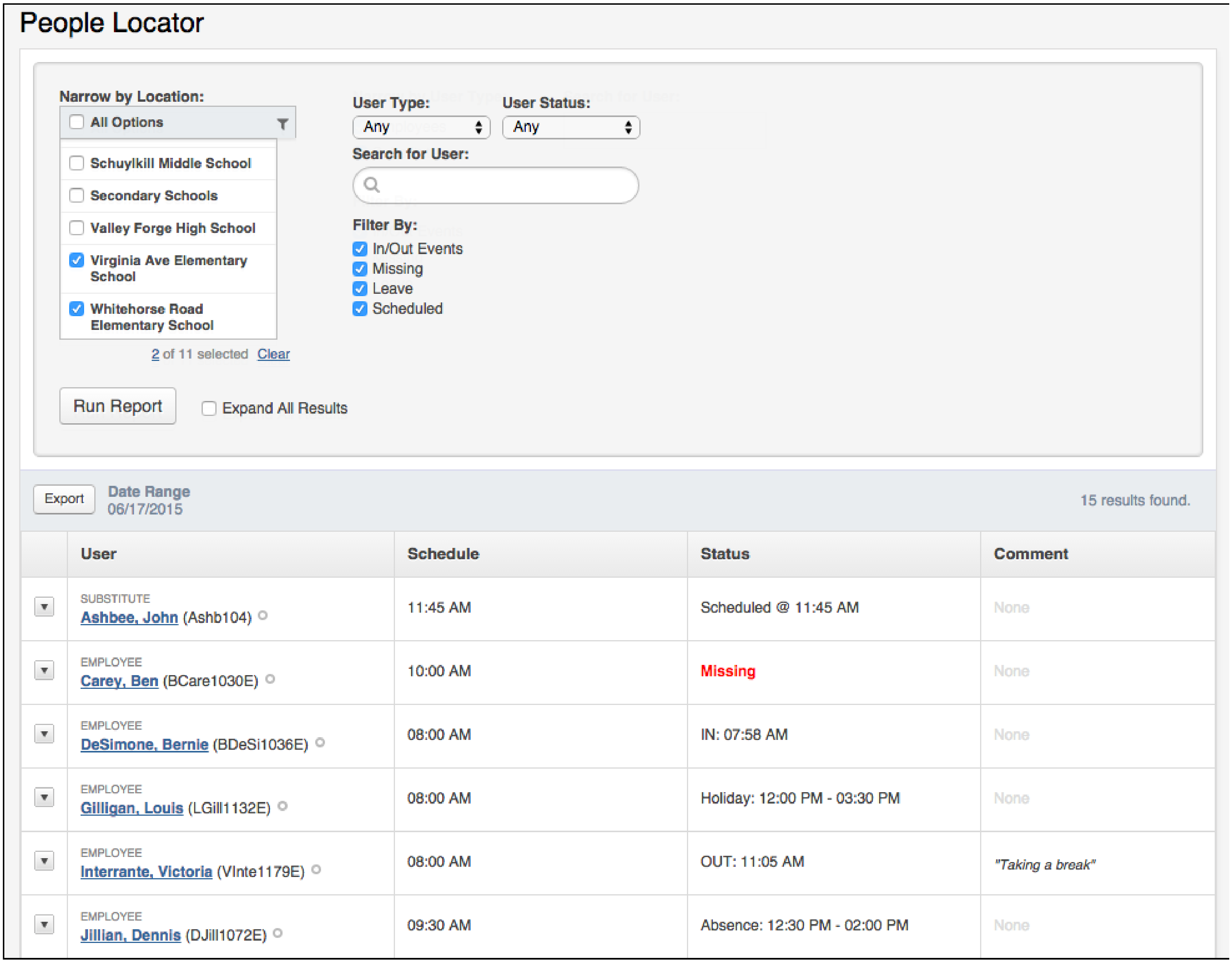
Watch Video

From the side navigation click **Reports**, then choose **People Locator**.



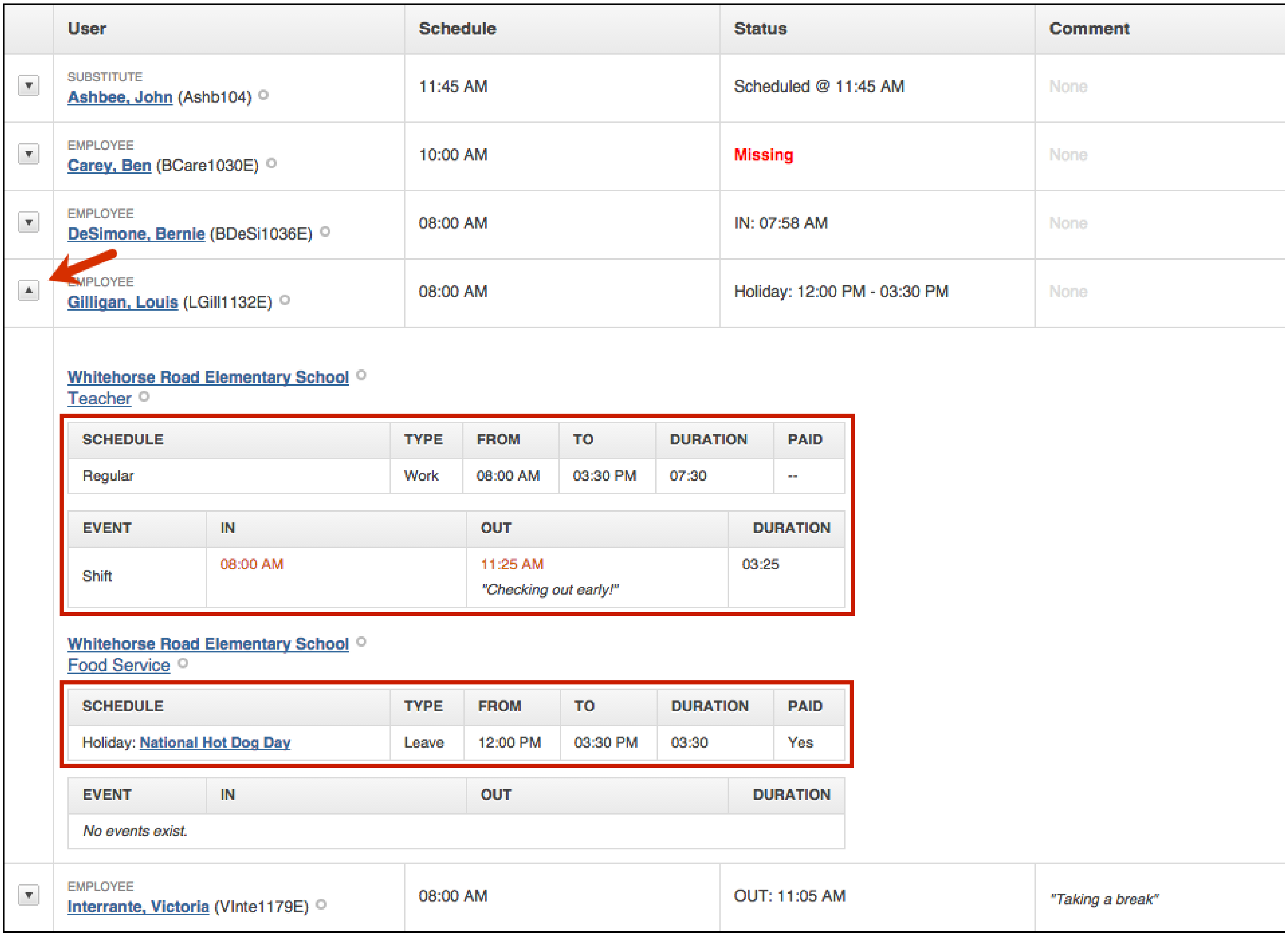
Viewing Information in the People Locator

The People Locator is designed to give you a snapshot of where everyone is in real-time for the current day. The key to learning this information is to focus on the "Status" column. It will tell you the last clock event for someone or if they have scheduled leave.



Use the various filters at the top of the report to specify the info you are looking for.

Click the **arrow** left of the name to see any details that are available. Here you will see related absence information along with a complete schedule and clock activity for the day.



User	Schedule	Status	Comment
SUBSTITUTE Ashbee, John (Ashb104)	11:45 AM	Scheduled @ 11:45 AM	None
EMPLOYEE Carey, Ben (BCare1030E)	10:00 AM	Missing	None
EMPLOYEE DeSimone, Bernie (BDeSi1036E)	08:00 AM	IN: 07:58 AM	None
EMPLOYEE Gilligan, Louis (LGill1132E)	08:00 AM	Holiday: 12:00 PM - 03:30 PM	None

Whitehorse Road Elementary School
Teacher

SCHEDULE	TYPE	FROM	TO	DURATION	PAID
Regular	Work	08:00 AM	03:30 PM	07:30	--

EVENT	IN	OUT	DURATION
Shift	08:00 AM	11:25 AM *"Checking out early!"*	03:25

Whitehorse Road Elementary School
Food Service

SCHEDULE	TYPE	FROM	TO	DURATION	PAID
Holiday: National Hot Dog Day	Leave	12:00 PM	03:30 PM	03:30	Yes

EVENT	IN	OUT	DURATION
No events exist.			

User	Schedule	Status	Comment
EMPLOYEE Interrante, Victoria (VInte1179E)	08:00 AM	OUT: 11:05 AM	*"Taking a break"*

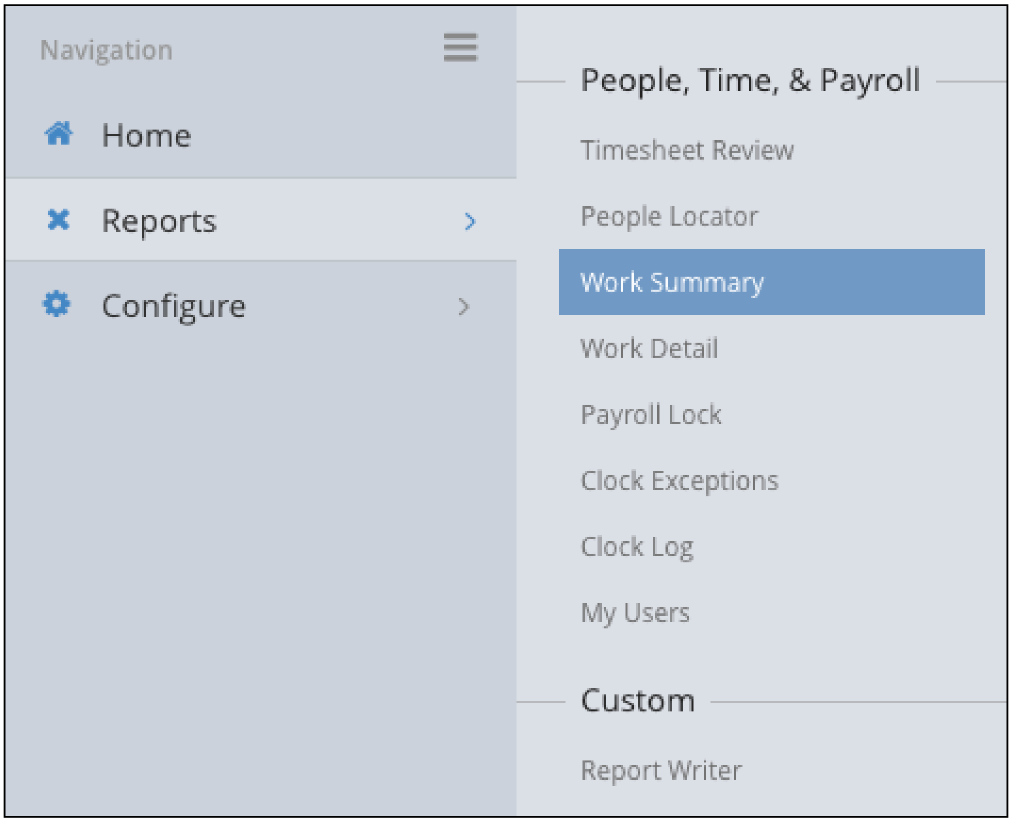
There are four different types of statuses:

- **In/Out Event**: A record of the most recent time a user signed in or out.
- **Leave**: Planned time away such as an absence for the day or a calendar event.
- **Scheduled**: A user is scheduled to work, but the current time is before their scheduled "IN" time.
- **Missing**: A user is scheduled to work, but the current time is past their scheduled "IN" time and no clock event has been recorded.

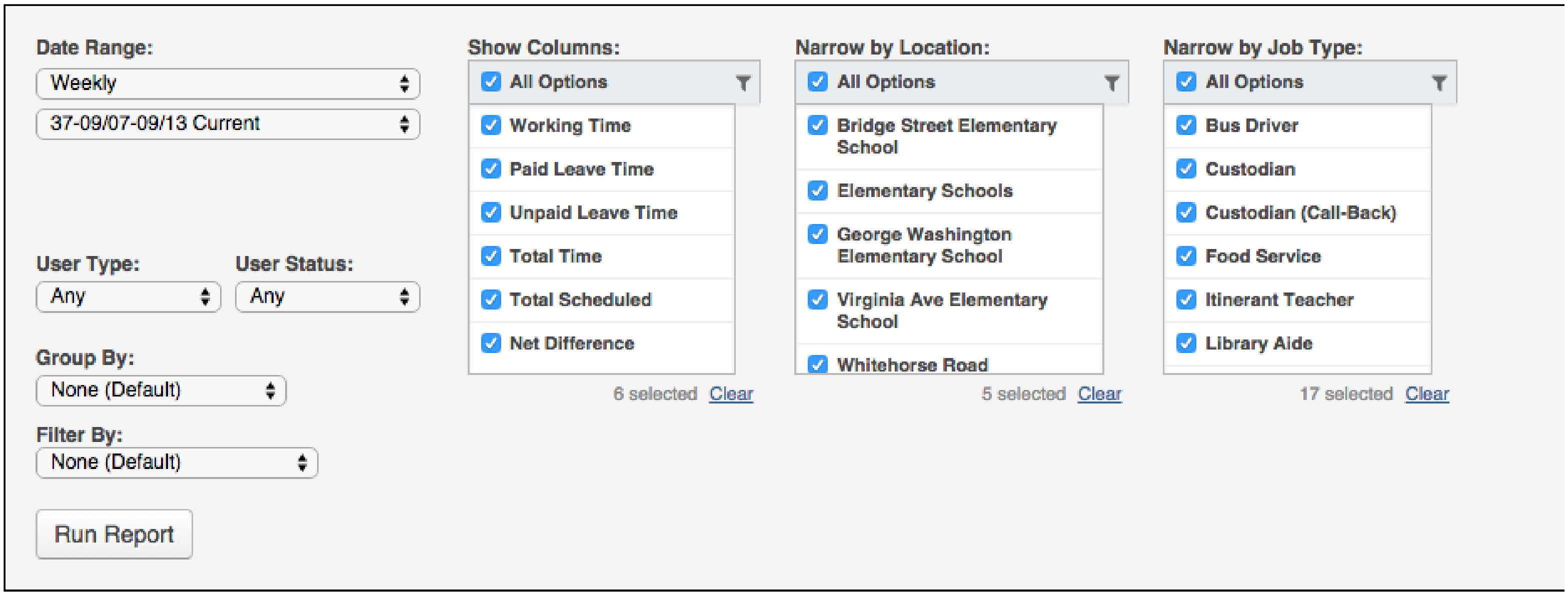
Work Summary Report

The Work Summary report provides high level information about Users for a given time period. By default the data is broken down by date range but can be further broken down into the following: day, work week, location, and job type.

To access the Work Summary report, click **Reports** in the side navigation, then choose **Work Summary**.



At the top of the report, you can choose the pay period or date range, filter options, and choose which columns you want included in the report.

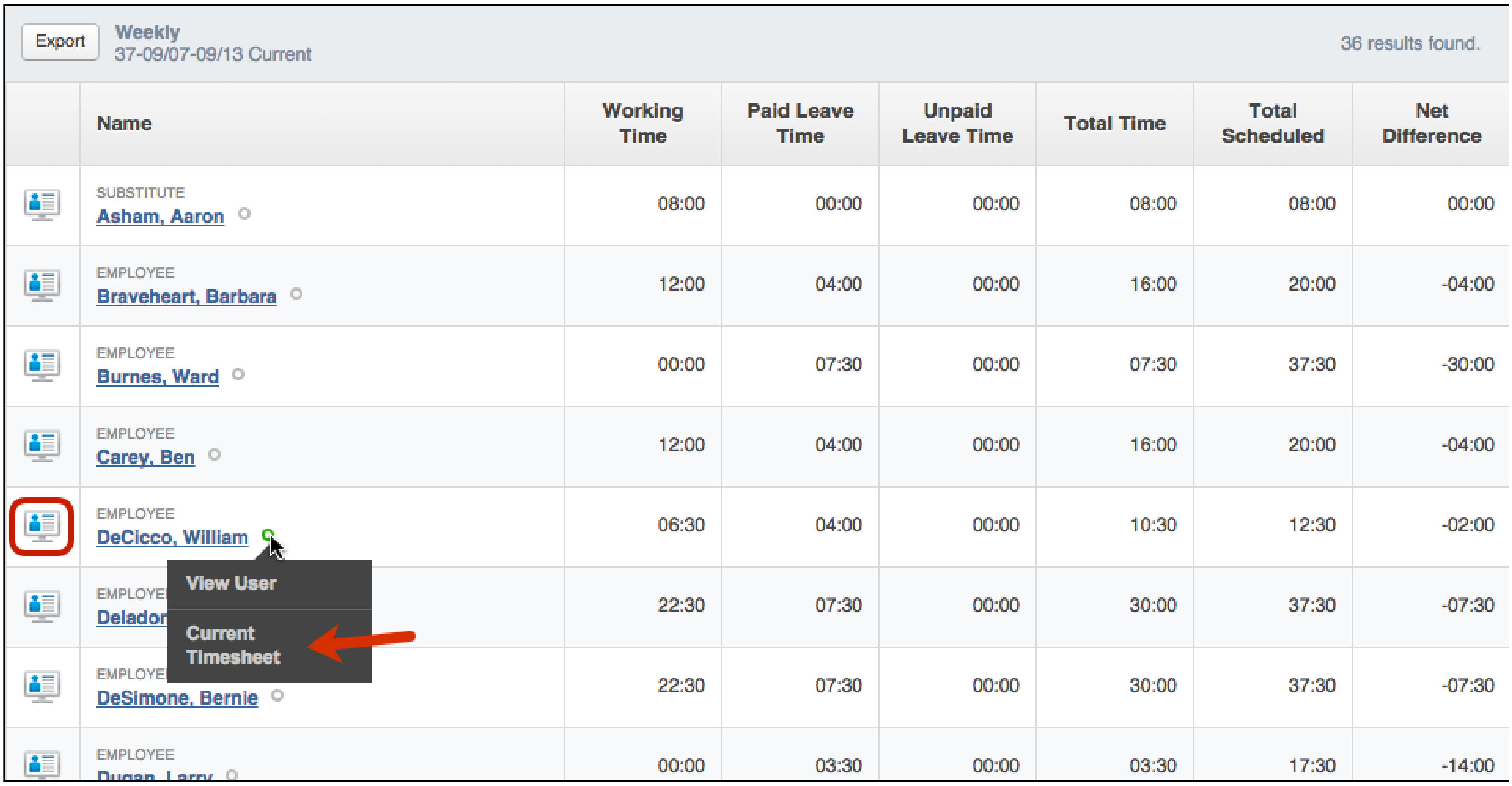


Group By: The Group By drop-down menu lets you choose how to group information in your report. For example if you choose “Day”, the info in the report will be grouped by individual date.

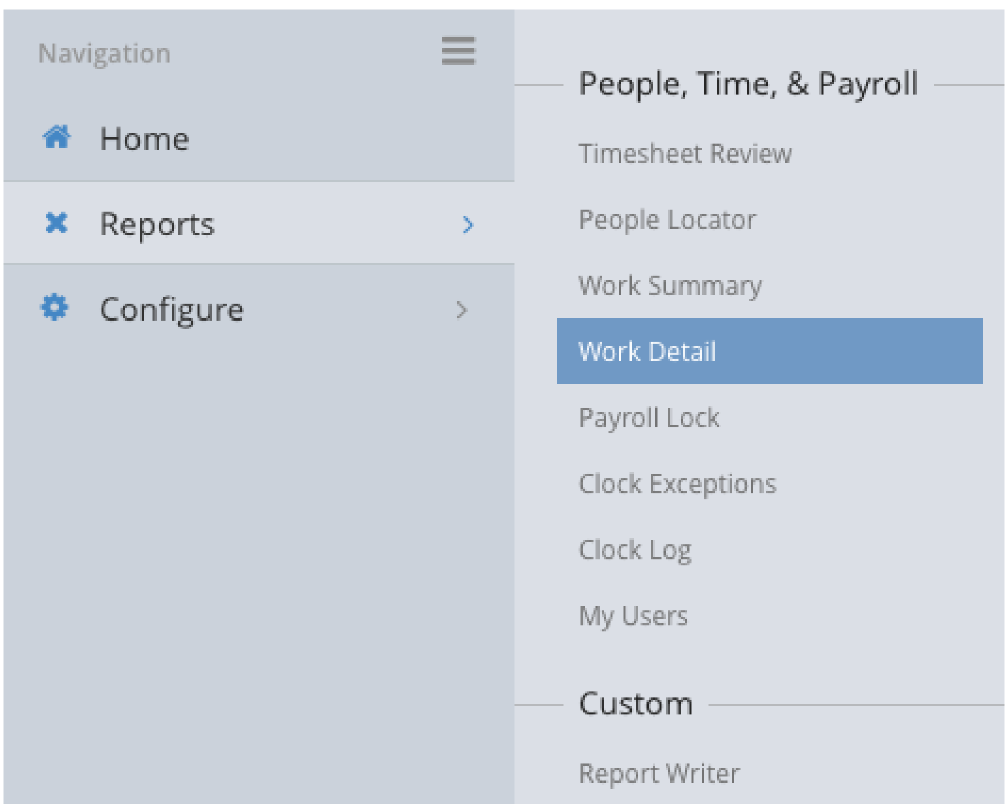
Filter By:

- Net Difference – This filter only returns users with a net difference (excludes zeros).
- Users With Time – This filter returns only users with time (total time).

To apply options and filters, click the **Run Report** button. The report itself shows a summary of the data for your employees. By clicking on the user’s name, you can access their user profile. You can also click the circle ( ) beside their name and choose **Current Timesheet** to view their timesheet. To see the user's Work Detail report, click the **Work Detail Icon** ( ).



You may also access an employee's "Work Detail" report by clicking the side navigation and choosing **Work Detail** under the "Reports" tab.



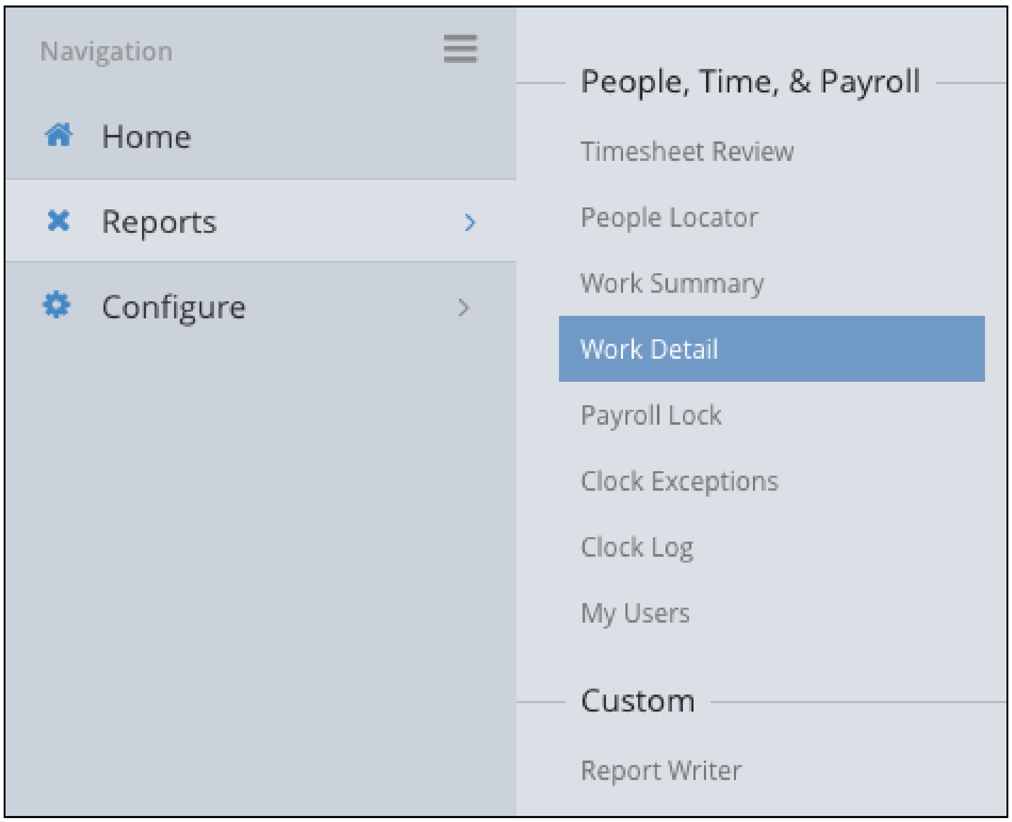
Using the Work Detail Report

Watch Video

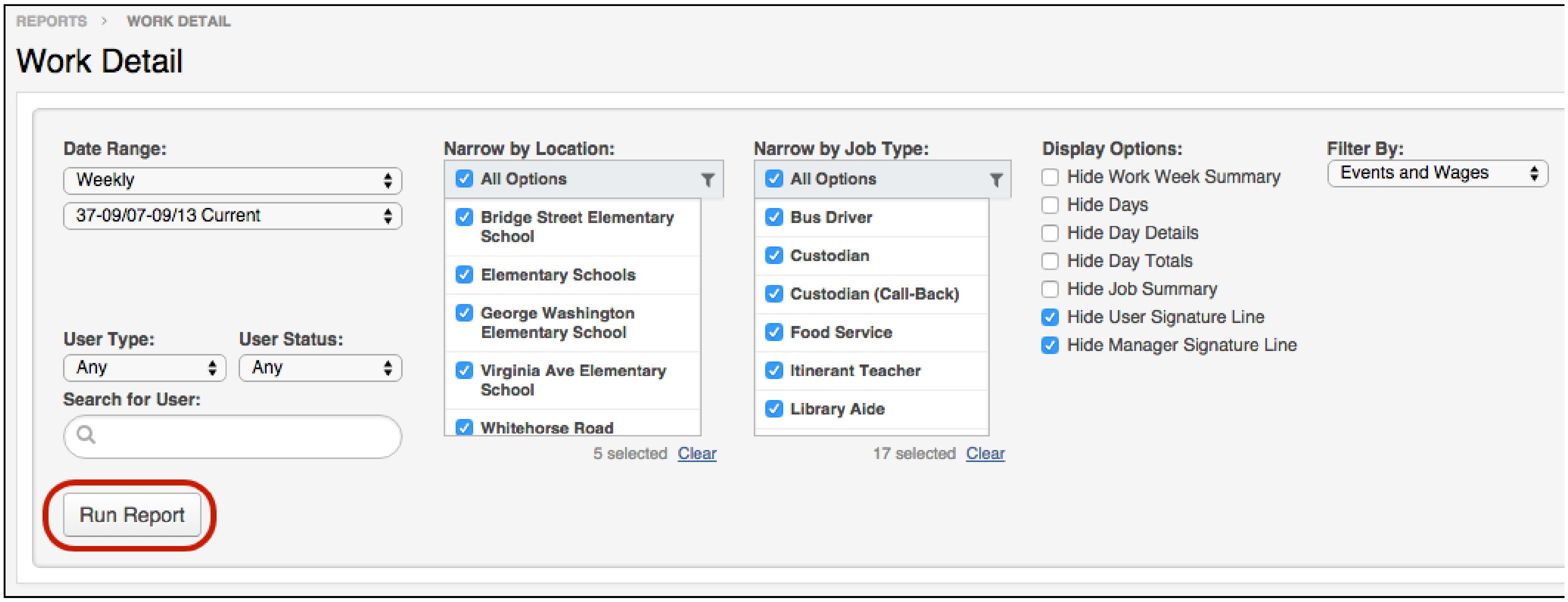
The "Work Detail" report provides low-level information about users for a given time period. The data is broken down by work week, then day, then location/job type combination.

Running the Report

To access the Work Detail report, choose **Reports** in the side navigation, then click **Work Detail**.



At the top of the report there are a number of filter options including pay period/date range, location, and Job Type. You can search for the employee by typing their name in the Search for User box and clicking the **Run Report** button.



Using the Report

In the report, you will see 3 main sections: Dates (scheduled time), Events (recorded time), and Wages. You'll also see a "Job Summary" at the bottom of the report for each employee that summarizes all events and wages, and splits them into different job types (if the employee works multiple roles).

EMPLOYEE
DeCicco, William

Payroll

WORK WEEK SUMMARY

Dates					Events						Wages					
		DURATION					TIME		DURATION		REGULAR PAY		PREMIUM PAY		OTHER	
DAY	LOCATION & JOB	SCH	TOTAL	PAID	CODE	TYPE	IN	OUT	TOTAL	PAID	TYPE	DUR	TYPE	DUR	TYPE	DUR
Mon 09/07	Bridge Street Elementary School Custodian	02:30	02:30	02:30	MC	Labor Day	07:00 AM	09:30 AM	02:30	02:30	HOLIDAY_PAID	02:30	--	--	--	--
							ACC: Account A				--	--	--	--	--	--
Mon 09/07 Total		02:30	02:30	02:30					02:30	02:30		02:30		--		--
Tue 09/08	Bridge Street Elementary School Custodian	02:30	02:30	02:30	ET	Shift	07:00 AM	09:30 AM	02:30	02:30	REGULAR	02:30	--	--	--	--
							ACC: Account A				--	--	--	--	--	--
Tue 09/08 Total		02:30	02:30	02:30					02:30	02:30		02:30		--		--
Wed 09/09	Bridge Street Elementary School Custodian	02:30	01:30	01:30	LV	Personal	08:00 AM	09:30 AM	01:30	01:30	PERSONAL	01:30	--	--	--	--
							ACC: Account A				--	--	--	--	--	--
Wed 09/09 Total		02:30	01:30	01:30					01:30	01:30		01:30		--		--
Thu 09/10	Bridge Street Elementary School Custodian	02:30	02:30	02:30	ET	Shift	07:00 AM	09:30 AM	02:30	02:30	REGULAR	02:30	--	--	--	--
							ACC: Account A				--	--	--	--	--	--
	Bridge Street Elementary School Bus Driver	--	01:30	01:30	ET	Shift	03:00 PM	04:30 PM	01:30	01:30	REGULAR	01:30	--	--	--	--
							ACC: Account C [1886]				--	--	--	--	--	--
Thu 09/10 Total		02:30	04:00	04:00					04:00	04:00		04:00		--		--
Fri 09/11	Bridge Street Elementary School Custodian	02:30	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Fri 09/11 Total		02:30	--	--					--	--		--		--		--
Work Week 09/07 - 09/13 Total		12:30	10:30	10:30					10:30	10:30		10:30		--		--
Work Weeks 09/07 - 09/13 Total		12:30	10:30	10:30					10:30	10:30		10:30		--		--

JOB SUMMARY

Jobs	Events				Wages					
			DURATION		REGULAR PAY		PREMIUM PAY		OTHER	
JOB	CODE	TYPE	TOTAL	PAID	TYPE	DUR	TYPE	DUR	TYPE	DUR
Custodian	MC	Labor Day	02:30	02:30	REGULAR	05:00	--	--	--	--
	ET	Shift	05:00	05:00	PERSONAL	01:30	--	--	--	--
	LV	Personal	01:30	01:30	HOLIDAY_PAID	02:30	--	--	--	--
	--	--	--	--	--	--	--	--	--	--
	--	--	--	--	--	--	--	--	--	--
	--	--	--	--	--	--	--	--	--	--
Custodian Total			**09:00**	**09:00**		**09:00**		**--**		**--**
Bus Driver	ET	Shift	01:30	01:30	REGULAR	01:30	--	--	--	--
	--	--	--	--	--	--	--	--	--	--
Bus Driver Total			**01:30**	**01:30**		**01:30**		**--**		**--**
Jobs 09/07 - 09/13 Total			**10:30**	**10:30**		**10:30**		**--**		**--**

Master Calendar

If a Master Calendar event occurs during that pay period, it will be listed under the "Events" column. For example, in this particular report, you can see the holiday Labor Day is listed as a Master Calendar event.

Events					
		TIME		DURATION	
CODE	TYPE	IN	OUT	TOTAL	PAID
MC	Labor Day	07:00 AM	09:30 AM	02:30	02:30
		ACC: Account A			
				02:30	**02:30**
ET	Shift	07:00 AM	09:30 AM	02:30	02:30
		ACC: Account A			
				02:30	**02:30**
LV	Personal	08:00 AM	09:30 AM	01:30	01:30
		ACC: Account A			
				01:30	**01:30**
ET	Shift	07:00 AM	09:30 AM	02:30	02:30
		ACC: Account A			
ET	Shift	03:00 PM	04:30 PM	01:30	01:30
		ACC: Account C [1886]			

Accounting Codes/Account Allocations

Each time event can have an associated accounting code or account allocation that can be set up automatically or set manually on the timesheet. You can see the different accounts connected to each time event here in the Work Detail Report.

Events					
		TIME		DURATION	
CODE	TYPE	IN	OUT	TOTAL	PAID
MC	Labor Day	07:00 AM	09:30 AM	02:30	02:30
		ACC: Account A			
				02:30	**02:30**
ET	Shift	07:00 AM	09:30 AM	02:30	02:30
		ACC: Account A			
				02:30	**02:30**
LV	Personal	08:00 AM	09:30 AM	01:30	01:30
		ACC: Account A			
				01:30	**01:30**
ET	Shift	07:00 AM	09:30 AM	02:30	02:30
		ACC: Account A			
ET	Shift	03:00 PM	04:30 PM	01:30	01:30
		ACC: Account C [1886]			

Wage Codes

Under the "Wages" section, you can see wage codes for time captured, including regular time, overtime, and paid/unpaid holidays. For example, this particular employee had a paid holiday, and worked more than his weekly scheduled hours (as specified by GAP).

Wages	
REGULAR	
TYPE	DUR
REGULAR	07:30
	07:30
HOLIDAY_PAID	07:00
--	--
	07:00
REGULAR	08:00
	08:00
REGULAR	07:30
	07:30
REGULAR	05:00
GAP	02:30
	07:30
	37:30
	37:30

Aesop Absences

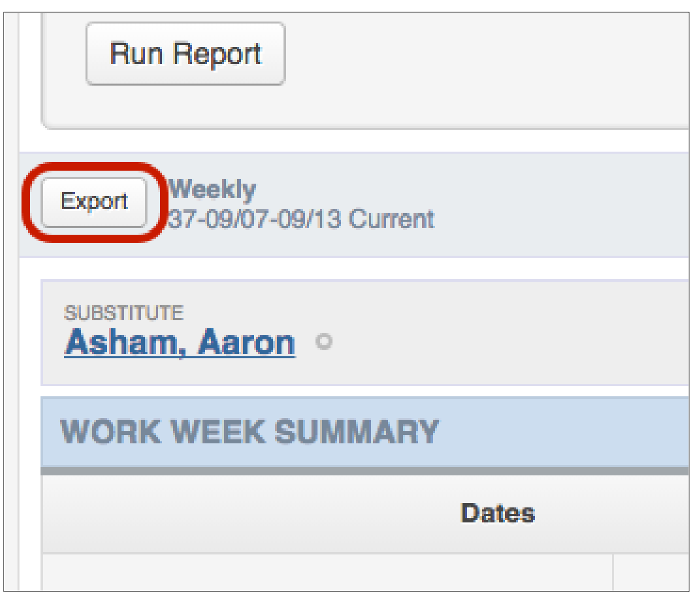
You can also open Aesop absence details right from the work week summary under the "Events" column. For example, this employee took a personal day on September 9th. A link to the absence details appeared on his work week summary's "Events" column under "Type."

Clicking the link takes you to the "Absence Details" page, where you can see all the details for the absence that you would see in Aesop, but without leaving VeriTime!

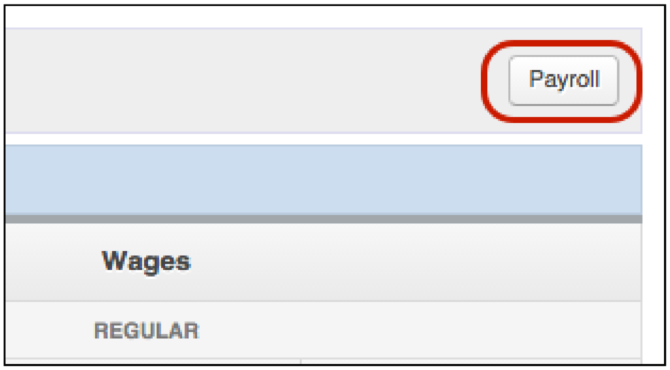
Events					
		TIME		DURATION	
CODE	TYPE	IN	OUT	TOTAL	PAID
MC	Labor Day	07:00 AM	09:30 AM	02:30	02:30
		ACC: Account A			
				02:30	**02:30**
ET	Shift	07:00 AM	09:30 AM	02:30	02:30
		ACC: Account A			
				02:30	**02:30**
LV	Personal	08:00 AM	09:30 AM	01:30	01:30
		ACC: Account A			
				01:30	**01:30**
ET	Shift	07:00 AM	09:30 AM	02:30	02:30
		ACC: Account A			
ET	Shift	03:00 PM	04:30 PM	01:30	01:30
		ACC: Account C [1886]			

Exporting and Payroll Summary

If you would like to export the report, click the **Export** button at the top of the report.



To see the user's payroll summary, click the **Payroll** button in the same row as the user's name.

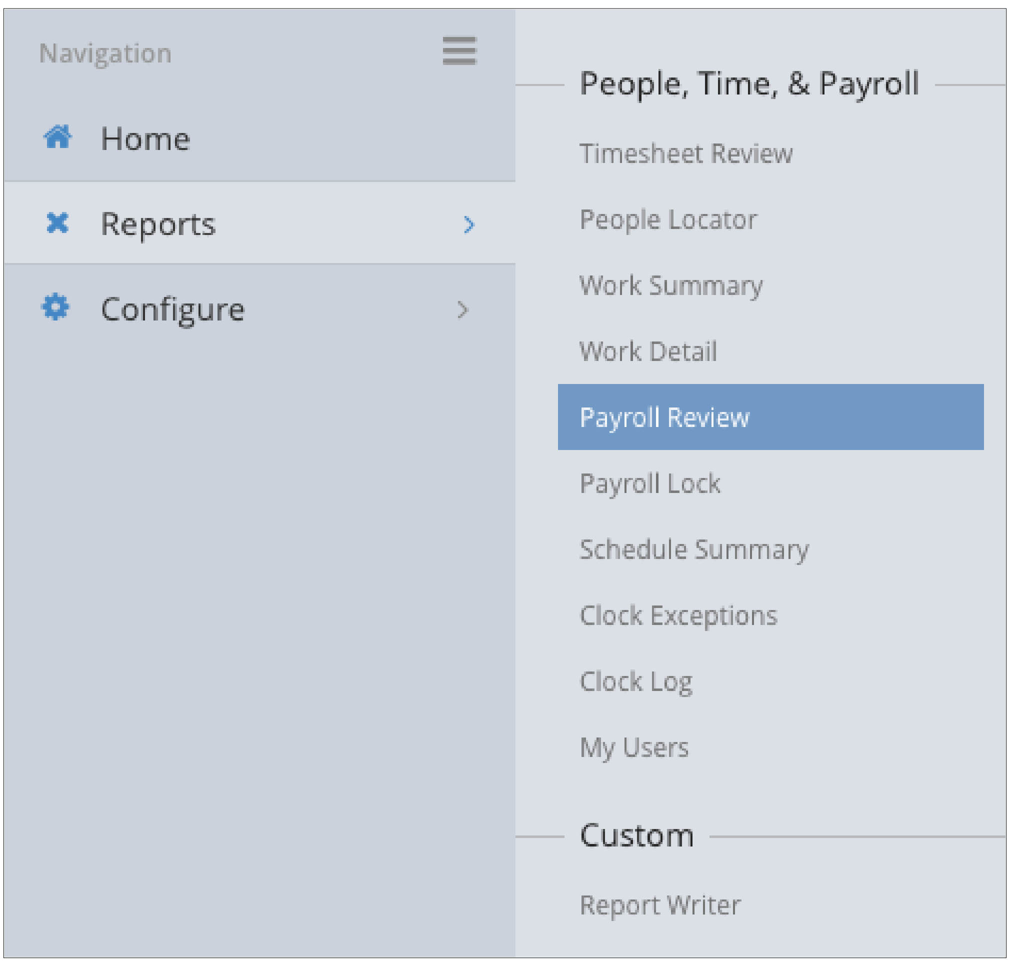


Using the Payroll Review Report

The "Payroll Review" report shows all the different types of wages an employee will receive for a given date range. The default date range is 14 days.

> If you do not see the Payroll Review report under "Reports", you may not have permission to use it. For more information, please contact your VeriTime Administrator.

To access the report, click on the **Payroll Review** option from the side navigation under "Reports".

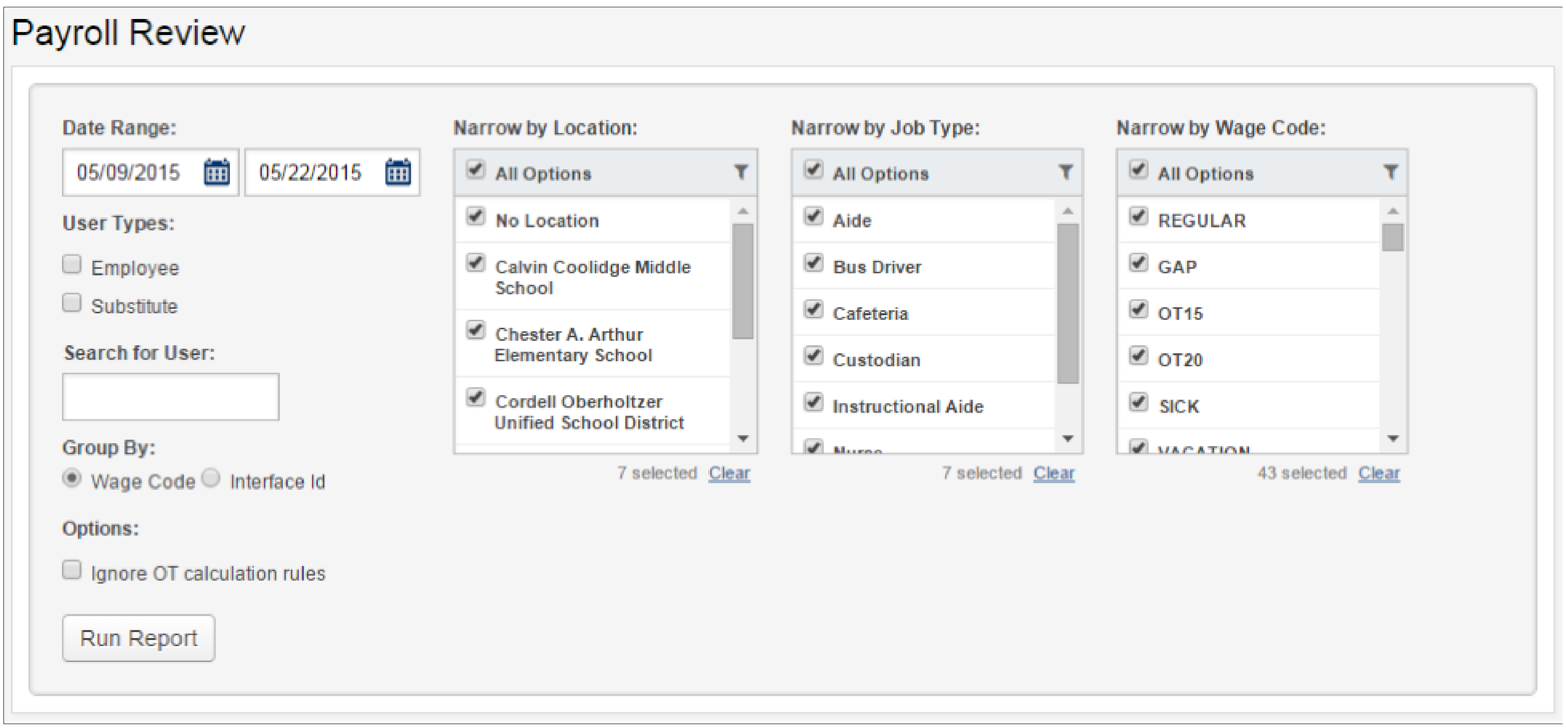


At the top of the report, you can filter the results by user type, location, job type, and wage code. You can also group the results by wage code or interface ID.

What's the difference between Wage Code and Interface ID?
"Wage Codes" are what determines how hours are paid for the employees. These codes come pre-loaded in VeriTime as the default codes. An Interface ID is a custom code that you can assign to replace the default Wage Codes. These usually are used in order to integrate with a third-party payroll system.

Click here to learn more about Wage Codes and Interface IDs.

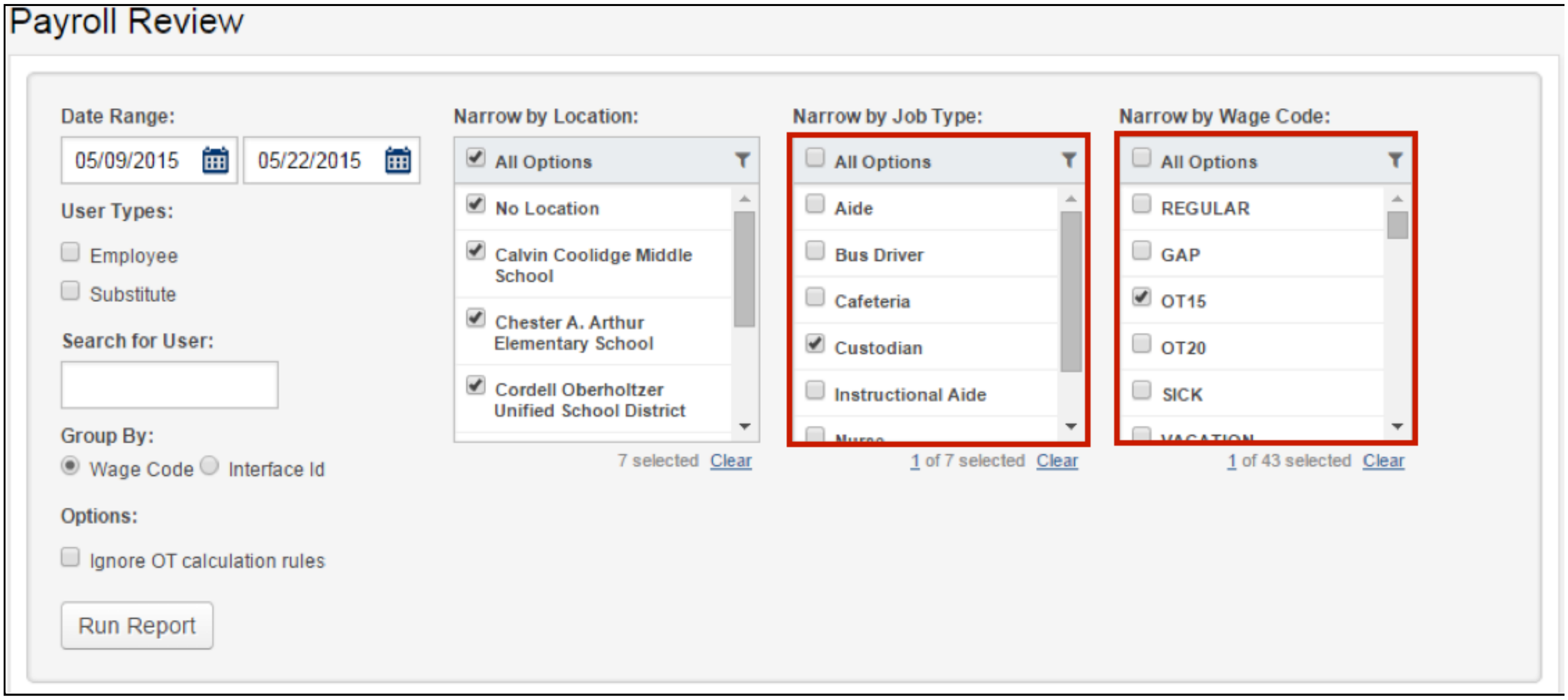
The results of the report will show all the wage codes applied to an employee for the date range given. It will also show the Wage Duration and Total Duration.



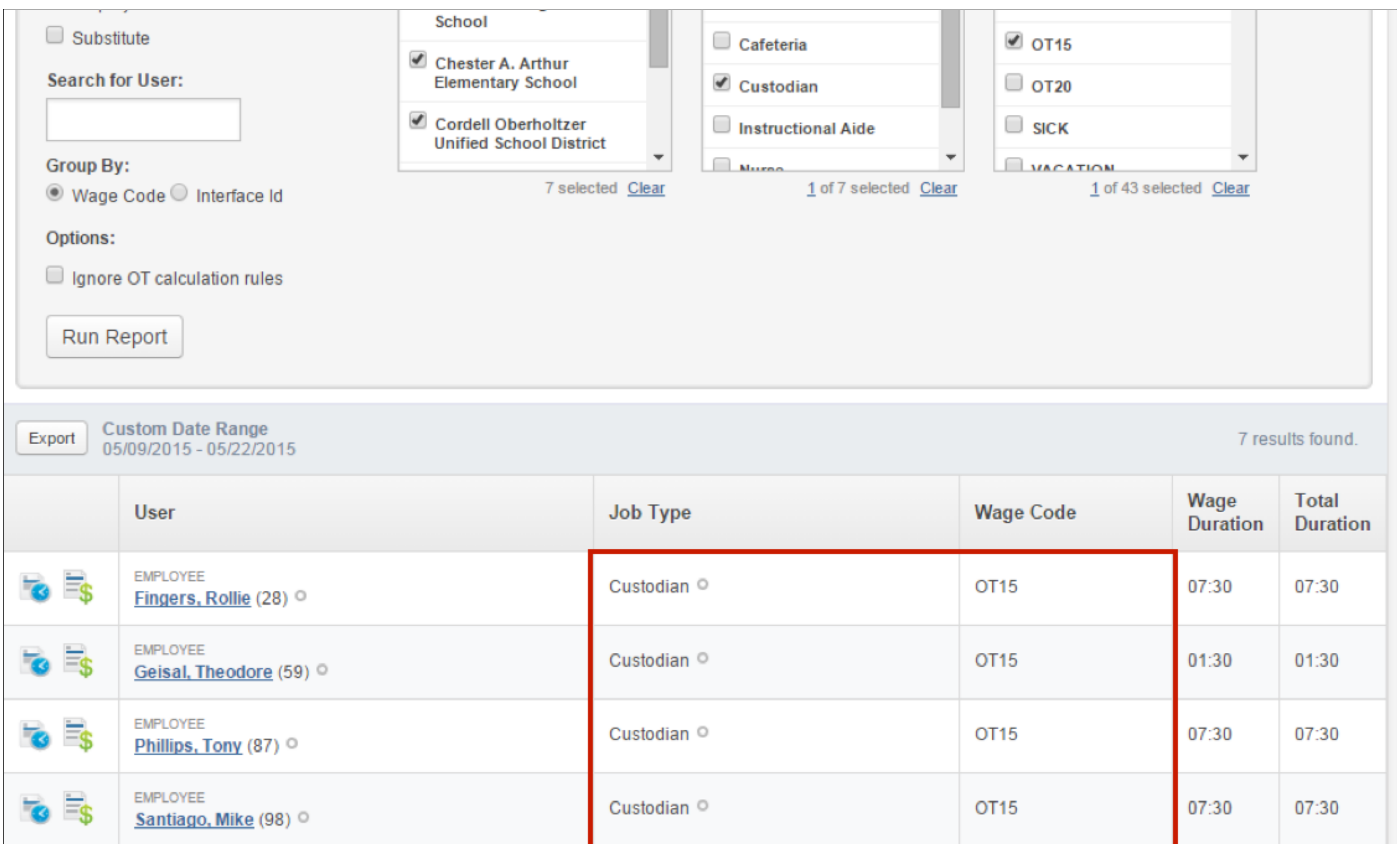
The most used feature of this report is filtering the results by wage code. In other words, if you don't want to see every wage code on this report you could specify the ones you want to see. For instance, if you only want to see time paid at regular rate, only select the filters that are associated with a regular rate of pay (Regular, Gap, Holiday_Paid, etc.).

Click here for definitions of each wage code.

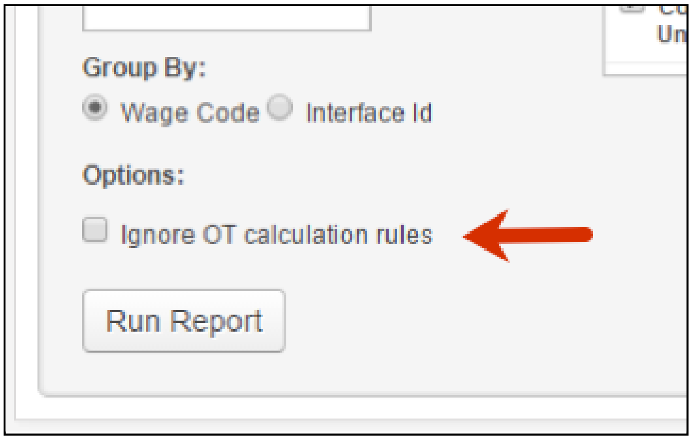
Let's pretend you only want to run this report to show *overtime hours* for *custodians only*. The filters would look like this before you ran it:



After you click **Run Report** the results will only show overtime hours for custodians:



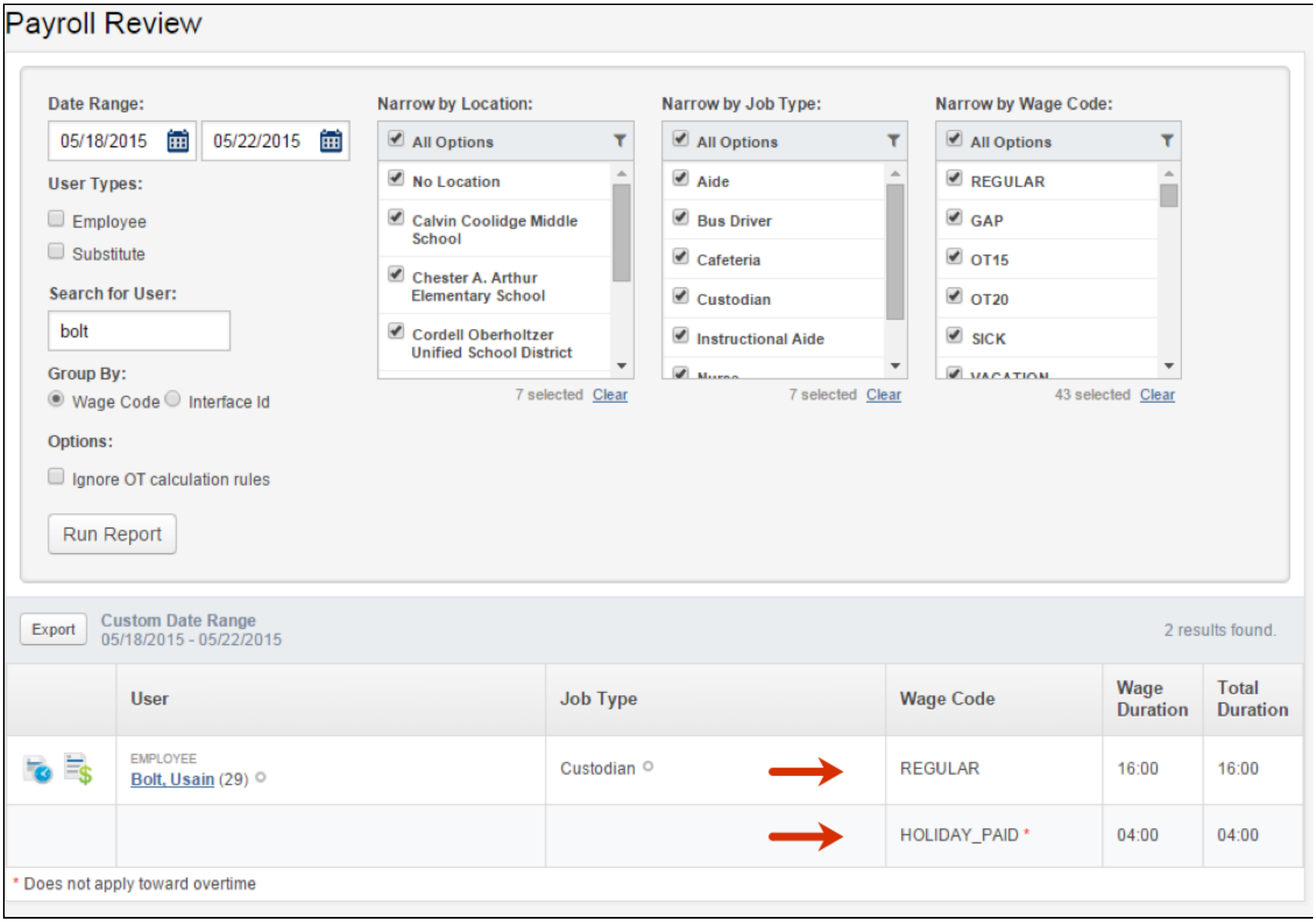
Another option is to ignore OT calculation rules:



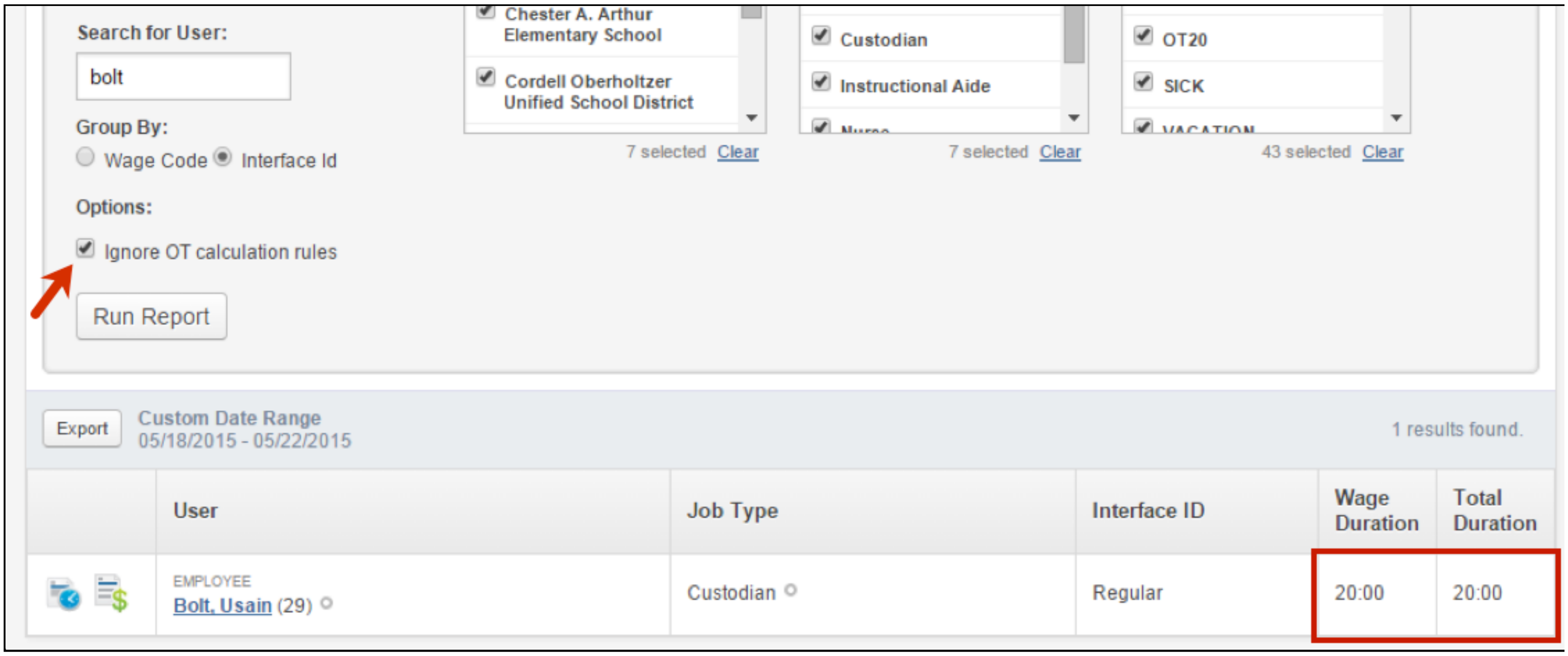
In the staff group, you need to specify whether particular absence reasons or master calendar events count toward an individual's OT calculation for a week. This would apply regardless of whether the time off is paid or unpaid. So even though a day worked *and* a sick day are both paid at regular time (they share a wage code), on the Payroll Review report they will appear in separate rows because one of them counts toward OT calculation and the other one does not. If you check the **Ignore OT calculation rules** box, those lines (the durations of hours) will be combined into one row.

Let's Look at an Example:

Usain Bolt has a holiday on Friday, May 22nd due to Memorial Day. This will be a paid holiday, however the holiday hours do *not* count toward his total hours in his week that would give him overtime. If you were to run the Payroll Review report without changing anything (only running the report for Usain), this is what it will show:



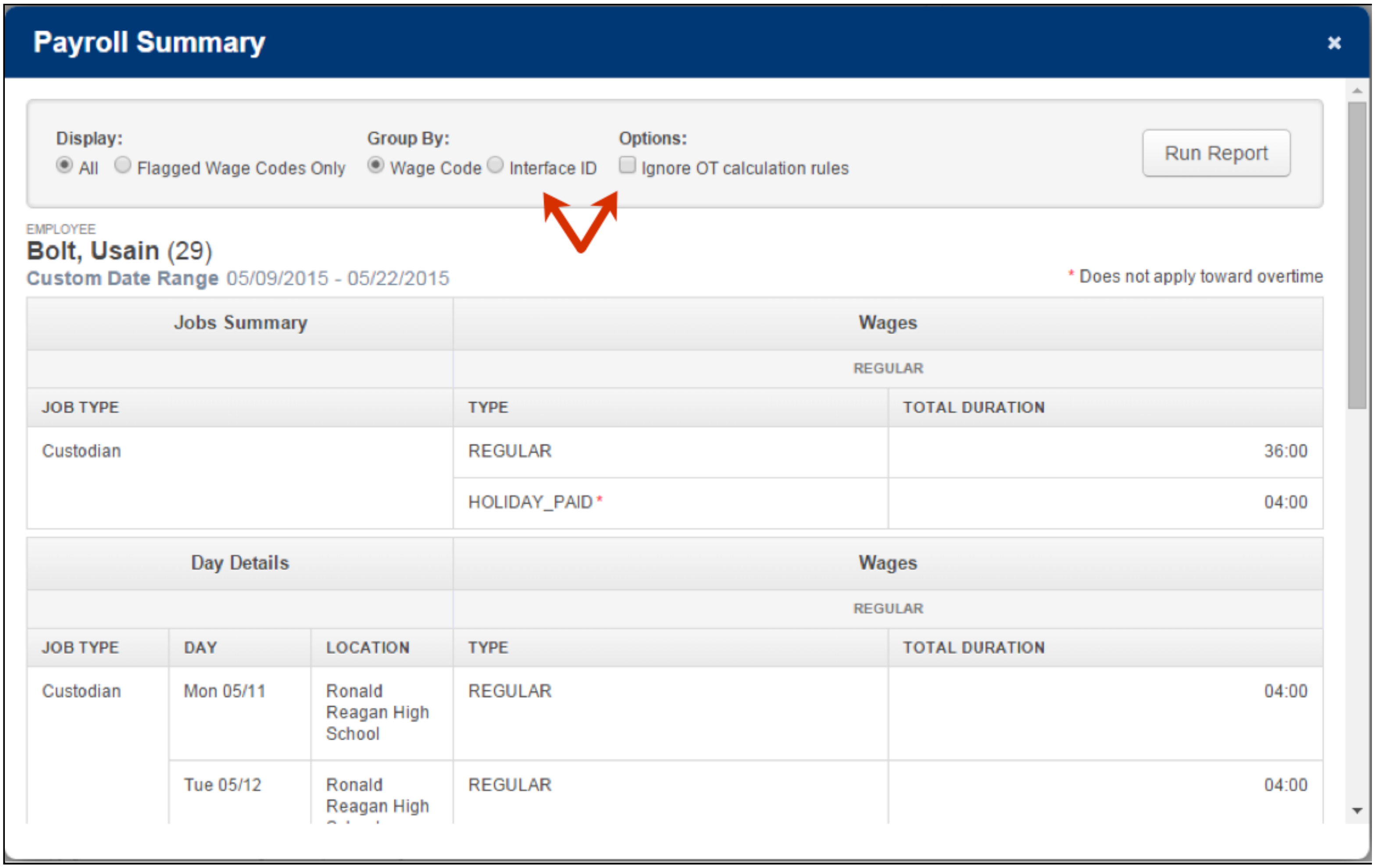
Notice that the Regular and Holiday_Paid wage codes appear on separate rows. The reason those rows have not been combined to show 20 hours total is because the Holiday is not counting toward OT (note the red asterisk), while the Regular work hours are being included in that calculation. So if we want them combined, select **Ignore OT calculation rules** and they will be combined to reflect 20 hours:



On the left side of the row there are two icons:

The first one is the Timesheet icon which will show the timesheets for the date range for which you are running the Payroll Review report.

The second icon is for the Payroll Summary report. This report is the same information of the Payroll Review report however it breaks down the data by day so you can see which hours were worked on a specific date. You can also group by Interface ID and ignore OT calculation rules just like in the Payroll Review report.

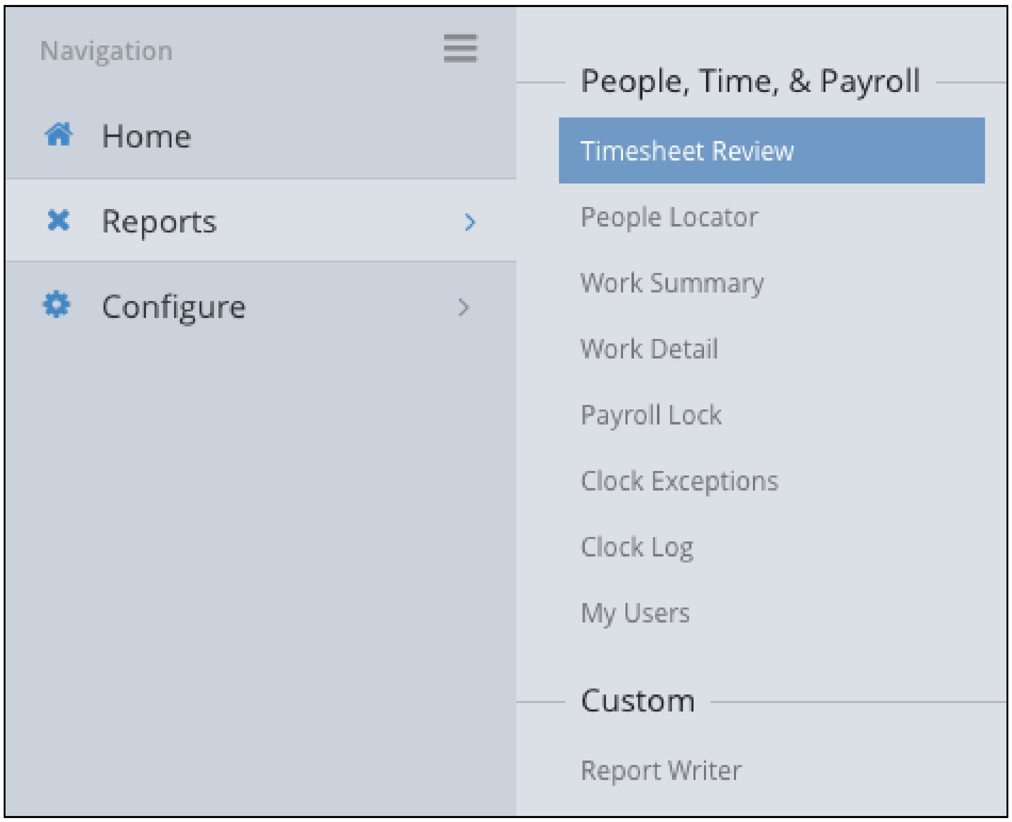

Payroll Summary
Display:
All
Flagged Wage Codes Only
Group By:
Wage Code
Interface ID
Options:
Ignore OT calculation rules
Run Report
EMPLOYEE
Bolt, Usain (29)
Custom Date Range 05/09/2015 - 05/22/2015
* Does not apply toward overtime
Jobs Summary
Wages
REGULAR
JOB TYPE
TYPE
TOTAL DURATION
Custodian
REGULAR
36:00
HOLIDAY_PAID *
04:00
Day Details
Wages
REGULAR
JOB TYPE
DAY
LOCATION
TYPE
TOTAL DURATION
Custodian
Mon 05/11
Ronald Reagan High School
REGULAR
04:00
Tue 05/12
Ronald Reagan High
REGULAR
04:00

Reviewing and Approving Timesheets

Watch the Quickly Reviewing Time Video

Watch the Reviewing and Approving Timesheets Video

To access the Timesheet Review click **Reports** in the side navigation, then click **Timesheet Review.**



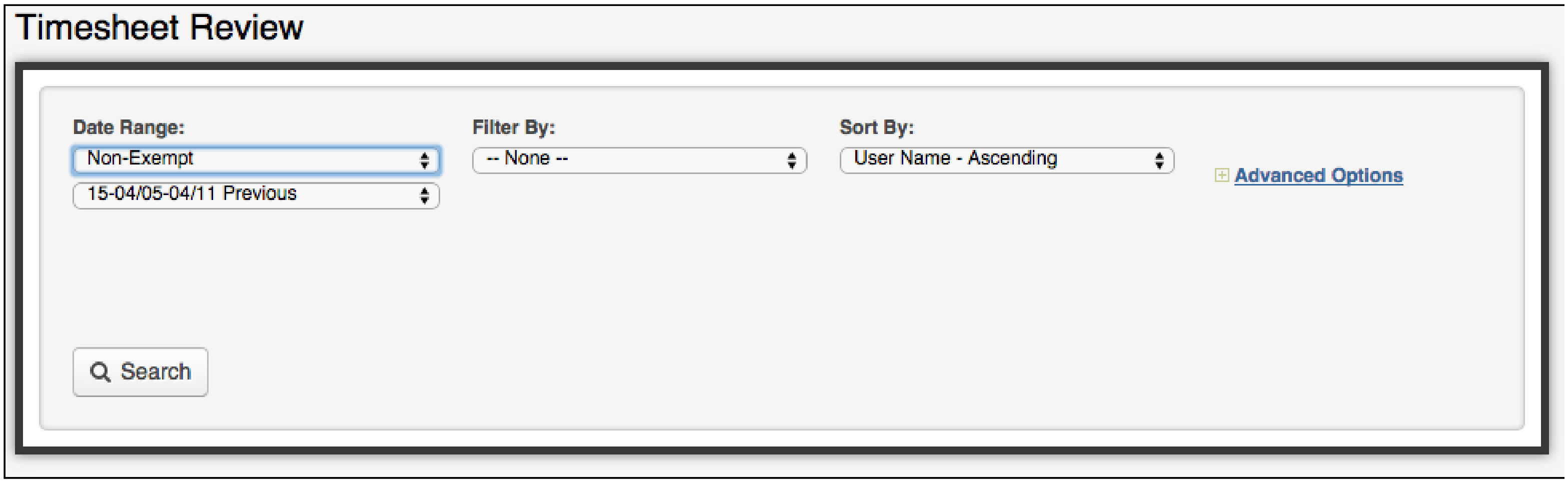
Depending on your permissions setup you may not have access to all the functions you see here.

On the "Timesheet Review" page, pick the desired date range. The VeriTime Administrator will have set up the date ranges, but you can also select “Custom Range” at the top of the drop-down list. You can also use the "Filter" and "Sort" drop-down menus to filter and sort the timesheet accordingly.

Filter Options:

- **Outstanding Timesheets -** Show only the timesheets that are not completely approved on all levels.
- **Rejected Timesheets -** Show only the timesheets in rejected status.

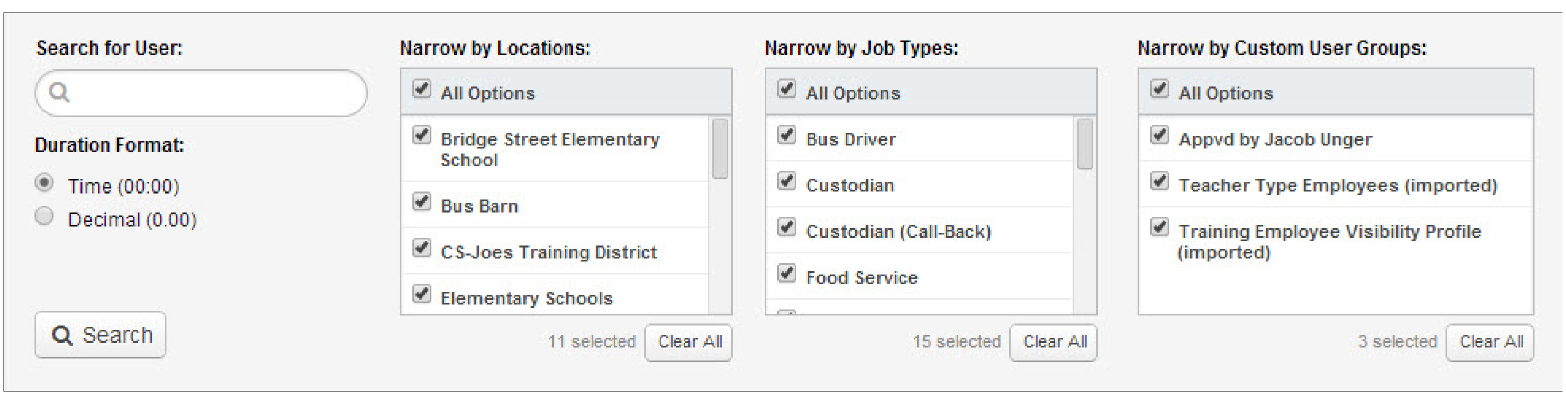
- **Payroll Exceptions -** Show only users who have payroll records that are marked as exceptional in the "Wage Option Assignment" page.
- **Net Difference -** Show only users whose timesheets have a net difference.
- **Needs Approval -** Show only users whose timesheets are in "Submitted" status



For more advanced filtering, click the **Advanced Options** link. Here, you can change the duration format from "Time" to "Decimal". With the "Time" setting, "7 hours and 15 minutes" would show as “7:15”. With the "Decimal" setting, it would show as “7.25”.

You can also narrow by user name, locations, job type, and Custom User Groups.

To apply the date range and filter options you have selected, click the **Search** button.

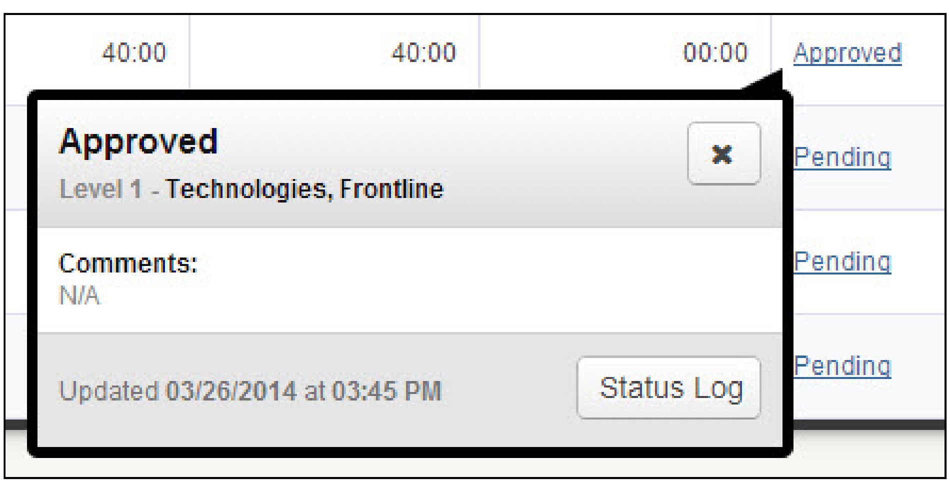


The timesheets will display for the date range selected. Each row gives the Total Scheduled, Total Working Time and Paid Leave, Total Time, and Net Difference for the employees for that week. The status of the timesheet is also shown.

User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
EMPLOYEE Alvarez, Brian	40:00	40:00	00:00	40:00	00:00	Pending
EMPLOYEE Alvarez, Thomas	40:00	40:00	00:00	40:00	00:00	Pending
EMPLOYEE Baker, Deborah	16:00	00:00	00:00	00:00	-16:00	Pending

- **Total Scheduled** - This is the number of hours based on the recurring schedule. For the date range you have chosen, this is what the person would have worked if all days were typical days (no absences or closed days).
- **Total Paid** - This is the total time that the user will be paid for.
- **Total Time** - This is the total time for the date range you have selected. Worked hours as well as paid absence durations count toward this time. Admin time is also calculated into this total.
- **Net Difference** - The difference between scheduled and total paid time. If the total time is less than scheduled, it shows up as negative.
- **Status** - The status of the timesheet will be shown by an icon if you have multiple levels of approval.

Clicking on the status brings up the status pop-up. The pop-up will show the last update made to that timesheet record whether it was submitted automatically by the system or if the user submitted it. It will also display comments if any have been entered, and list a time and date stamp for the last update. Also included in the pop-up is the "Status Log" button that will bring up the full status log for that timesheet record.



Here is what the Status Log looks like:

Timesheet Status

03/17/2014 Grandview Middle School - Security

Level 1

Status	User	Date	Comments	Options
Approved	Frontline Technologies	03/26/2014 03:45 PM		
Pending	System	03/17/2014 12:06 AM		

03/18/2014 Grandview Middle School - Security

Level 1

Status	User	Date	Comments	Options
Approved	Frontline Technologies	03/26/2014 03:45 PM		
Pending	System	03/18/2014 12:05 AM		

To expand a row on the timesheet, click the **expand/collapse** icon and VeriTime will give you each day's timesheet summary data for that person.

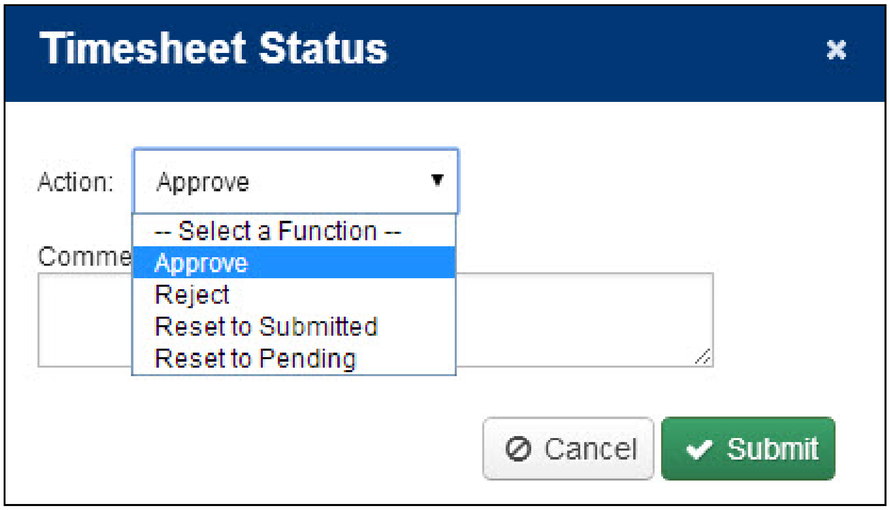
	User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
	EMPLOYEE Alvarez, Brian	40:00	40:00	00:00	40:00	00:00	Pending

Date	Location Details	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
04/06/2015	Pad Thai High Cafeteria Server	08:00	08:00	00:00	08:00	00:00	Pending
04/07/2015	Pad Thai High Cafeteria Server	08:00	08:00	00:00	08:00	00:00	Pending

To see the actual Timesheet or the Payroll Review, click the corresponding icon next to the user's name. The Timesheet icon is the one with the clock. The Payroll Summary icon is the one with the dollar sign.

	User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
	EMPLOYEE Alvarez, Brian	40:00	40:00	00:00	40:00	00:00	Pending
	EMPLOYEE Alvarez, Thomas	40:00	40:00	00:00	40:00	00:00	Pending
	EMPLOYEE Baker, Deborah	16:00	00:00	00:00	00:00	-16:00	Pending

To take any action on timesheets use the **Approve**, **Reject**, or **Reset Timesheets** button at the top of the page. You will get a pop-up window where can choose from the following options.



Click **Approve**, **Reject or Reset** as appropriate. Once a timesheet is approved, it cannot be edited unless it is reset to submitted or pending.

> If you reject a timesheet you may be required to select a "Reject Reason" and leave a comment. You should only reject a timesheet if that employee has the permission to edit their own timesheet and make a correction.

Using the Clock Exceptions Report

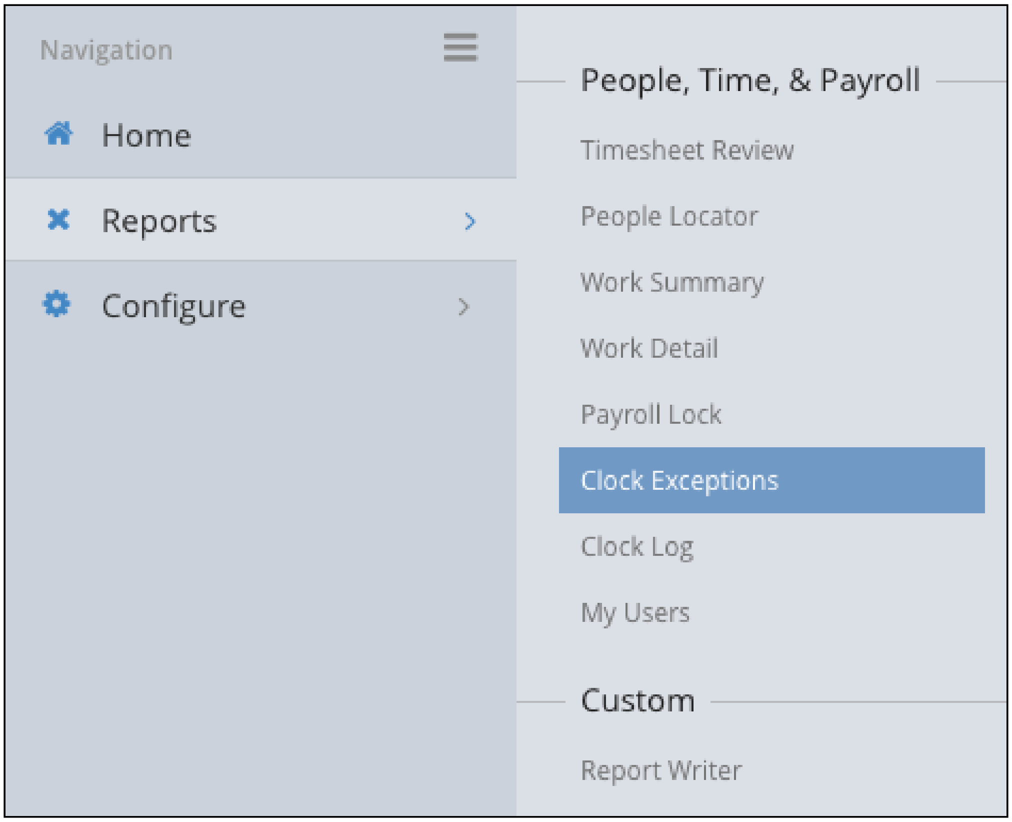
The "Clock Exceptions" report is a quick way for you to search for answers related to Clock Exceptions, such as:

- Are there timesheets with missed punches?
- Is my staff clocking in on schedule?
- Is a staff member trying to get paid for extra time by clocking in early or staying late?
- Are any staff members consistently late?
- Are there specific staff members who consistently require supervisors to make corrections?

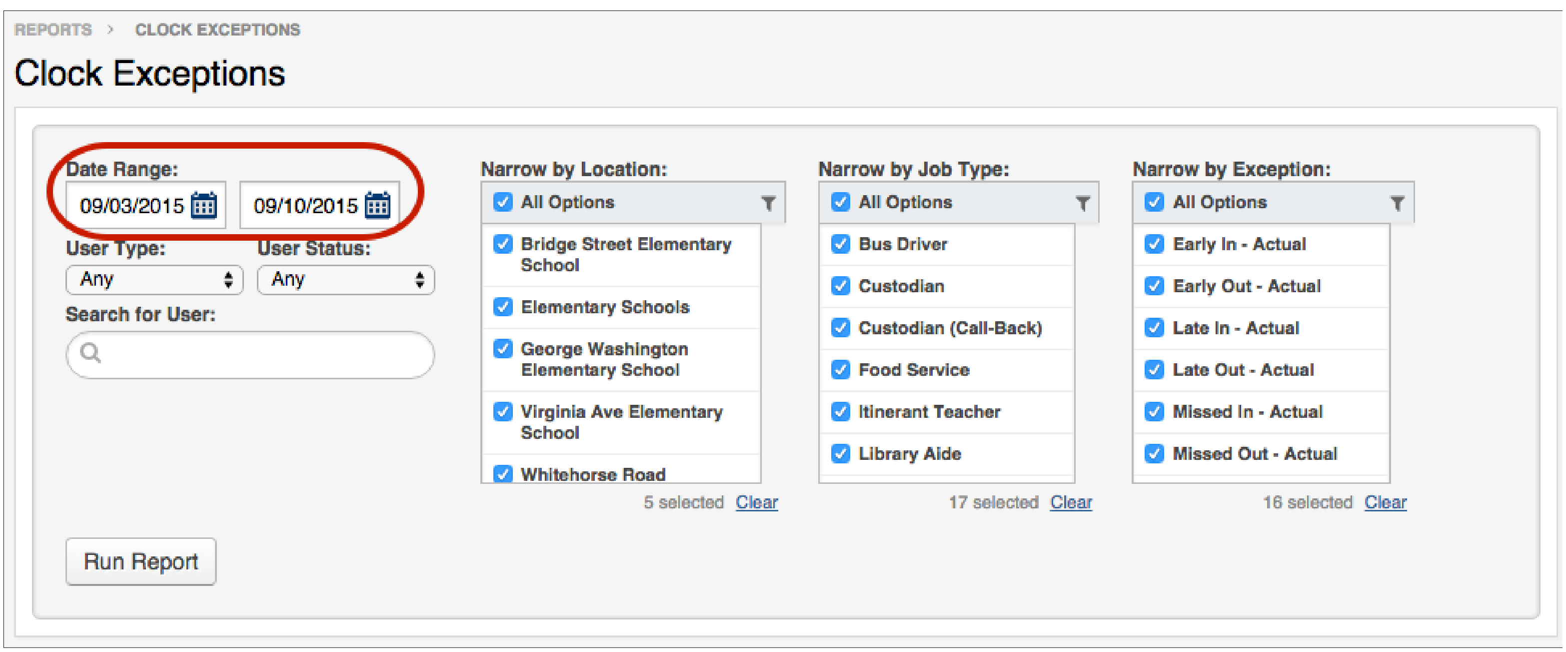
The Clock Exceptions report can help you answer these questions and any more you might have!

> This report is primarily used for monitoring those who use the web clock/kiosk.

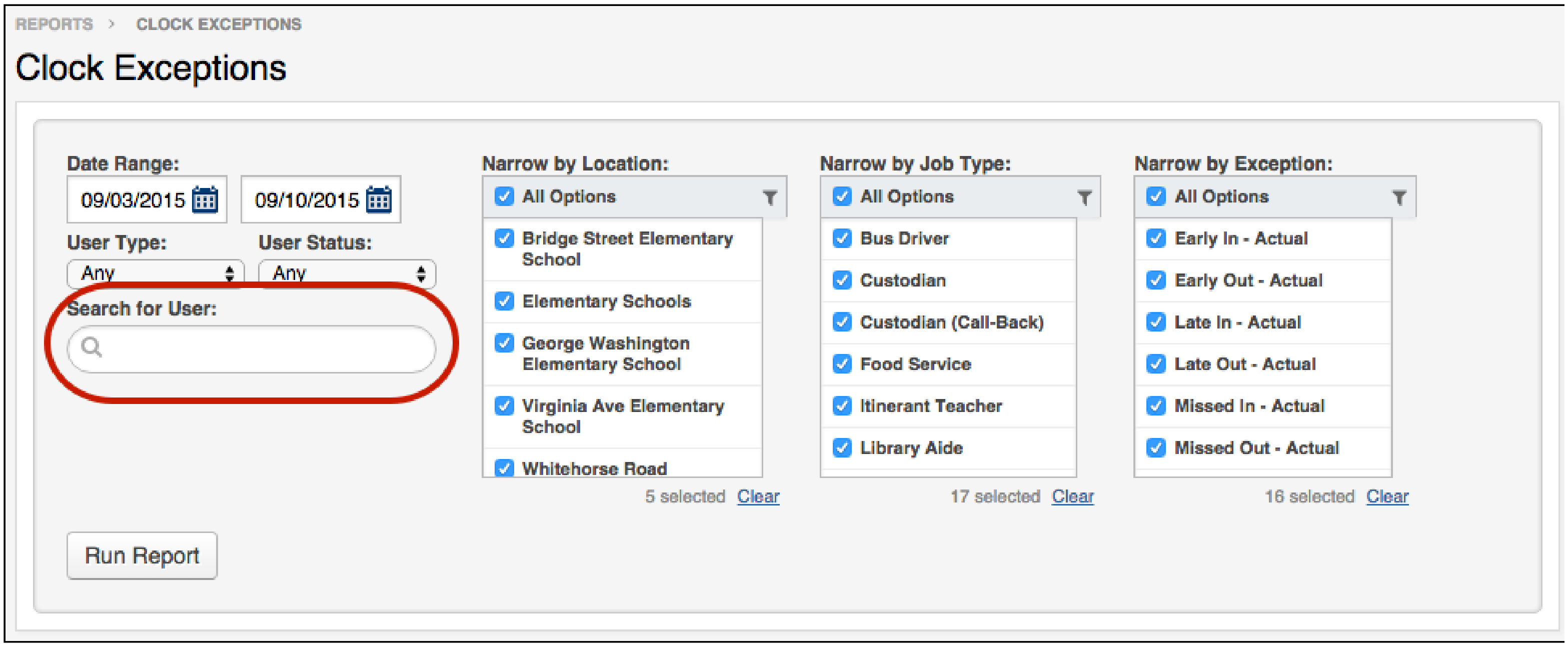
To get started, first click on **Reports** in the side navigation, then click on **Clock Exceptions**.



At the top of this report you can select a date range, location, job type, and mark the exceptions you want to see. To select a date range, click the text box beside the calendar icon to type in the date range, or click the calendar icon to select the date from a pop-up calendar.

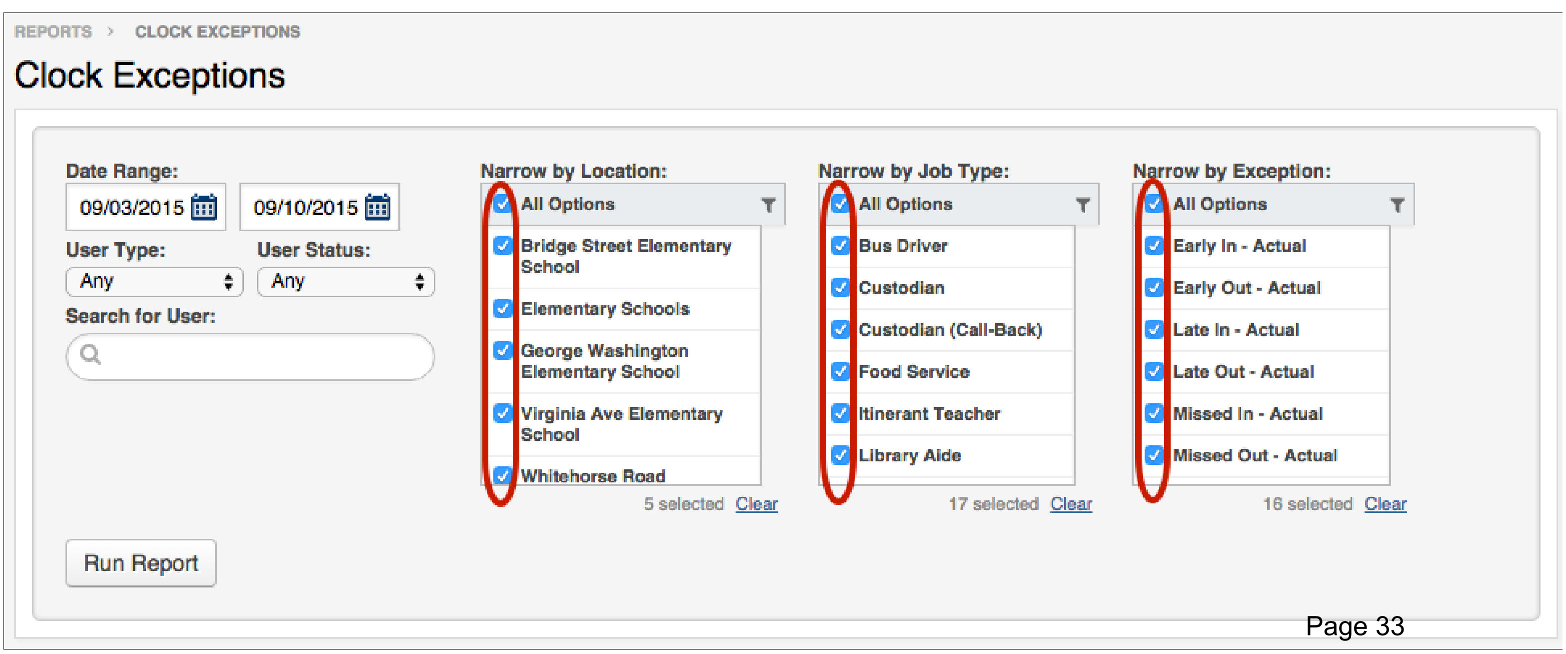


You can also search for a specific user's name. Simply click in the text box and type the name.

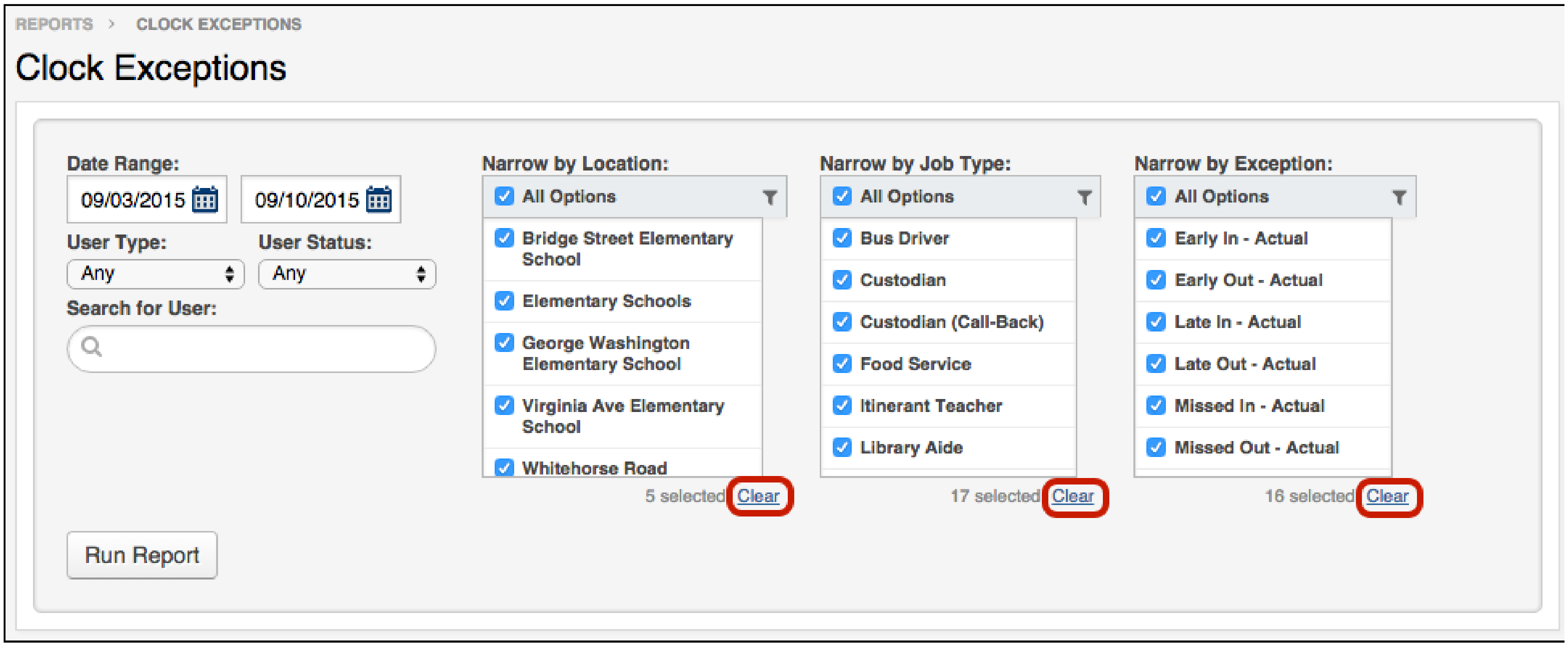


You can narrow your search by location, job type, or exception. To select an option, check the box beside it by clicking it. To select all options within a category, like "location" for example, check the box beside "All Options".

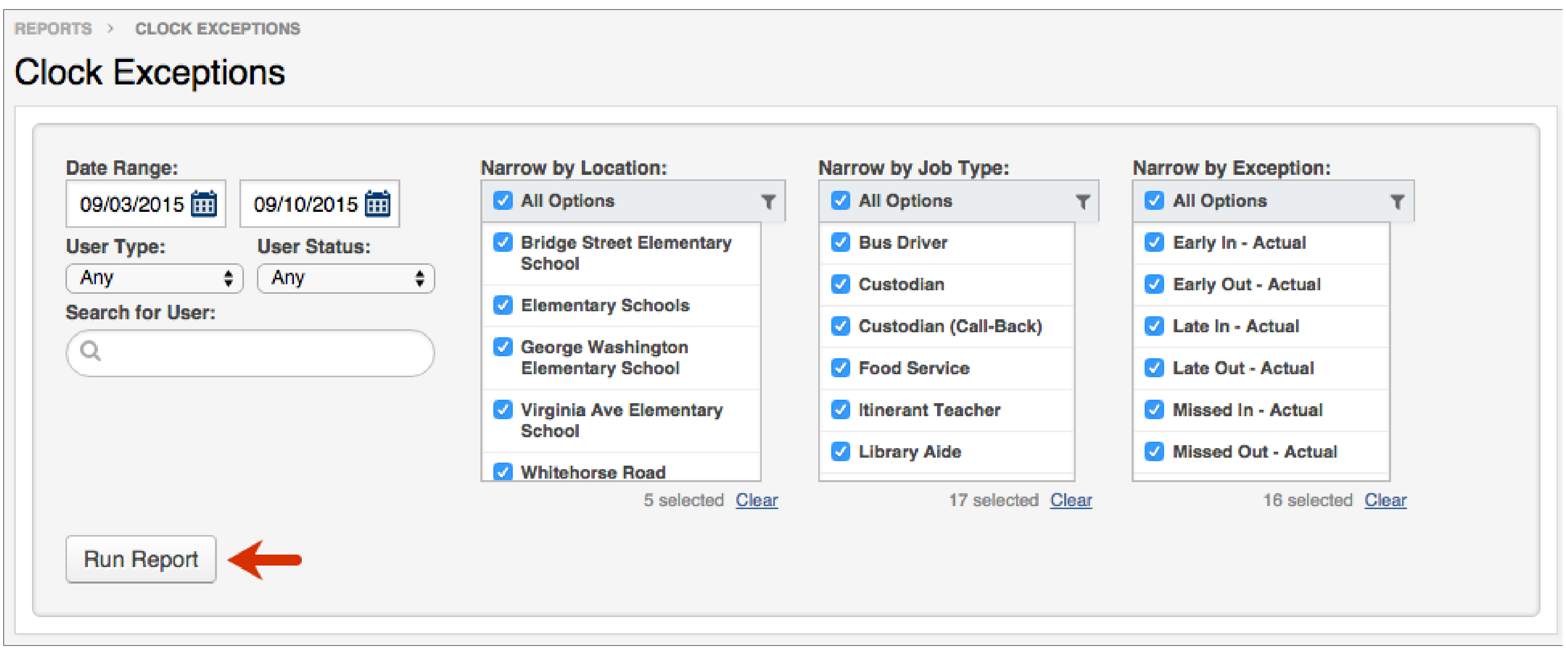
If you are looking exclusively for missed punches, filter your search by only checking the boxes by "Missed In- Adjusted" and "Missed Out-Adjusted" under the "Narrow by Exceptions" column.



To clear your selections, click the **Clear** button underneath the section you want to deselect.



When you are ready, click **Run Report**.



A list of clock exceptions sorted by day, user, location, job type, schedule details, exception details, event details, and comments will appear on the same page. Each user's clock exceptions will be organized by date-range from most recent to oldest.

Under the "Schedule Details" column, you can see the scheduled time the user was supposed to work. The IN and OUT times under "Event Details" are the actual times the user signed in and out.

Export **Custom Date Range** 08/31/2015 - 09/04/2015 3 results found.

Day	User	Location	Job Type	Schedule Details	Exception Details	Event Details	Comments
Wed, 09/02	EMPLOYEE Jillian, Dennis	Virginia Ave Elementary School	Food Service	11:30 AM - 12:00 PM 12:30 PM - 02:00 PM	Early Out - Adjusted	IN: 11:30 AM	None
						OUT: 12:00 PM	None
Wed, 09/02	EMPLOYEE Jillian, Dennis	Virginia Ave Elementary School	Food Service	11:30 AM - 12:00 PM 12:30 PM - 02:00 PM	Late In - Adjusted	IN: 12:30 PM	None
						OUT: 02:00 PM	None
Tue, 09/01	EMPLOYEE Carey, Ben	Virginia Ave Elementary School	Food Service	10:00 AM - 02:00 PM	Late In - Adjusted Late Out - Adjusted Hand Entered/Changed	IN: 10:15 AM	None
						OUT: 02:30 PM	*"I entered these times for Ben - JP"*

If you would like to export the list, click the **Export** button at the left upper corner of the report.

Export **Custom Date Range** 08/31/2015 - 09/04/2015 3 results found.

Day	User	Location	Job Type	Schedule Details	Exception Details	Event Details	Comments
Wed, 09/02	EMPLOYEE Jillian, Dennis	Virginia Ave Elementary School	Food Service	11:30 AM - 12:00 PM 12:30 PM - 02:00 PM	Early Out - Adjusted	IN: 11:30 AM	None
						OUT: 12:00 PM	None
Wed, 09/02	EMPLOYEE Jillian, Dennis	Virginia Ave Elementary School	Food Service	11:30 AM - 12:00 PM 12:30 PM - 02:00 PM	Late In - Adjusted	IN: 12:30 PM	None
						OUT: 02:00 PM	None
Tue, 09/01	EMPLOYEE Carey, Ben	Virginia Ave Elementary School	Food Service	10:00 AM - 02:00 PM	Late In - Adjusted Late Out - Adjusted Hand Entered/Changed	IN: 10:15 AM	None
						OUT: 02:30 PM	*"I entered these times for Ben - JP"*

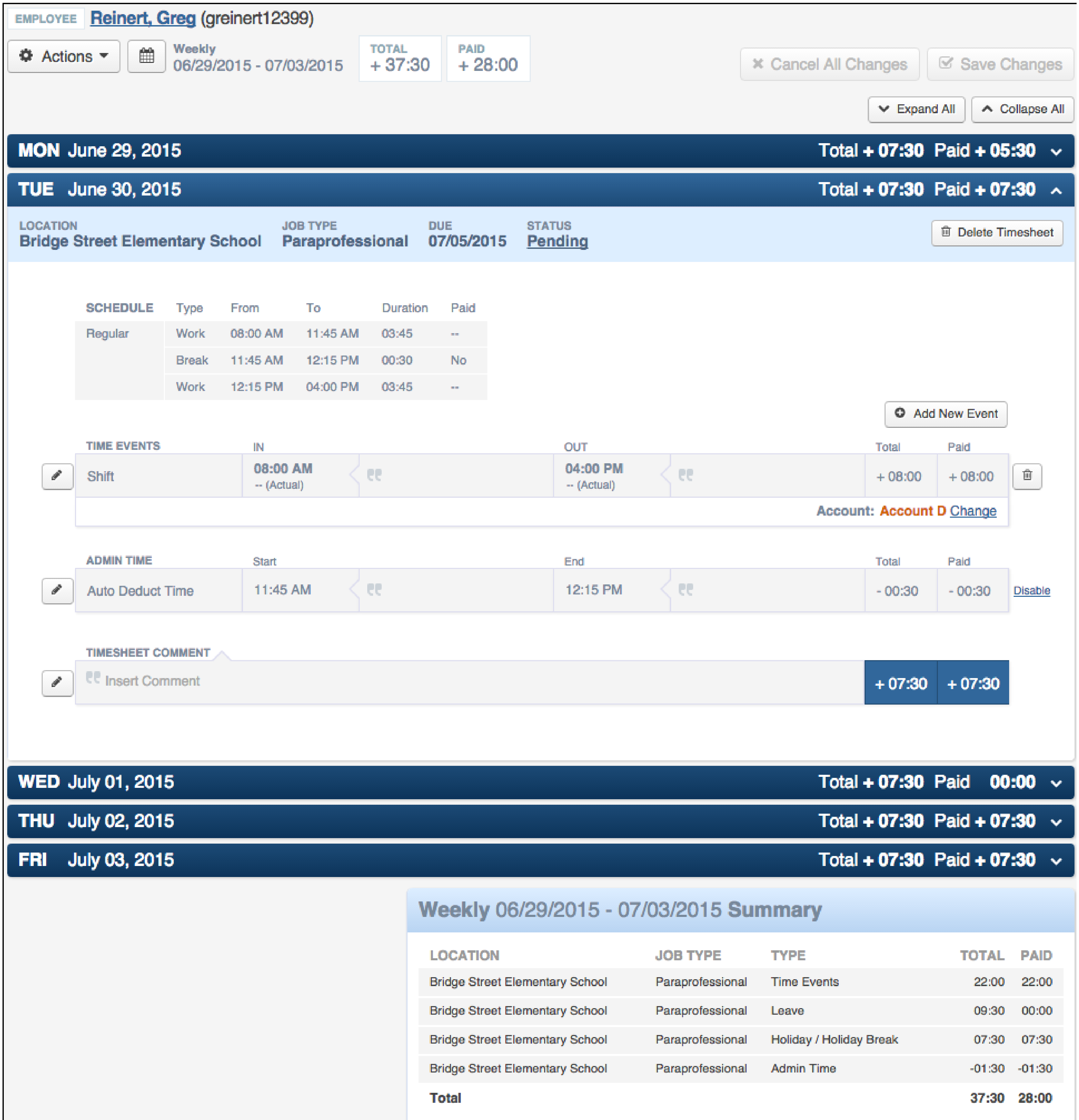
To see a user's details page, click the user's name.

Export **Custom Date Range** 08/31/2015 - 09/04/2015 3 results found.

Day	User	Location	Job Type	Schedule Details	Exception Details	Event Details	Comments
Wed, 09/02	EMPLOYEE Jillian, Dennis	Virginia Ave Elementary School	Food Service	11:30 AM - 12:00 PM 12:30 PM - 02:00 PM	Early Out - Adjusted	IN: 11:30 AM	None
						OUT: 12:00 PM	None
Wed, 09/02	EMPLOYEE Jillian, Dennis	Virginia Ave Elementary School	Food Service	11:30 AM - 12:00 PM 12:30 PM - 02:00 PM	Late In - Adjusted	IN: 12:30 PM	None
						OUT: 02:00 PM	None
Tue, 09/01	EMPLOYEE Carey, Ben	Virginia Ave Elementary School	Food Service	10:00 AM - 02:00 PM	Late In - Adjusted Late Out - Adjusted Hand Entered/Changed	IN: 10:15 AM	None
						OUT: 02:30 PM	*"I entered these times for Ben - JP"*

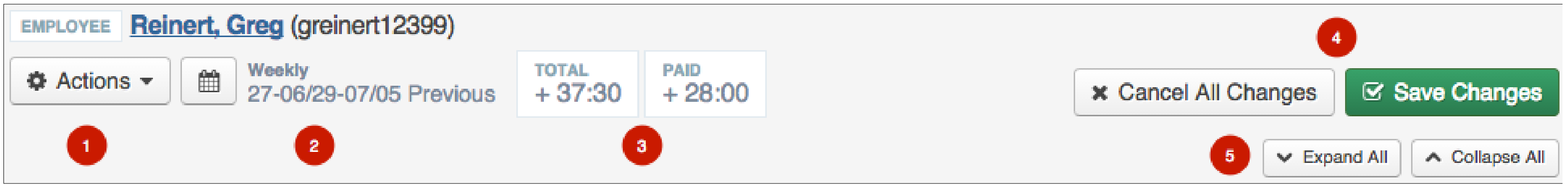
Getting to Know The Timesheet

The VeriTime timesheet can be broken down into three parts: Timesheet Navigation, Timesheet Details, and Timesheet Job Summary. This article shows a brief overview of each part. You can click on the corresponding article in each section to learn how to use each part of the timesheet in greater detail.



Timesheet Navigation (Top of the Timesheet)

At the top of the timesheet, you will see the name of the user as well as the Actions Menu, Date Range, Summary of Hours and buttons for Saving, Canceling, Expanding and Collapsing the timesheets.



1. **Actions Menu** – This allows you to preform functions including adding, copying, or moving a timesheet as well as viewing the payroll summary or the change log.

2. **Date Range** – This allows you to view past timesheets by choosing a particular week or selecting a custom date range.

3. **Summary of Hours** – This shows you at a glance both hours accounted for as well as hours that are paid.

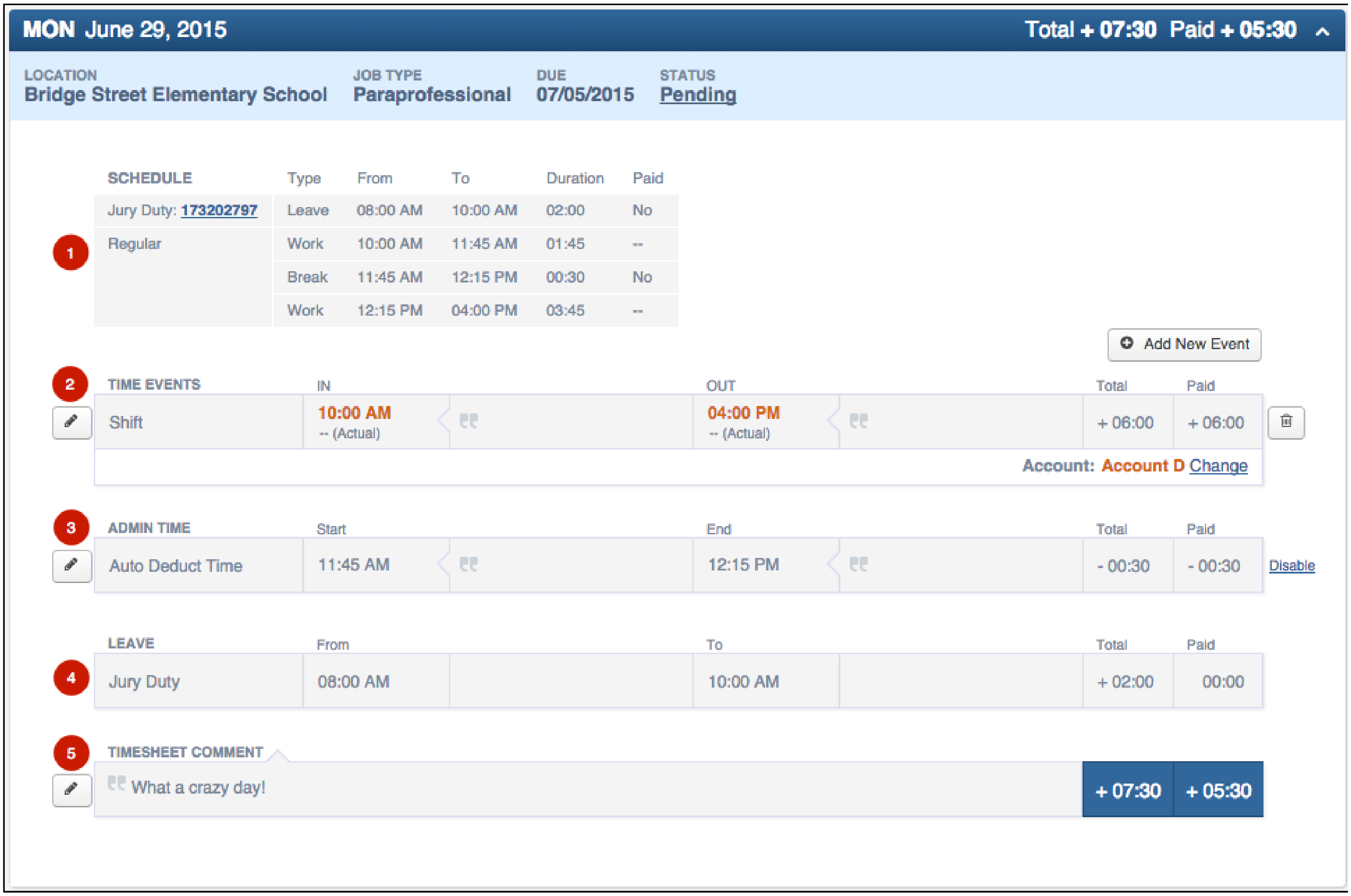
4. **Saving and Cancelling Buttons** - These buttons allow you to save or cancel any changes you make on a timesheet. The buttons will turn grey if no changes have been made.

5. **Expanding and Collapsing Buttons** – These buttons will allow you to expand or collapse all of the timesheets at once. You can also expand a single day by clicking the arrow in the top right corner of that day.

To learn how to greater use the Actions Menu, read the Using the Timesheet article.

Timesheet Details (Middle of the Timesheet)

The Timesheet Details section is the main part of the timesheet. It includes the user's Schedule, Time Events, Admin Time, Leave, and Timesheet Comments.



1. **Schedule** – This is the time a user is expected to work in a given day.

2. **Time Events** – These events are actual time worked. Time events can be recorded from a scan at a kiosk or manually entered directly into the timesheet. If time is manually entered, the time will appear as orange. Additionally, an accounting code or account allocation can be set manually or by default for each time event.

3. **Admin Time** – This is auto-deducted time, typically an unpaid break.

4. **Leave** – This is time deducted due to an absence or a calendar event such as a holiday or calamity day.

5. **Timesheet Comments** – This is a field where optional comments can be left for the approver.

To learn how to greater use the Timesheet Details, read the Using the Timesheet article.

Timesheet Job Summary (Bottom of the Timesheet)

At the bottom of the timesheet, the total hours for the time period as well as those hours that are paid will be broken down by Location, Job Type, and Event Type.

Weekly 06/29/2015 - 07/03/2015 **Summary**

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Bridge Street Elementary School	Paraprofessional	Time Events	22:00	22:00
Bridge Street Elementary School	Paraprofessional	Leave	09:30	00:00
Bridge Street Elementary School	Paraprofessional	Holiday / Holiday Break	07:30	07:30
Bridge Street Elementary School	Paraprofessional	Admin Time	-01:30	-01:30
Total			**37:30**	**28:00**