

EMPLOYEE approving own timesheet

When logging onto AESOP Username is: However you have set it up under the NEW PLATFORM and your password is your own if you forgot please click on FORGOT PASSWORD. Then click SIGN IN

frontline
education

Time & Attendance

Formerly VeriTime

Sign In

ID or Username

PIN or Password

Sign In

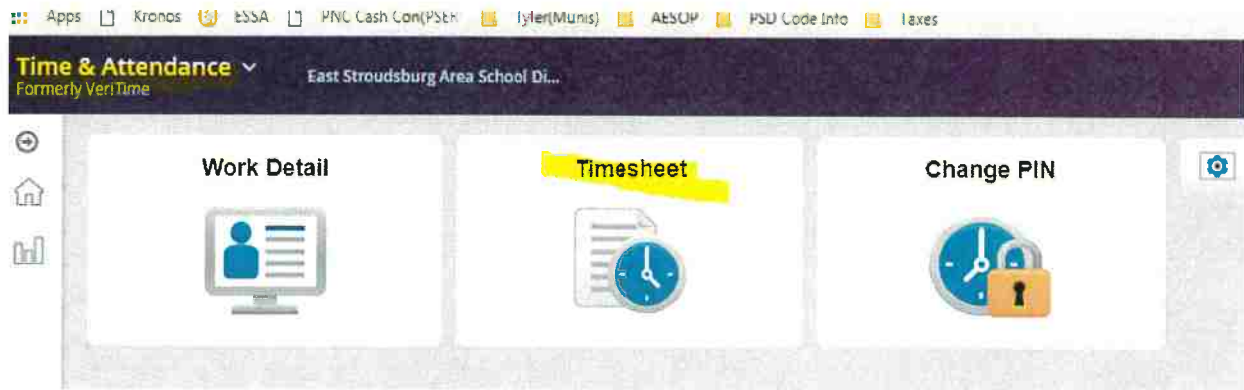
[Forgot ID or Username](#) [Forgot PIN or Password](#)

[Having trouble signing in?](#)

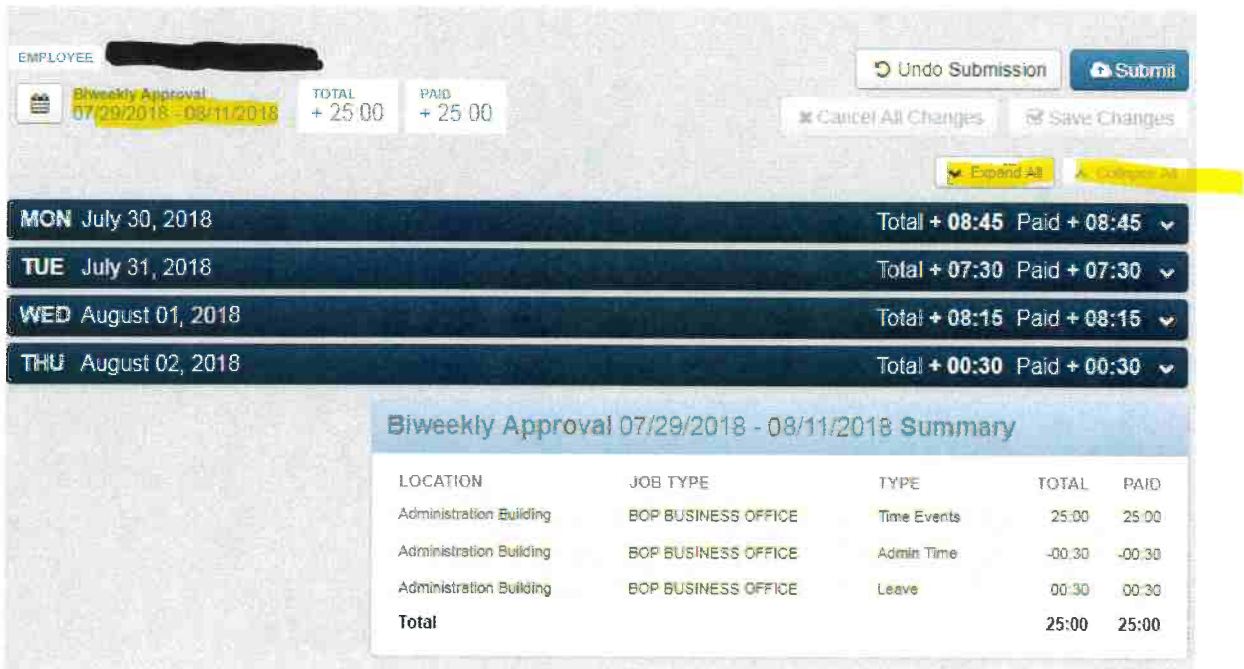
The system will pull up your Frontline and click on Time & Attendance button in the left corner.

Time & Attendance ▾ East Stroudsburg Area School Dist... Search ?

Below is what Time and Attendance will look like.



Click on the TIMESHEET icon. The current payroll week will pull up and show each day of the week in a collapsed manner.



To view your individual day click the Expand All button or click on the days one at a time.

Below is just one day expanded and as you can see your schedule shows above your sign In/Out which is broken down from your morning schedule to your LUNCH break and then your afternoon hours.

On this day, the timesheet comment is stating that the clock was down and the correct time the employee was in was 7:35am and that there was no lunch taken for this day. The employee cannot make these changes only the Campus users(PR Secretaries) can. So after making any comments you can **submit individual days or weekly** (see Page 4). Please check with your payroll secretary to see how they would prefer your days be submitted.

MON July 30, 2018 Total + 08:45 Paid + 08:45

LOCATION: Administration Building JOB TYPE: BOP BUSINESS OFFICE DATE: 08/13/2018 STATUS: Submitted

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:30 AM	12:00 PM	04:30	--
	Break	12:00 PM	12:30 PM	00:30	No
	Work	12:30 PM	03:30 PM	03:00	--

TIME EVENTS

Sign In	Sign Out	Total	Paid
07:30 AM 07:30 AM (Actual)	04:15 PM 04:17 PM (Actual)	+ 08:45	+ 08:45

Account: -- None Selected --

ADMIN TIME

Start	End	Total	Paid
07:30 PM	12:30 PM	05:00	05:00

TIMESHEET COMMENT

the correct time I was here was 7.35 am. Had to fix time clock went down after 7.15am Also Worked Thru Lunch please remove my lunch punch. Thank you

+ 08:45 + 08:45

Below is an example of what the timesheet looks like when you have an Absence in AESOP.

TUE July 31, 2018 Total + 07:30 Paid + 07:30

LOCATION: Administration Building JOB TYPE: BOP BUSINESS OFFICE DATE: 08/13/2018 STATUS: Submitted

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:30 AM	12:00 PM	04:30	--
	Break	12:00 PM	12:30 PM	00:30	No
	Work	12:30 PM	02:15 PM	01:45	--
Personal Support	Leave	02:15 PM	02:45 PM	00:30	Yes
Regular	Work	02:45 PM	03:30 PM	00:45	--

TIME EVENTS

Sign In	Sign Out	Total	Paid
08:45 AM 09:49 AM (Actual)	01:45 PM 01:47 PM (Actual)	+ 07:00	+ 07:00

Account: -- None Selected --

ADMIN TIME

Start	End	Total	Paid
07:30 PM	01:45 PM	05:00	05:00

LEAVE

From	To	Total	Paid
02:15 PM	02:45 PM	+ 00:30	+ 00:30

Account: -- None Selected --

TIMESHEET COMMENT

worked thru lunch and please adjust my AESOP Personal time Thank you

+ 07:30 + 07:30

After you have reviewed and added any comments that might be needed. You are to click the SUBMIT button in the top right corner.

EMPLOYEE [REDACTED] Submit

Biweekly Approval 07/01/2018 - 07/14/2018 TOTAL + 84:45 PAID + 77:15

Cancel All Changes | Send to Statistics

Expand All | Collapse All

MON	July 02, 2018	Total + 08:15	Paid + 08:15
TUE	July 03, 2018	Total + 08:45	Paid + 08:45
WED	July 04, 2018	Total + 07:30	Paid + 07:30
THU	July 05, 2018	Total + 08:15	Paid + 08:15
FRI	July 06, 2018	Total + 08:15	Paid + 08:15
MON	July 09, 2018	Total + 09:15	Paid + 09:15
TUE	July 10, 2018	Total + 08:30	Paid + 08:30
WED	July 11, 2018	Total + 09:00	Paid + 09:00
THU	July 12, 2018	Total + 09:30	Paid + 09:30
FRI	July 13, 2018	Total + 07:30	Paid 00:00

Biweekly Approval 07/01/2018 - 07/14/2018 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Administration Building	BOP BUSINESS OFFICE	Time Events	73:15	73:15
Administration Building	BOP BUSINESS OFFICE	Leave	07:30	00:00
Administration Building	BOP BUSINESS OFFICE	Holiday / Holiday Break	07:30	07:30
Administration Building	BOP BUSINESS OFFICE	Admin Time	-03:30	-03:30
Total			84:45	77:15

Once the SUBMIT button is clicked you will see a list of dates that you must choose to be submitted.

Timesheet Status (1 of 2) x

Action:
Submit Pending/Rejected Timesheets

Select Dates:

- All Timesheets
- 07/02/2018 - Monday (1 timesheet)
- 07/03/2018 - Tuesday (1 timesheet)
- 07/04/2018 - Wednesday (1 timesheet)
- 07/05/2018 - Thursday (1 timesheet)
- 07/06/2018 - Friday (1 timesheet)
- 07/09/2018 - Monday (1 timesheet)

Cancel Continue →

Click CONTINUE and Certify that the Timesheets are True. Digitally Sign your timesheets and submit. The DIGITAL SIGNATURE is your AESOP Pin.

Timesheet Status (2 of 2) ×

Action:
Submit Pending/Rejected Timesheets

Comments:

I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

Digitally Sign using PIN:

← Back Cancel **Submit Timesheets**

Now if you were to look at your timesheet again you will see that the STATUS is SUBMITTED and no longer Pending.

LOCATION	JOB TYPE	DUE	STATUS
Administration Building	BOP BUSINESS OFFICE	07/16/2018	Submitted

MON July 02, 2018 Total + 08:15 Paid + 08:15