

TIME & ATTENDANCE

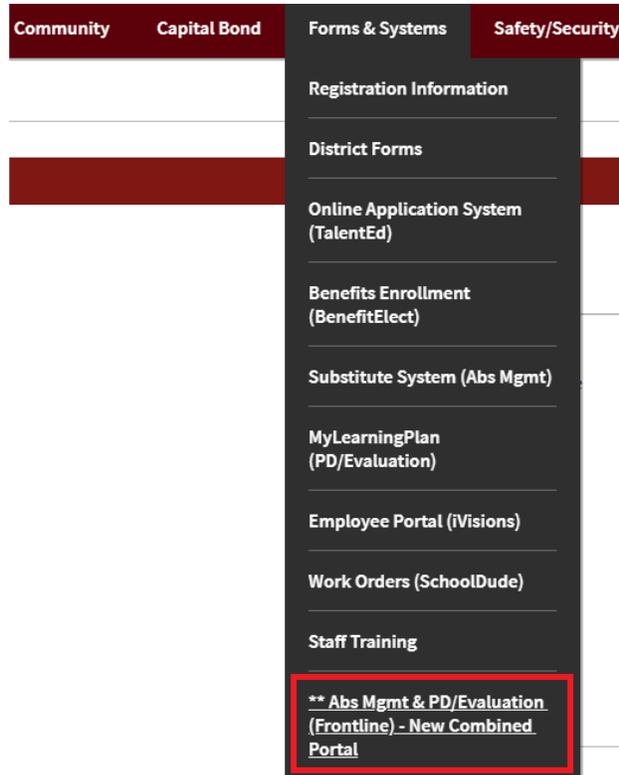
I. Access Time & Attendance

There are 3 ways to access Time & Attendance

1. Web address

Veritime.aesoponline.com

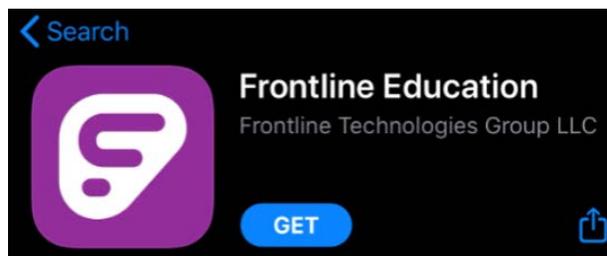
2. Go to the district web site under Forms & Systems menu select the “Abs Mgmt” item from the menu



Once you have successfully logged in to Frontline make sure you are in the **Time & Attendance module**. If not, use the drop on the top left corner to change to the right module.

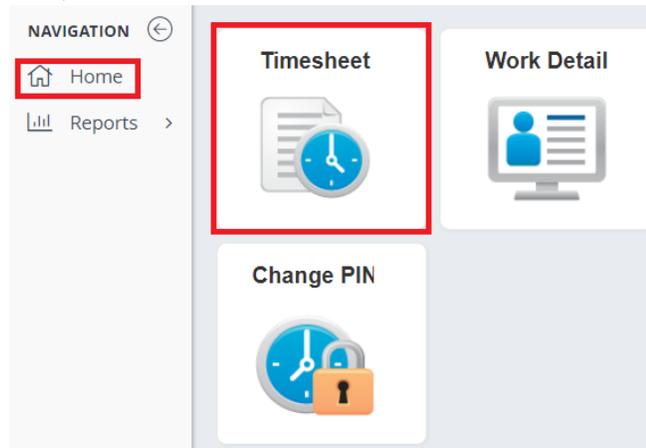
3. Smartphone app: “**Frontline Education**”

Use code **7354** to connect to West Linn-Wilsonville SD



II. View & Edit Timesheet

The timesheet allows you to view, edit or submit your additional time.
To open your timesheet, select the time sheet icon from the home screen

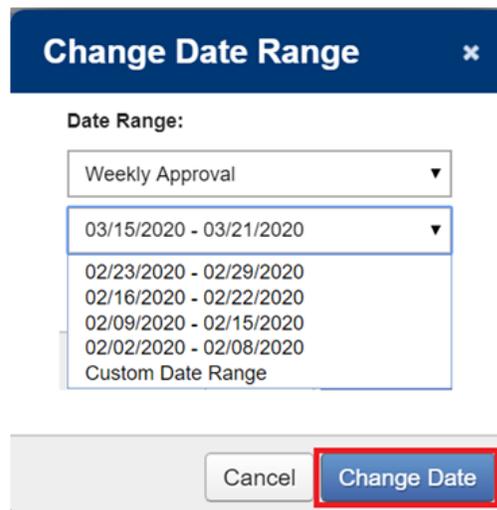


At the top of the timesheet, you will see your name as well as the date range of the timesheet and the total hours. You can view records of scheduled time, entries of time worked, and a summary for the week of the time collected.

Select the date range you want to view by clicking the **calendar icon**  near the top left corner of the window.



Select the date range from the drop down list and click change date



The timesheet will be automatically populated with your scheduled time **up to the CURRENT date** you are viewing. Time will be automatically populated at the end of each day. The system will total your daily and weekly hours.

Actions Weekly Approval 03/08/2020 - 03/14/2020 TOTAL +17.50 PAID +17.50

Expand All Collapse All

MON March 09, 2020 Total + 3.50 Paid + 3.50

TUE March 10, 2020 Total + 3.50 Paid + 3.50

WED March 11, 2020 Total + 3.50 Paid + 3.50

THU March 12, 2020 Total + 3.50 Paid + 3.50

FRI March 13, 2020 Total + 3.50 Paid + 3.50

LOCATION ADMINISTRATION JOB TYPE Nutrition Services 1 DUE 03/15/2020 STATUS Pending

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	--	--	3.50	--

TIME EVENTS	Duration	Total	Paid
Duration	3.50	+ 3.50	+ 3.50

Account: -- None Selected --

TIMESHEET COMMENT

Insert Comment + 3.50 + 3.50

To add any additional unscheduled time in **your regular position and location**, click on the date you want to edit to expand the time sheet. Then click the “+ Add New Event” button.

THU March 12, 2020 Total + 3.50 Paid + 3.50

FRI March 13, 2020 Total + 3.50 Paid + 3.50

LOCATION ADMINISTRATION JOB TYPE Nutrition Services 1 DUE 03/15/2020 STATUS Pending Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	--	--	3.50	--

Add New Event

TIME EVENTS	Duration	Total	Paid
Duration	3.50	+ 3.50	+ 3.50

Account: -- None Selected -- Change

TIMESHEET COMMENT

Insert Comment + 3.50 + 3.50

Enter your additional time under the “Duration” box. When entering your time make sure to use the decimal equivalent, not minutes. For example: enter 0.25 for 15 min, 0.5 for 30 min and 0.75 for 45 minutes of additional time.

You are also required to add a comment in the in the “Insert Comment” box. The comment can be a description of the activity you were doing i.e. “inventory” or “covering for sick employee”

Once you have entered and verified your totals are correct make sure to click the “Save changes” button. If you do not save your changes your time will not be updated

The screenshot shows a time sheet for 'FRI March 13, 2020' with a total of 5.00 hours and 5.00 paid. The interface includes a top navigation bar with 'Actions', 'Weekly Approval' (03/08/2020 - 03/14/2020), 'TOTAL + 19.00', and 'PAID + 19.00'. A 'Cancel All Changes' button and a red-highlighted 'Save Changes' button are visible. Below, the 'TIME EVENTS' table shows a 3.50 hour duration and a 1.50 hour duration. The 1.50 hour entry has a pencil icon and an 'Insert Comment' field highlighted in red. A 'Delete Timesheet' button is also present.

If you need to make changes to additional time entered, click the pencil icon. And then make your necessary changes

This screenshot shows the same time sheet as above, but with the pencil icon on the 1.50 hour duration row highlighted in red. The 'Insert Comment' field is now empty. The 'Total' and 'Paid' values remain at 5.00.

If you need to delete a line, click on the trash can icon on the right of the line. Make sure you choose the right line as you can delete your regular hours by mistake.

This screenshot shows the time sheet with the trash can icon on the right side of the 1.50 hour duration row highlighted in red. The pencil icon is no longer highlighted. The 'Total' and 'Paid' values remain at 5.00.

Remember to click **Save Changes** when you are done to update your change to the time sheet

III. Submit & Retract Timesheet

At the end of **EACH** work week, you need to submit your timesheet for approval.

Once you have verified your time sheet you are ready to submit your time for the week, click the blue Submit button at the top right corner of your timesheet.

EMPLOYEE **Mouse, Mickey**

Actions Weekly Approval 06/21/2020 - 06/27/2020 TOTAL + 40.00 PAID + 40.00 Cancel All Changes Save Changes

Expand All Collapse All

MON June 22, 2020	Total + 8.00	Paid + 8.00
TUE June 23, 2020	Total + 8.00	Paid + 8.00
WED June 24, 2020	Total + 8.00	Paid + 8.00
THU June 25, 2020	Total + 8.00	Paid + 8.00
FRI June 26, 2020	Total + 8.00	Paid + 8.00

Weekly Approval 06/21/2020 - 06/27/2020 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
NUTRITION SERVICES	Secretary Nutrition Services	Time Events	40.00	40.00
Total			40.00	40.00

You should be selecting the entire week for submission. If you have a day you do not want to submit, go back to that day and make the needed changes before submitting your time sheet for the week.

After selecting All Timesheets, click the **Continue** button to get to the submission page. Check the certify box and add any comments if needed. Now click **Submit Timesheets** to send your time for your supervisor's approval.

Timesheet Status (1 of 2)

Action: Submit Pending/Rejected Timesheets

Select Dates:

- All Timesheets
- 03/09/2020 - Monday (1 timesheet)
- 03/10/2020 - Tuesday (1 timesheet)
- 03/11/2020 - Wednesday (1 timesheet)
- 03/12/2020 - Thursday (1 timesheet)
- 03/13/2020 - Friday (1 timesheet)

→

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.

If you want to make change after submitted your timesheet, you can retract your timesheet by clicking **Undo Submission**, then make your change and remember to submit it again.

EMPLOYEE **Mouse, Mickey** ↶ Undo Submission

Weekly Approval 06/21/2020 - 06/27/2020 TOTAL + 40.00 PAID + 40.00 ✕ Cancel All Changes ☑ Save Changes

Expand All Collapse All

Day	Date	Total	Paid
MON	June 22, 2020	+ 8.00	+ 8.00
TUE	June 23, 2020	+ 8.00	+ 8.00
WED	June 24, 2020	+ 8.00	+ 8.00
THU	June 25, 2020	+ 8.00	+ 8.00
FRI	June 26, 2020	+ 8.00	+ 8.00

Weekly Approval 06/21/2020 - 06/27/2020 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
NUTRITION SERVICES	Secretary Nutrition Services	Time Events	40.00	40.00
Total			40.00	40.00

Please note that if your supervisor has already approved your timesheet, you will NOT be able to retract it. You will have to contact your supervisor at that point.

IV. View Previous Timesheets

If you want to view previous time sheets, select the Work Detail on the Home Page.

NAVIGATION

- Home
- Reports

Timesheet

Work Detail

Change PIN

Select you date range and options and click **Run report** to view the select information.

Date Range:

Weekly Approval

03/08/2020 - 03/14/2020

Display Options:

- Hide Days
- Hide Day Details
- Hide Day Totals
- Hide User Signature Line
- Hide Manager Signature Line

Run Report

This is a view only screen and you cannot make any time sheet changes here. If you need to make any changes to a submitted time sheet contact your supervisor

WORK WEEK SUMMARY				
Dates				
DAY	LOCATION & JOB	DURATION		
		SCH	TOTAL	PAID
Mon 03/09	ADMINISTRATION Nutrition Services 1	3.50	3.50	3.50
Mon 03/09 Total		3.50	3.50	3.50
Tue 03/10	ADMINISTRATION Nutrition Services 1	3.50	3.50	3.50
Tue 03/10 Total		3.50	3.50	3.50
Wed 03/11	ADMINISTRATION Nutrition Services 1	3.50	3.50	3.50
Wed 03/11 Total		3.50	3.50	3.50
Thu 03/12	ADMINISTRATION Nutrition Services 1	3.50	3.50	3.50
Thu 03/12 Total		3.50	3.50	3.50
Fri 03/13	ADMINISTRATION Nutrition Services 1	5.00	5.00	5.00
Fri 03/13 Total		19.00	19.00	19.00
Work Week 03/08 - 03/14 Total		19.00	19.00	19.00



V. Add Irregular Job or Unscheduled Date

The irregular job could be different for each employee profile. For example,

- Doug works in Maintenance and can have a On-Call job
- Eliza is a Custodian at Bolton and do custodian work for a basketball at West Linn.
- Maria works in Nutrition Service and can have a Staff-Event job.
- Danielle is a Paraeducator and can have a Athletic job as ticket taker.

An example of unscheduled date is when Angela's regular schedule is working 3 days a week: Monday, Wednesday and Friday. She is called in on Saturday to work her regular position

To record an unscheduled event, open the Timesheet and navigate to the appropriate date. Then click **Action** and select **Add Timesheet** from the drop down menu

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
FACILITIES	Maintenance III	Time Events	28.00	28.00
FACILITIES	Maintenance III	Holiday / Holiday Break	8.00	8.00
FACILITIES	Maintenance III	Leave	4.00	4.00
Total			40.00	40.00

Then select the date you work from the drop down menu. Here is how you can select timesheet on weekend.

Note: Our work week is from Sunday to Saturday so if you can't find a date, it might belong to the other weeks.

Add Timesheets

Dates

- Sun, June 28, 2020
- Sun, June 28, 2020**
- Mon, June 29, 2020
- Tue, June 30, 2020
- Wed, July 01, 2020
- Thu, July 02, 2020
- Fri, July 03, 2020
- Sat, July 04, 2020

III

Cancel OK

Then from the drop down menu, select either

- The irregular job (e.g On-call, Athletic, Staff-Event...)
- The regular job if you work on the unscheduled date.

Note: if you work additional work on your regular position and location during the work week, please follow the instruction in section II.

Add Timesheets

Dates
Sun, June 28, 2020

Location/Job Types
FACILITIES - Maintenance III
FACILITIES - Maintenance III
FACILITIES - On-Call / Security

Cancel OK

Once you click OK, a new Timesheet will be created.

Enter your additional time under the “Duration” box. When entering your time make sure to use the decimal equivalent, not minutes. For example: enter 0.25 for 15 min, 0.5 for 30 min and 0.75 for 45 minutes of additional time.

You are also required to add a comment in the in the “Insert Comment” box.

Once complete the timesheet, click **Save Changes**

EMPLOYEE: Mouse, Mickey

Weekly Approval: 06/28/2020 - 07/04/2020

TOTAL: +42.00 PAID: +42.00

Cancel All Changes Save Changes

Expand All Collapse All

SUN June 28, 2020 Total +2.00 Paid +2.00

LOCATION	JOB TYPE	DUE	STATUS
FACILITIES	On-Call / Security	07/06/2020	Pending

TIME EVENTS

Duration	On Call	Total	Paid
2.00	On Call	+2.00	+2.00

Account: -- None Selected -- Change

TIME SHEET COMMENT

Insert Comment +2.00 +2.00

Day	Date	Total	Paid
MON	June 29, 2020	+8.00	+8.00
TUE	June 30, 2020	+8.00	+8.00
WED	July 01, 2020	+8.00	+8.00
THU	July 02, 2020	+8.00	+8.00
FRI	July 03, 2020	+8.00	+8.00

Because these jobs are customized for each profile, you might not find the job that you did. If you could not find a certain job, contact your Secretary.