

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

frontline
education

Time & Attendance Formerly VeriTime

Sign In

ID or Username

PIN or Password

Sign In

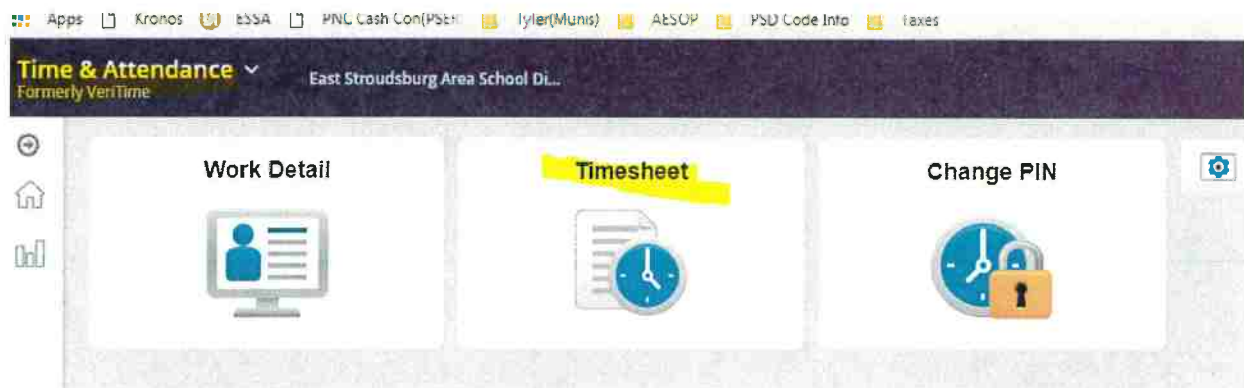
[Forgot ID or Username](#) [Forgot PIN or Password](#)

[Having trouble signing in?](#)

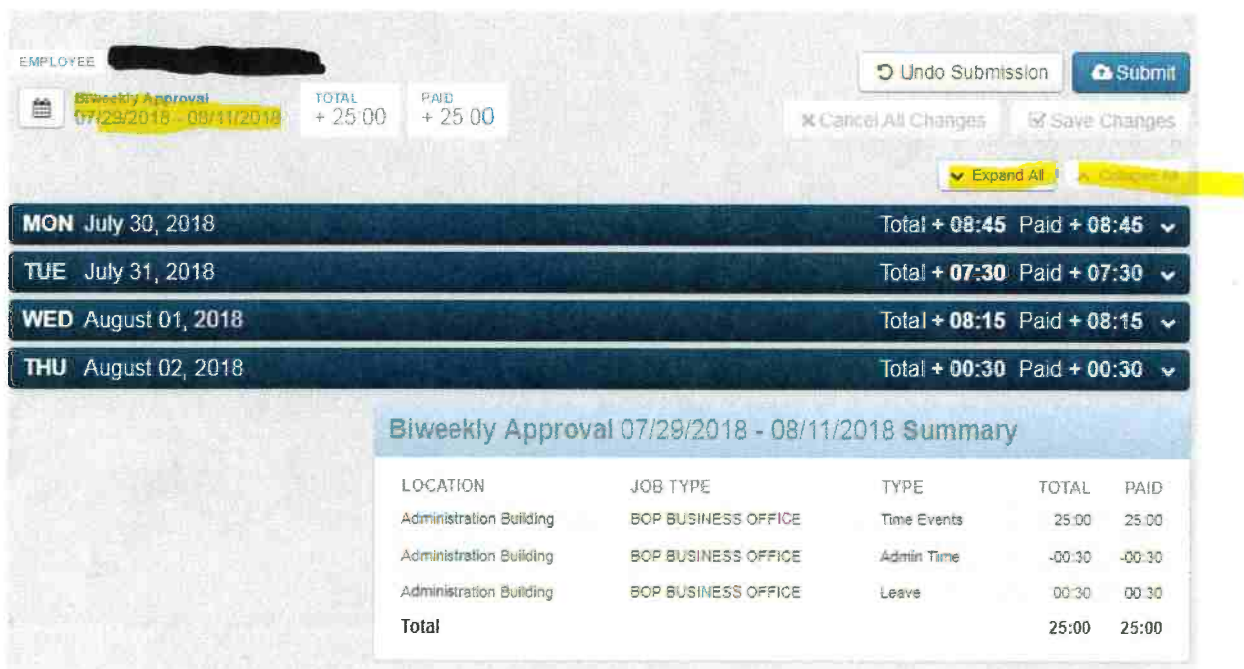
The system will pull up your Frontline and click on Time & Attendance button in the left corner.



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					
Covering: 356282844 for Extra Substitute - Admin Secretary					
Type	From	To	Duration	Paid	
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.

EMPLOYEE [REDACTED]

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

TOTAL + 84:45 PAID + 77:15

Cancel All Changes Sync Changes

Expand All Collapse All

DATE	TOTAL	PAID
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)

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) [X]

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.

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

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