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

The system will pull up your Frontline and click on Time & Attendance button in the left corner.
Below is what Time and Attendance will look like.

![Timesheet Icon]

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

![Weekly Approval]

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.

Below is an example of what the timesheet looks like when you have an Absence in AESOP.
After you have reviewed and added any comments that might be needed. You are to click the SUBMIT button in the top right corner.

Once the SUBMIT button is clicked you will see a list of dates that you must choose to be submitted.
Click CONTINUE and Certify that the Timesheets are True. Digitally Sign your timesheets and submit. The DIGITAL SIGNATURE is your AESOP Pin.

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