

## **CERTIFICATED STAFF**

1. Certificated staff is expected to work each contracted day; therefore, only negative attendance is taken.
2. If a certificated staff member is absent for any reason, the certificated staff member (teacher, coach, etc.) is expected to call into Absence Management (formerly AESOP) to report the absence. This is true even if the employee does not need a substitute.
3. Upon return, the employee must fill out an absence slip and turn it in to the principal or supervisor.
4. If the employee has been out for more than 3 days, a doctor's note must be attached to the slip.
5. If the employee is returning to work from a leave for surgery, injury or workers' compensation, a Doctor's note of clearance to return to work must accompany the absence slip and be submitted to the Personnel Department before returning to work.
6. At the end of the month, the employee verifies and signs the time-sheet.

## **CLASSIFIED STAFF**

1. All classified staff are expected to use the Time & Attendance system (formerly Veritime) to clock in and out in at their school office or at another location as specified by the principal or supervisor.
2. Employees are to work only their assigned hours (shift).
  - a. Employees are paid to work specific times, often with specific duties and locations.
  - b. Employees are expected to be at their work/duty station when their work begins.
  - c. Example: If your assigned shift is from 9:00 to 12:00 and you arrive early and clock in at 8:45 you must still work until 12:00. You are not authorized to leave early at 11:45. You will be paid only for your actual shift work unless you have preapproval for overtime.
3. Overtime is not allowed without prior approval from the site principal/supervisor. Employees may not take it upon themselves to work overtime.

## **OVERTIME/EXTRA DUTY TIME – ALL PERSONNEL**

1. Overtime and/or extra duty assignments must be pre-approved by the site principal or program/department administrator.
2. For certificated employees on assignments such as coaching or student body activities, which receive pay, a Supplemental Services Contract must be completed prior to the assignment start date.
3. For classified staff Veritime must be used to record the extra time worked. No paper timesheets should be used to record any working time.
4. All overtime and extra duty work must be pre-approved by the site principal or program department administrator.
5. Forms, if required, are due on the 15<sup>th</sup> of the month.

## **SITE SECRETARY/CAMPUS USERS**

1. Daily site secretaries must reconcile the Veritime system.
2. Monday by 10:00 AM site secretaries must review and submit weekly timesheet for approval.

## **ADMINISTRATORS**

1. Monday by noon site administrators must review and approve times sheets..

# Veritime Required Process Guide

Hourly/Subs:

AESOP must be correct and current.

Clock In At Scheduled Time

Drop Down (if needed) for Job or Location

If Different Than Scheduled Time/Day - Enter Comment

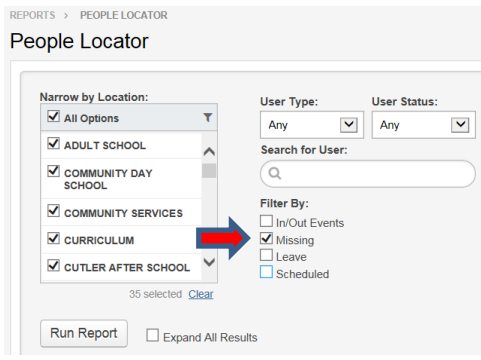
If you move from one assignment to another you only need to clock in at the new site (this also clocks you out of the previous job)

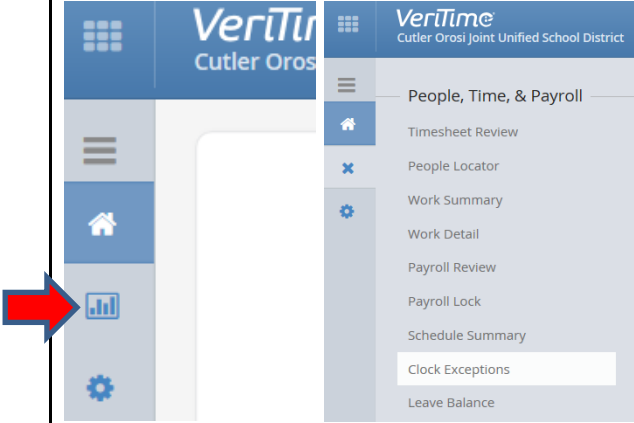
Clock Out at Scheduled Time

If Different Than Scheduled Time/Day - Enter Comment

Extra Duty Assignment need to Clock In/Out (Examples - Driving to a Field Trip, Alarm Call Backs, etc.)

Campus Users (Reviewers):

What	How	How Often
People Locator	<p>Missing Clock In Report (People Locator/Filter by: Missing/Run)                      Email Supervisor, Employee                      Fix</p> 	Daily
Email Reports	Check missed In/Out and Fix	Daily
Reports - Clock Exceptions	<p>Reports/Clock Exceptions                      Select:                      Missed In (Adjusted)                      Missed Out (Adjusted)                      Run Report</p>	Weekly (in conjunction with Timesheet review)

		
Reports - Payroll Review	Narrow by Wage Codes: Gap, OT15 Run Report Verify	Before Submitting Time Sheets (Weekly)
Timesheet Review	Time Approver Period Weekly/Search Review all times sheets MAKE SURE ACCOUNT CODE IS CORRECT (Cheat Sheet) Check ✓ Users Who are Correct Reset Selected to Submitted	Every Monday Morning
My Users	Verify that you have required users Email Esme Feria with Adds/Deletes	Monthly
Timesheet Review and Clock Exceptions	See Above.	Monthly (at the end of each pay period)
Reports - Schedule Summary	Enter Date Range Run Verify Total Scheduled Hours Per Week  Additional Report: Filter by: Only Conflicts	Quarterly
AESOP Reconcile Absences	Click Reconcile Reconcile for the Day Before SACS Account Line Look up, if needed Click Reconcile Button when all is correct	Daily

Supervisors:

Review Timesheets (Account Codes, Completeness, Overtime, etc.)  
Approve

If you have questions please visit the Learning Center:  
Question Mark/Learning Center

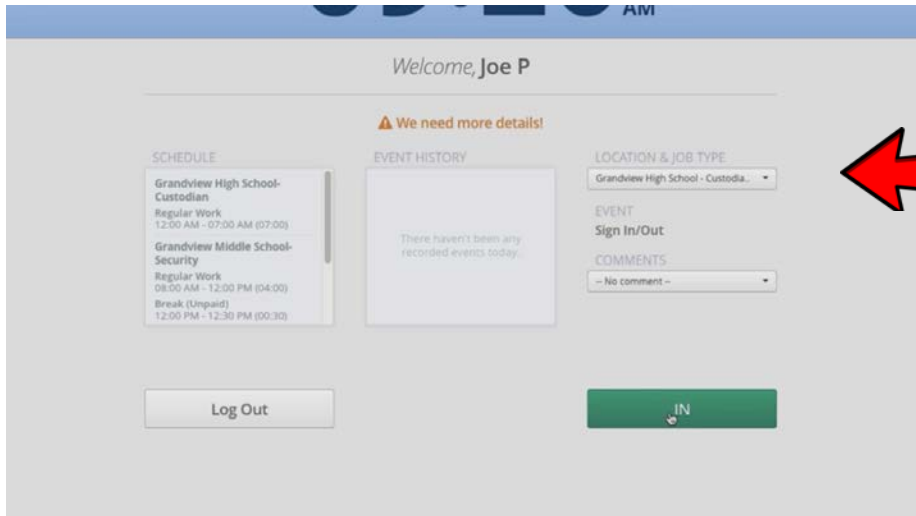
# Veritime Guide

## Hourly/Subs

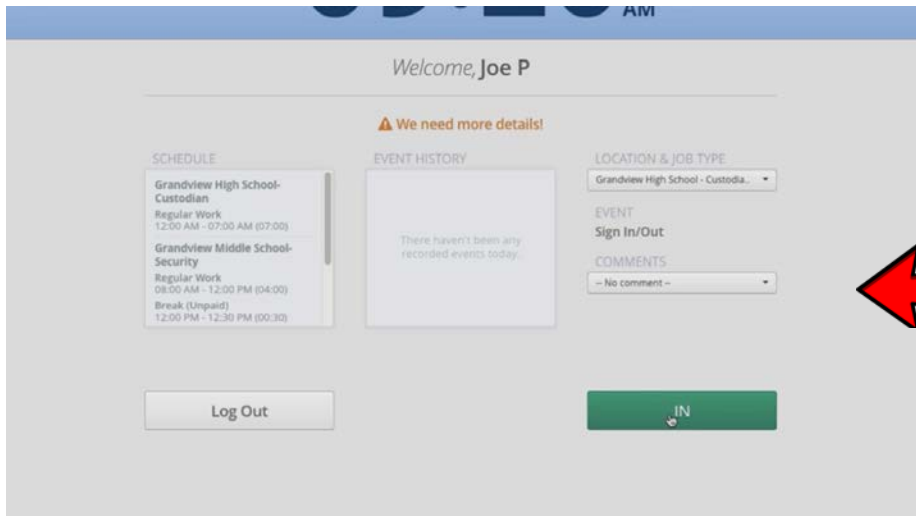
AESOP must be correct and current.

Clock In At Scheduled Time

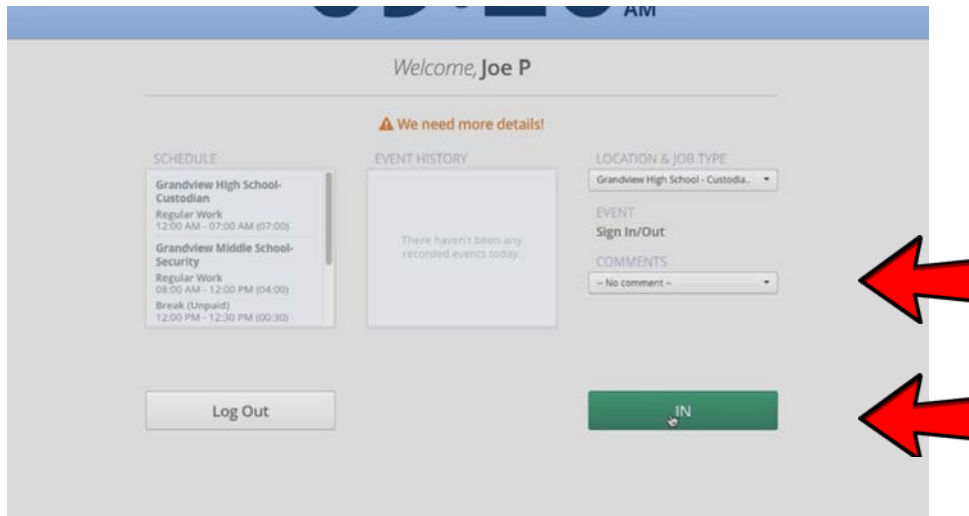
Drop Down (if needed) for Job or Location



If Different Than Scheduled Time/Day - Enter Comment  
(You may need to select the drop down twice for the option to show.)



After you have made the correct selections (you may need to use the scroll bar on the right side of the screen).  
Find and select "In"



If you move from one assignment to another you only need to clock in at the new site (this also clocks you out of the previous job)

#### Clock Out at Scheduled Time

If Different Than Scheduled Time/Day – Select a drop down reason or Custom and Enter Comment

Examples: Sick  
Substitute Food Service  
Custom

Extra Duty Assignment need to Clock In and Out (Examples - Driving to a Field Trip, Alarm Call Backs, etc.)

#### **Hints and Tips:**

F5 (about the numbers) will refresh the screen.

F11 will make the program full screen.

Fingerprints can only be read with the small scanner.

