SUBSTITUTE 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
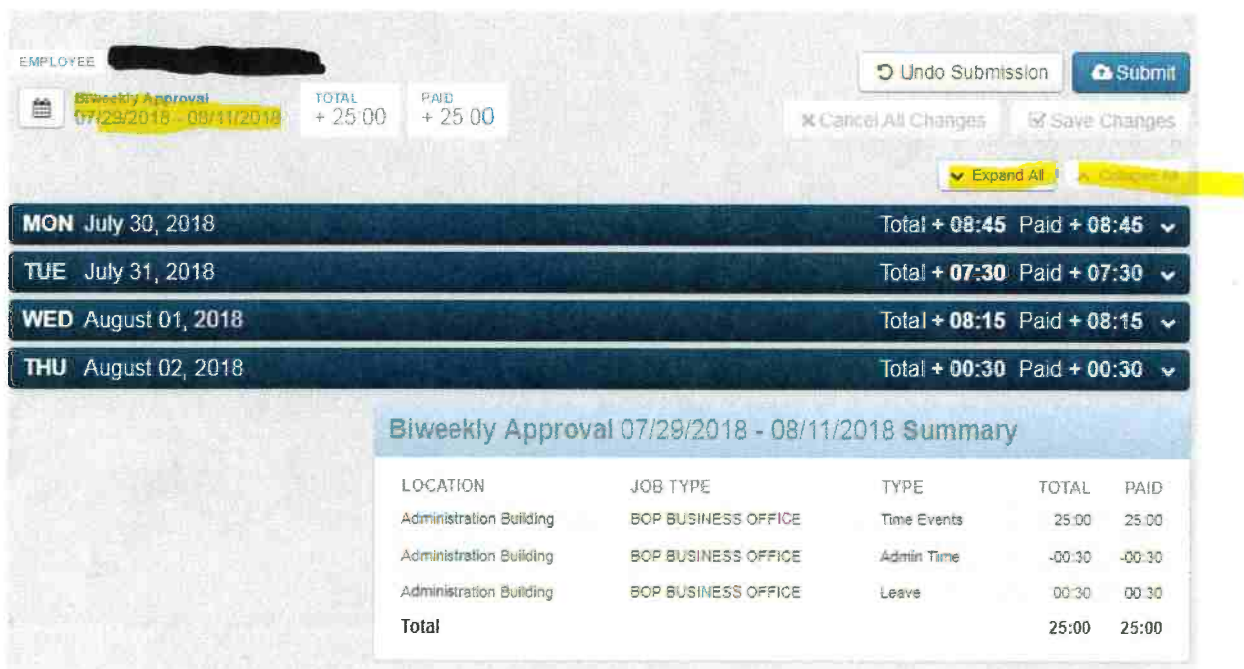

The system will pull up your Frontline and click on Time & Attendance button in the left corner.

Below is what Time and Attendance will look like.
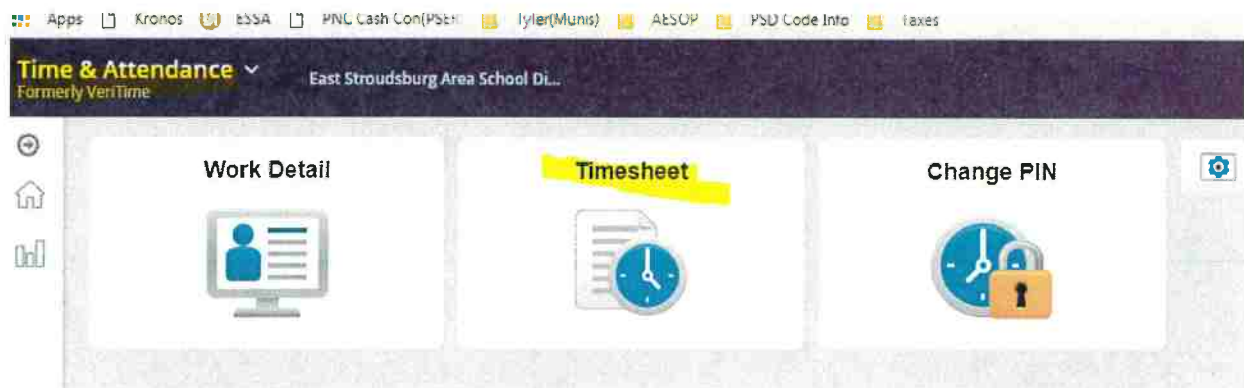
Click on the TIMESHEET icon. The current payroll week will pull up and show each day of the week in a collapsed manner.

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 the schedule shows who you are in for and the substitute from/to work hours along with the LUNCH break.

If by chance you have a problem clocking in/out the timesheet comment area would be where you would state the problem and the correct time you punched in/out. Substitutes and employees cannot make these changes to TIME EVENTS only the Campus users(PR Secretaries) can. So after making any comments you should submit individual days (see Page 4). Since you are a

Substitute you may also want to email that payroll secretary that you have a comment and they need edit your timesheet.

TUE March 26, 2019							Total + 5.50 Paid + 5.50 ∧

LOCATION	JOB TYPE	DUE	STATUS			
Administration Building	SUB SECRETARY	04/08/2019	Submitted			

SCHEDULE		Type	From	To	Duration	Paid
Covering: 356282844 for Extra Substitute - Admin Secretary		Work	08:00 AM	12:00 PM	4.00	--
		Break	12:00 PM	12:30 PM	0.50	No
		Work	12:30 PM	02:00 PM	1.50	--

TIME EVENTS	Sign In	Sign Out	Total	Paid
Sign In/Out	08:00 AM 07:54 AM (Actual)	02:00 PM 01:53 PM (Actual)	+ 6.00	+ 6.00
Linked to 356282844				

ADMIN TIME	Start	End	Total	Paid
Auto Deduct Time	12:00 PM	12:30 PM	- 0.50	- 0.50

Linked to 356282844

TIME SHEET COMMENT

Insert Comment	+ 5.50	+ 5.50

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.