

# TIME & ATTENDANCE

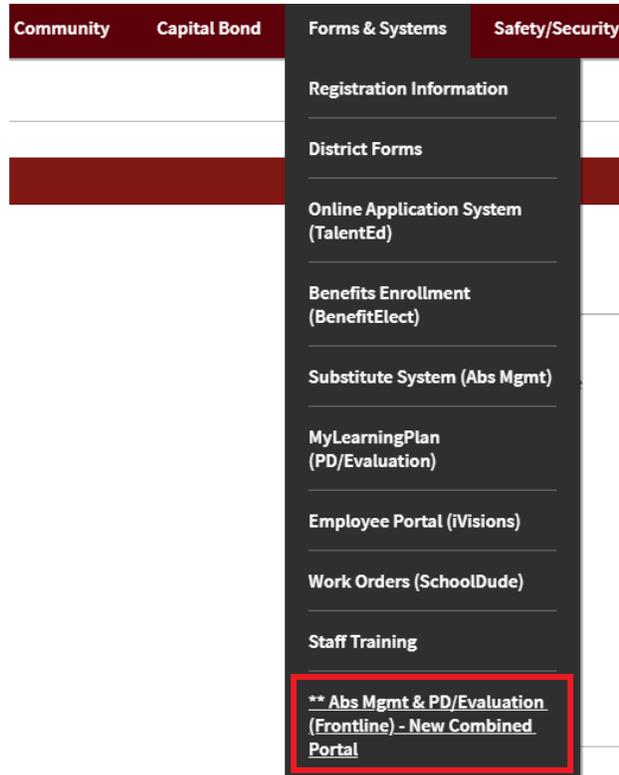
## I. Access Time & Attendance

There are 2 ways to access Time & Attendance

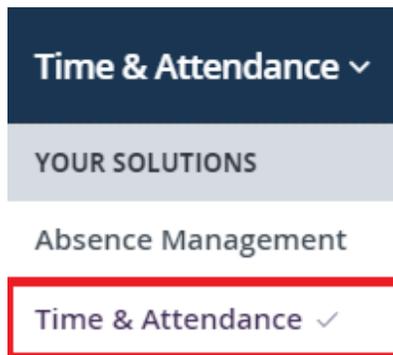
1. Web address

**[Veritime.aesoponline.com](http://Veritime.aesoponline.com)**

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

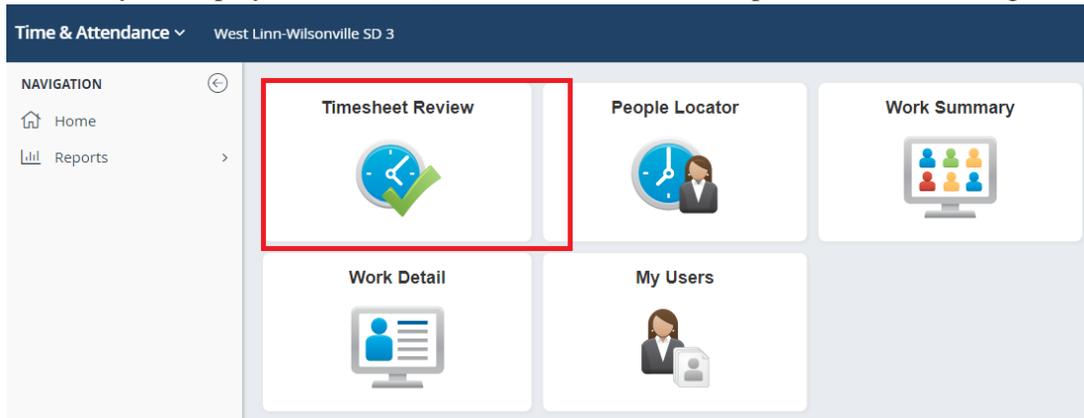


Once you have successfully logged in to Frontline make sure you are in the **Time & Attendance module**. If not, use the drop on the top left corner to change to the right module.

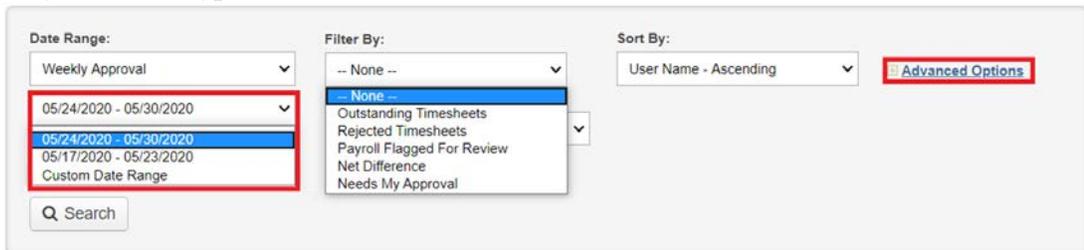


## II. Access Employee's Timesheet

To access your employees' timesheet, click Timesheet Review option on the Home Page



You are now in the options and filter page. Here you can refine your search by period desired or by time sheet type.



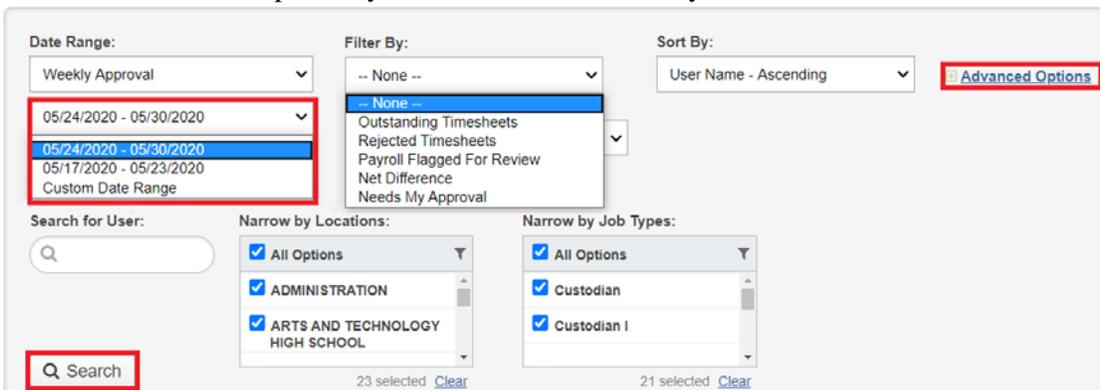
The date range types are Weekly or Monthly.

- Weekly follow our work week of Sunday through Saturday
- Monthly follows the payroll cutoff calendar

The different time sheet filters are:

- Outstanding time sheets – Ones that have not been approved at all levels
- Rejected time sheets – Ones that have been rejected and not resubmitted
- Payroll flagged for review – Used only by Payroll
- Net difference – Ones that have a difference between scheduled hours and input hours
- Needs approval- ones that are waiting for supervisor approval

There is the advanced option if you want to further narrow your search



Here you can search for a specific employee/user, or employee by location, or employees by their job type.

Once you have completed refining your options, click Search.

Your search results defaults to 20 users per page. You can change that to 50 or 100 if you have more than 20. Note that if your search has multiple pages you will need to use the arrows to navigate between pages.

You are now ready to review your groups time sheets

### III. Timesheet Review Interface

This shows a summarized view of the period

- Total Scheduled shows the hours the person is scheduled for.
- The next column shows total working time and leave time on the time sheet
- Total Unpaid Leaves shows the total time leaves without paid.
- Total Time is the total of working time, leave and unpaid leave
- Net Difference is the difference between “total scheduled” and “total time”
- Status
  - Submitted time sheets are those that employees have submitted. **It is highly advised that you only approve the timesheet with “Submitted” status**
  - Pending are those that employees still need to submit and these might be the employees you need to give reminders to.

This summary will give you a high level view of your employees’ time sheets, but it is not all inclusive as it does not show the daily detail.

<input type="checkbox"/> User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
<input type="checkbox"/> EMPLOYEE <a href="#">Ance, Mainten</a> (1911111)	40.00	40.00	0.00	40.00	0.00	<a href="#">Submitted</a>
<input type="checkbox"/> EMPLOYEE <a href="#">Dian, Custo</a> (1909356)	40.00	32.00	0.00	32.00	-8.00	<a href="#">Pending</a>
<input type="checkbox"/> EMPLOYEE <a href="#">Educator, Para</a> (1913258)	40.00	40.00	0.00	40.00	0.00	<a href="#">Pending</a>
<input type="checkbox"/> EMPLOYEE <a href="#">Tary, Secre</a> (1906638)	40.00	36.00	8.00	44.00	-4.00	<a href="#">Submitted</a>

In addition to the summary view that is displayed, you also have 3 other methods to expand your employee’s time sheet on a daily basis

- Time sheet view opens a separate window to review the time sheet. You will see an expanded period view of the time sheet. This view is very similar to what the employee sees. **This is the recommended method to review time sheets**

**Timesheet**

EMPLOYEE: **Ance, Mainten (1911111)**

Weekly Approval 05/24/2020 - 05/30/2020

TOTAL + 40.00 PAID + 40.00

Buttons: Cancel All Changes, Save Changes, Expand All, Collapse All

<b>MON</b> May 25, 2020	Total + 8.00 Paid + 8.00
<b>TUE</b> May 26, 2020	Total + 6.00 Paid + 6.00
<b>WED</b> May 27, 2020	Total + 10.00 Paid + 10.00
<b>THU</b> May 28, 2020	Total + 8.00 Paid + 8.00
<b>FRI</b> May 29, 2020	Total + 8.00 Paid + 8.00

**Weekly Approval 05/24/2020 - 05/30/2020 Summary**

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
STAFFORD PRIMARY SCHOOL	Engineer I	Time Events	32.00	32.00
STAFFORD PRIMARY SCHOOL	Engineer I	Holiday / Holiday Break	8.00	8.00
<b>Total</b>			<b>40.00</b>	<b>40.00</b>

- Payroll summary view opens in a separate window. This is a daily summarized view of the time sheet for the period.

**Payroll Summary**

Display:  All  Flagged Wage Codes Only

Group By:  Wage Code  Interface ID

Options:  Ignore OT calculation rules

Run Report

EMPLOYEE: **Ance, Mainten (1911111)**

Custom Date Range 05/24/2020 - 05/30/2020

Jobs Summary		Wages	
JOB TYPE	TYPE	WAGE CODES	
		TOTAL DURATION	
Engineer I	REGULAR	30.00	
	OT15	2.00	
	HOLIDAY_PAID	8.00	

Day Details			Wages	
JOB TYPE	DAY	LOCATION	TYPE	TOTAL DURATION
Engineer I	Mon 05/25	STAFFORD PRIMARY SCHOOL	HOLIDAY_PAID	8.00
	Tue 05/26	STAFFORD PRIMARY	REGULAR	6.00

- Payroll summary view opens in a separate window. This is a daily summarized view of the time sheet for the period.

Date	Location Details	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
05/25/2020	STAFFORD PRIMARY SCHOOL Engineer I	8.00	8.00	0.00	8.00	0.00	Submitted
05/26/2020	STAFFORD PRIMARY SCHOOL Engineer I	8.00	6.00	0.00	6.00	-2.00	Submitted
05/27/2020	STAFFORD PRIMARY SCHOOL Engineer I	8.00	10.00	0.00	10.00	2.00	Submitted
05/28/2020	STAFFORD PRIMARY SCHOOL Engineer I	8.00	8.00	0.00	8.00	0.00	Submitted
05/29/2020	STAFFORD PRIMARY SCHOOL Engineer I	8.00	8.00	0.00	8.00	0.00	Submitted

**It is highly recommended that you review your timesheets at the daily level** instead at the summary view. If you are not looking the timesheet at the daily level, your understanding of the employee's timesheet can be inaccurate.

This example shows how the period net difference can be misleading if you are only looking at the period summary, which shows the aggregate total of the daily net differences. The daily view will show the net difference by each day. This is important because you could have some daily differences that zero each other out for the week.

<input type="checkbox"/> User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
<input type="checkbox"/>  EMPLOYEE <b>Ance, Mainten</b> (1911111) 	40.00	40.00	0.00	40.00	<u>0.00</u>	<a href="#">Submitted</a>

Date	Location Details	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
05/25/2020	STAFFORD PRIMARY SCHOOL  Engineer I 	8.00	8.00	0.00	8.00	0.00	<a href="#">Submitted</a>
05/26/2020	STAFFORD PRIMARY SCHOOL  Engineer I 	8.00	6.00	0.00	6.00	-2.00	<a href="#">Submitted</a>
05/27/2020	STAFFORD PRIMARY SCHOOL  Engineer I 	8.00	10.00	0.00	10.00	2.00	<a href="#">Submitted</a>
05/28/2020	STAFFORD PRIMARY SCHOOL  Engineer I 	8.00	8.00	0.00	8.00	0.00	<a href="#">Submitted</a>
05/29/2020	STAFFORD PRIMARY SCHOOL  Engineer I 	8.00	8.00	0.00	8.00	0.00	<a href="#">Submitted</a>

In this scenario the employee worked 2 hours less on May 26<sup>th</sup> but then they worked 2 hours over on the May 27<sup>th</sup>. That results in a zero net difference for the week and will show zero on the summary. You would have missed the over time had you not reviewed the time sheet in daily detail.

**Note:** While the zero net difference may be misleading, a non-zero net difference is a strong indicator of a time sheet that needs review at the daily level.

## IV. Review Timesheet in Detail

Again, you want to review the daily time for your employees using the timesheet view as this is the recommended practice. We will walk through some scenarios you might encounter.

These samples are broken down on a daily basis. In this scenario our employee's regular position is **Maintenance** and they are schedule **Mon-Fri 8 hours each day**.

**Timesheet**

Approve, Reject, or Reset

EMPLOYEE **Tary, Secre (1906638)**

Actions Weekly Approval 05/24/2020 - 05/30/2020 TOTAL + 44.00 PAID + 36.00

Cancel All Changes Save Changes

Expand All Collapse All

Day	Date	Total	PAID
SUN	May 24, 2020	Total + 4.00	PAID + 4.00
MON	May 25, 2020	Total + 8.00	PAID + 8.00
TUE	May 26, 2020	Total + 10.00	PAID + 10.00
WED	May 27, 2020	Total + 10.00	PAID + 10.00
THU	May 28, 2020	Total + 8.00	PAID 0.00
FRI	May 29, 2020	Total + 4.00	PAID + 4.00

**Weekly Approval 05/24/2020 - 05/30/2020 Summary**

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
ADMINISTRATION	On-Call / Security	Time Events	6.00	6.00
FACILITIES	Maintenance III	Time Events	22.00	22.00
FACILITIES	Maintenance III	Leave	8.00	0.00
FACILITIES	Maintenance III	Holiday / Holiday Break	8.00	8.00
Total			44.00	36.00

We start with Sunday, the first day of the work week. This is a non-work day, but the employee was on call so they added time in the “On-call/Security” job, which is an alternate position and not their regular position.

**Timesheet**

Approve, Reject, or Reset

EMPLOYEE **Tary, Secre (1906638)**

Actions Weekly Approval 05/24/2020 - 05/30/2020 TOTAL + 44.00 PAID + 36.00

Cancel All Changes Save Changes

Expand All Collapse All

**SUN May 24, 2020** Total + 4.00 PAID + 4.00

LOCATION	JOB TYPE	DUE	STATUS
ADMINISTRATION	On-Call / Security	05/31/2020	Submitted

Delete Timesheet

Add New Event

TIME EVENTS	Duration	Total	PAID
test on call	4.00	+ 4.00	+ 4.00

Account: -- None Selected -- Change

Insert Comment + 4.00 + 4.00

On Monday, we have a holiday. There are hours paid for the holiday but no working hours. You will notice the holiday hours show as a leave type.

**Timesheet**

Approve, Reject, or Reset

EMPLOYEE **Tary, Secre (1906638)**

Weekly Approval 05/24/2020 - 05/30/2020

TOTAL + 44.00 PAID + 36.00

Cancel All Changes Save Changes

Expand All Collapse All

**SUN** May 24, 2020 Total + 4.00 Paid + 4.00

**MON** May 25, 2020 Total + 8.00 Paid + 8.00

LOCATION FACILITIES JOB TYPE Maintenance III DUE 05/31/2020 STATUS Submitted

SCHEDULE	Type	From	To	Duration	Paid
Holiday: Memorial Day	Leave	--	--	8.00	Yes

Add New Event

TIME EVENTS	Duration	Total	Paid
Duration		0.00	0.00

LEAVE

SCHEDULE	Type	From	To	Duration	Paid
Holiday: Memorial Day					+ 8.00

Account: -- None Selected - Change

On Tuesday, the employee worked their regular hours plus extra time in their regular Maintenance position. Instead of changing their regular hour line, they have recorded the extra time as a separate line item with a separate comment, **this is the recommended practice**. Because this is a contract position, these hours go into the overtime calculation

**Timesheet**

Approve, Reject, or Reset

EMPLOYEE **Tary, Secre (1906638)**

Weekly Approval 05/24/2020 - 05/30/2020

TOTAL + 44.00 PAID + 36.00

Cancel All Changes Save Changes

Expand All Collapse All

**SUN** May 24, 2020 Total + 4.00 Paid + 4.00

**MON** May 25, 2020 Total + 8.00 Paid + 8.00

**TUE** May 26, 2020 Total + 10.00 Paid + 10.00

LOCATION FACILITIES JOB TYPE Maintenance III DUE 05/31/2020 STATUS Submitted

Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	--	--	8.00	--

Add New Event

TIME EVENTS	Duration	Total	Paid
Duration	2.00	+ 2.00	+ 2.00
Duration	8.00	+ 8.00	+ 8.00

Account: -- None Selected - Change

On Wednesday, once again they worked their regular hours. But they also recorded “on call” time on a different timesheet. Because this is “non-contract” position the on call pay does not go into the calculation for over time.

The top screenshot shows a timesheet entry for Wednesday, May 27, 2020. The location is 'FACILITIES' and the job type is 'Maintenance III'. The due date is 05/31/2020 and the status is 'Submitted'. A regular work event is recorded with a duration of 8.00 hours, resulting in a total of +8.00 and a paid amount of +8.00.

The bottom screenshot, highlighted with a red border, shows an 'On-Call / Security' entry for the same date. The location is 'ADMINISTRATION'. A 'Test' event is recorded with a duration of 2.00 hours, resulting in a total of +2.00 and a paid amount of +2.00.

**Note:** Tuesday and Wednesday records demonstrate that it is very important for the employee record accurately and for you to review in detail not only the hour but also position the employee works at because it will affect the overtime calculation.

On Thursday, this employee has entered unpaid leave in Absence Management. This leave time has automatically populated into their time sheet and shows zero working hours.

The screenshot shows the 'Timesheet' for employee Tary, Secre (1906638). The weekly approval period is 05/24/2020 - 05/30/2020. The total hours are +44.00 and the total paid is +36.00. The summary table shows the following totals for each day:

Day	Total	Paid
SUN May 24, 2020	+ 4.00	+ 4.00
MON May 25, 2020	+ 8.00	+ 8.00
TUE May 26, 2020	+ 10.00	+ 10.00
WED May 27, 2020	+ 10.00	+ 10.00
THU May 28, 2020	+ 8.00	0.00

Below the summary, a 'UUnpaid Leave' event is shown for Thursday, May 28, 2020, with a duration of 8.00 hours and a total of +8.00. This entry is highlighted with a red border.

On Friday the employee did not enter their leave time into absence management. Instead they reduced their regularly scheduled hours. This was the INCORRECT method to record leave. This is a case where you would want to reject the time sheet so the employee can fix their time.

**Timesheet**

Approve, Reject, or Reset

EMPLOYEE **Tary, Secre (1906638)**

Actions Weekly Approval 05/24/2020 - 05/30/2020 TOTAL + 44.00 PAID + 36.00

Cancel All Changes Save Changes

Expand All Collapse All

<b>SUN</b> May 24, 2020	Total + 4.00 Paid + 4.00
<b>MON</b> May 25, 2020	Total + 8.00 Paid + 8.00
<b>TUE</b> May 26, 2020	Total + 10.00 Paid + 10.00
<b>WED</b> May 27, 2020	Total + 10.00 Paid + 10.00
<b>THU</b> May 28, 2020	Total + 8.00 Paid 0.00
<b>FRI</b> May 29, 2020	Total + 4.00 Paid + 4.00

LOCATION FACILITIES JOB TYPE Maintenance III DUE 05/31/2020 STATUS Submitted Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	--	--	8.00	--

Add New Event

TIME EVENTS	Duration	Total	Paid
Duration	4.00	+ 4.00	+ 4.00

**Note:** If the employee is unable to fix the time themselves, a supervisor can fix it on their behalf. Make sure to insert a comment for the change and it is recommended you end the comment with “by and your initials.” Then click save changes.

**Timesheet**

Approve, Reject, or Reset

EMPLOYEE **Tary, Secre (1906638)**

Actions Weekly Approval 05/24/2020 - 05/30/2020 TOTAL + 46.00 PAID + 38.00

Cancel All Changes Save Changes

Expand All Collapse All

<b>SUN</b> May 24, 2020	Total + 4.00 Paid + 4.00
<b>MON</b> May 25, 2020	Total + 8.00 Paid + 8.00
<b>TUE</b> May 26, 2020	Total + 10.00 Paid + 10.00
<b>WED</b> May 27, 2020	Total + 10.00 Paid + 10.00
<b>THU</b> May 28, 2020	Total + 8.00 Paid 0.00
<b>FRI</b> May 29, 2020	Total + 6.00 Paid + 6.00

LOCATION FACILITIES JOB TYPE Maintenance III DUE 05/31/2020 STATUS Submitted Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	--	--	8.00	--

Add New Event

TIME EVENTS	Duration	Total	Paid
Duration	6.00	+ 6.00	+ 6.00

Please note, if the fix is for leave time you will need to correct it in Absence Management, which then will automatically populate time & attendance.

Also note that even if you have access to change your employee's timesheet, you should be conservative of fixing your employee timesheet because the timesheet is a legal document. **Manually changing your employee timesheet may result in litigation if there is a discrepancy.** Consider changing your employee's timesheet only when there is no better solution, such as when an employee is sick and cut-off is around the corner. This is also why it is highly recommended you review and approve your employee's timesheet weekly so that when the cut-off come, the most you have to change is a week of work for your employees.

Continuing with our example, if you need to reject the time sheet, click the Approve, Reject or Reset

Day	Date	Total	Paid
SUN	May 24, 2020	Total + 4.00	Paid + 4.00
MON	May 25, 2020	Total + 8.00	Paid + 8.00
TUE	May 26, 2020	Total + 10.00	Paid + 10.00
WED	May 27, 2020	Total + 10.00	Paid + 10.00
THU	May 28, 2020	Total + 8.00	Paid 0.00
FRI	May 29, 2020	Total + 4.00	Paid + 4.00

A new pop up window will show. Make sure to choose the reject option from the dropdown list. Then choose Reason for your reject. If the reason is not on the list, choose Other and you can explain further in the comment section.

Timesheet Status

Action:

Reason:

Comment:

It is required you add a comment. Like in the example you might say” Missing leave time for Friday. Then click Submit to send the timesheet back to the employee.

## V. Approve Timesheet

Rejecting an employee’s timesheet should be done on individual level because different timesheets may have different reject reason. On the other hand, approving timesheet should be done in masse to limit the chance of missing sending a timesheet to Payroll.

Check the box User to select all the employee. Then Select Approve, Reject or Reset Timesheets.

**Note:** If you have a late time sheet, you can leave the employee out of the selections and can approve it individually later, that way you aren’t holding up processing for the rest of your employees.

Approve, Reject, or Reset Timesheets

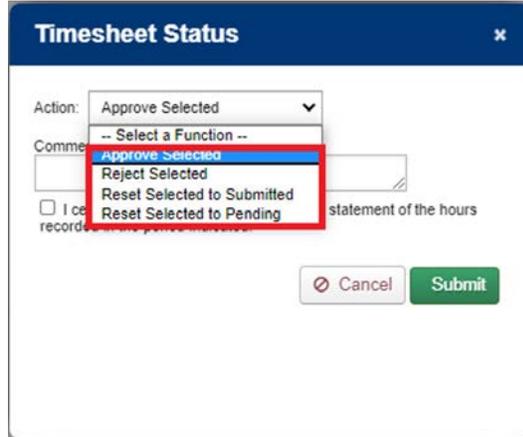
Date Range: Weekly Approval (05/24/2020 - 05/30/2020) | Filter By: -- None -- | Sort By: User Name - Ascending | [Advanced Options](#)

User Type: Any | User Status: Any

Weekly Approval 05/24/2020 - 05/30/2020 | Page 1 of 5 | 20 | Displaying 1-20 (Total: 81)

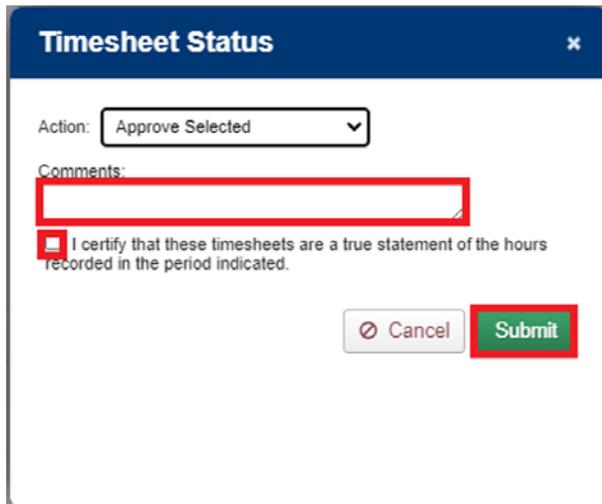
<input type="checkbox"/> User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
<input type="checkbox"/> EMPLOYEE <a href="#">Anee, Mainten</a> (1911111)	40.00	40.00	0.00	40.00	0.00	<a href="#">Submitted</a>
<input type="checkbox"/> EMPLOYEE <a href="#">Dian, Custo</a> (1909356)	40.00	32.00	0.00	32.00	-8.00	<a href="#">Pending</a>
<input type="checkbox"/> EMPLOYEE <a href="#">Educator, Para</a> (1913258)	40.00	40.00	0.00	40.00	0.00	<a href="#">Pending</a>
<input type="checkbox"/> EMPLOYEE <a href="#">Tary, Secre</a> (1906638)	40.00	36.00	8.00	44.00	4.00	<a href="#">Submitted</a>

From the drop down, select “Approve Selected.”



The screenshot shows a dialog box titled "Timesheet Status" with a close button (x) in the top right corner. The "Action:" dropdown menu is open, showing the following options: "Approve Selected" (highlighted in blue), "-- Select a Function --", "Approve Selected", "Reject Selected", "Reset Selected to Submitted", and "Reset Selected to Pending". The "Approve Selected" option is also highlighted with a red box. Below the dropdown is a "Comments:" text area. To the right of the text area is a checkbox labeled "I certify that these timesheets are a true statement of the hours recorded in the period indicated." Below the text area and checkbox are "Cancel" and "Submit" buttons.

Add a comment if you need and check the certify box. Finally, click Submit.

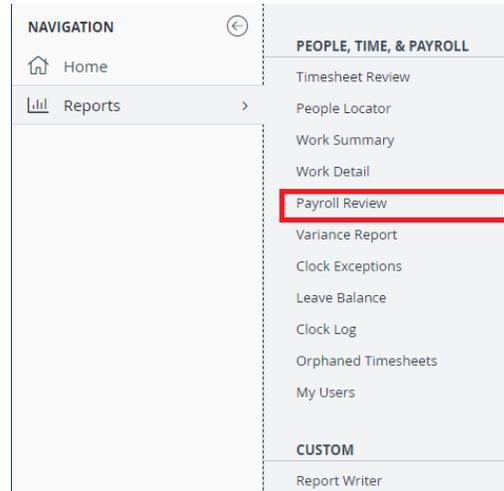


The screenshot shows the "Timesheet Status" dialog box with the "Action:" dropdown menu set to "Approve Selected". The "Comments:" text area is highlighted with a red box. Below the text area is a checkbox labeled "I certify that these timesheets are a true statement of the hours recorded in the period indicated." which is checked. Below the text area and checkbox are "Cancel" and "Submit" buttons, with the "Submit" button highlighted with a red box.

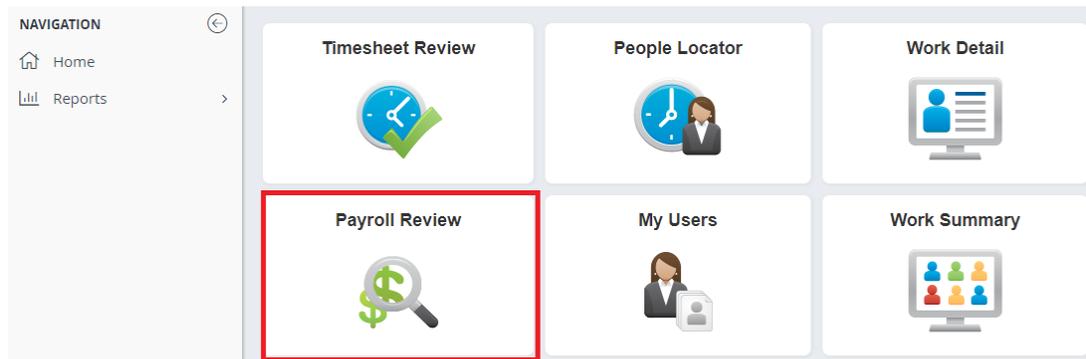
## VI. Payroll Review

Payroll Review is a helpful tool that reports your employee's additional pay and overtime pay that will be sent to Payroll.

To get to Payroll Review, go to Reports → Payroll Review

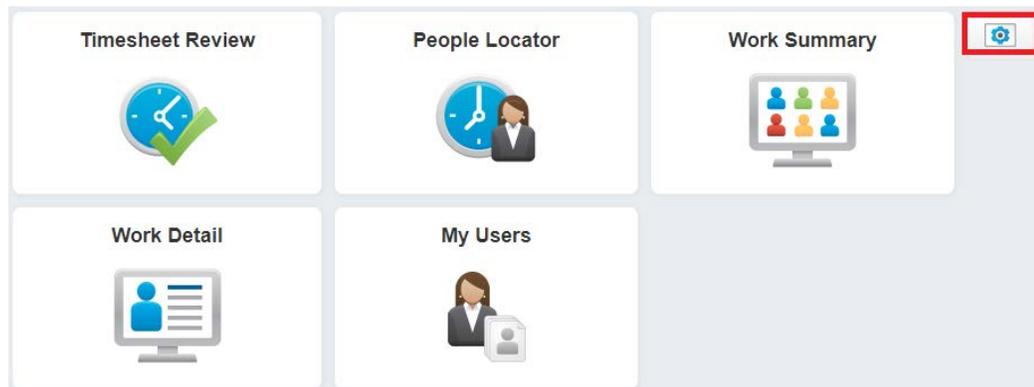


You can also access Payroll Review by using the widgets from the Home page.

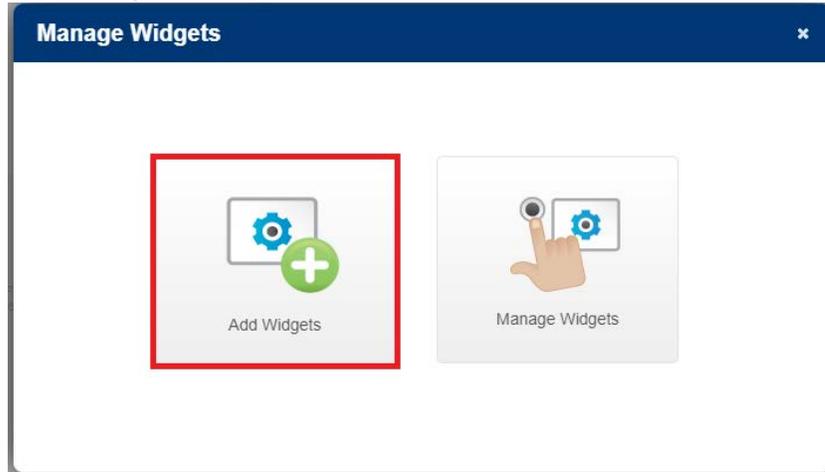


If your Home page does not have Payroll Review widget, you can add it by clicking on the

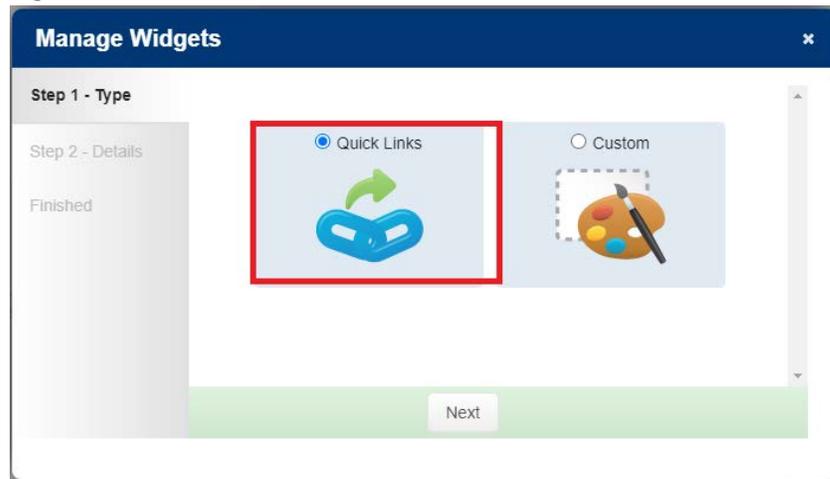
 icon



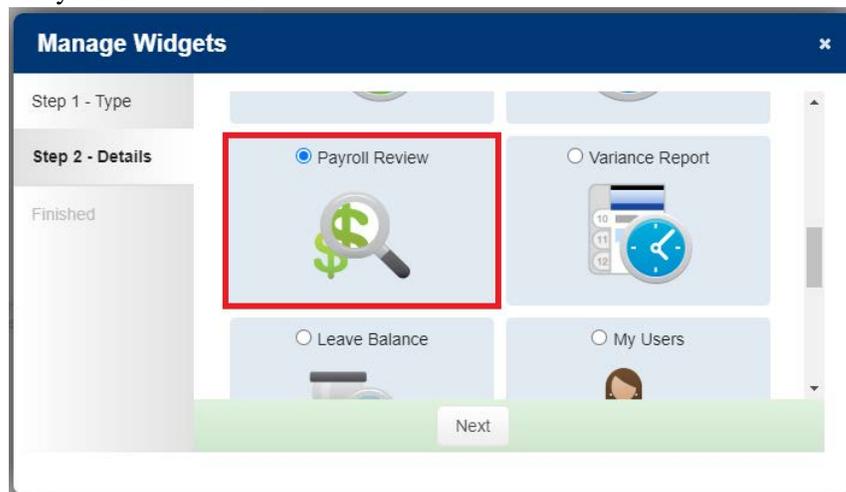
Then select Add Widgets



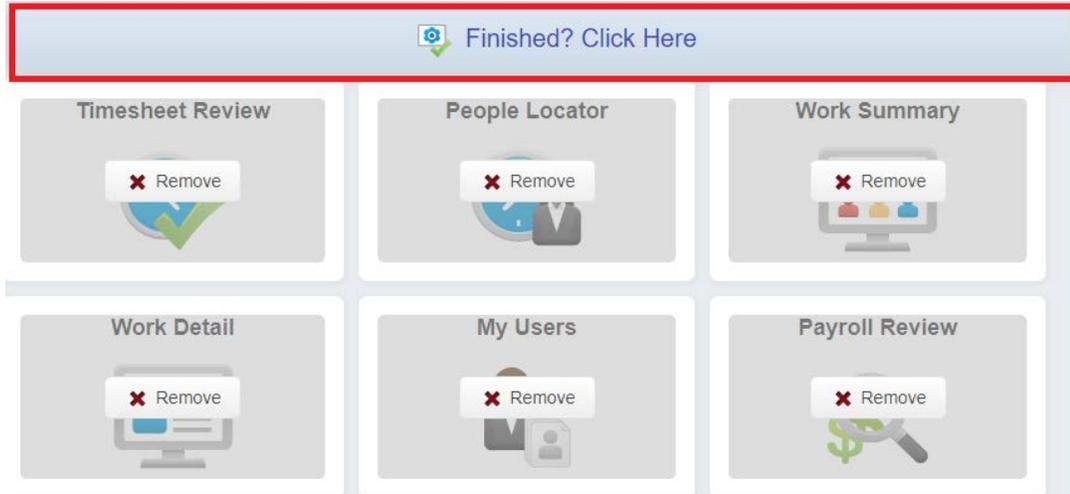
Then select Quick Links → Next



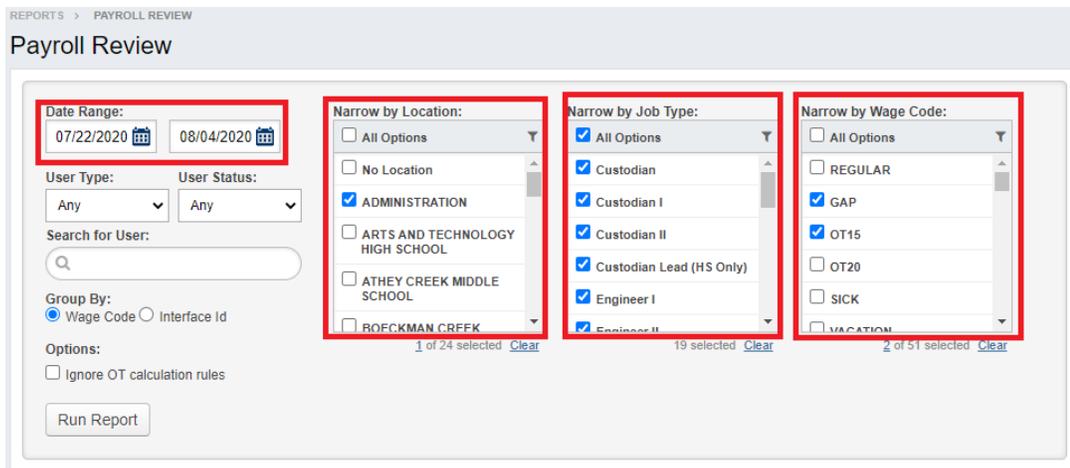
Then select Payroll Review → Next



Select Finished? Click Here to Complete



Once you've enter Payroll Review, select Date Range and narrow down your report by Location, Job Type and Wage Code



To find out how many additional hours that will be sent to Payroll, select

- GAP: this is additional hours that will be paid at regular rate
- OT15: this is additional hours that will be paid at overtime rate

In this following example, we'll look at the last employee.

- His regular position is Maintenance, in which
  - He has 8 hour of additional time paying at regular rate
  - He has 8 hour of additional time paying at overtime rate
- He has an alternation position "On-Call/Security," in which he has 6 hours of additional time paying at regular

Note: Of the 2 GAP hours, only the GAP in his regular position is applied in his overtime calculation.

Export		Custom Date Range 06/28/2020 - 07/25/2020		8 results found.	
	User	Job Type	Wage Code	Wage Duration	Total Duration
	EMPLOYEE <b>Wood, North Holly</b> ○	Licensed Journeyman - Plumber	GAP	4.00	4.00
			OT15	4.00	4.00
	EMPLOYEE <b>Creek, Boeckman</b> ○	Maintenance II	OT15	3.00	3.00
	EMPLOYEE <b>Ville, Wilson</b> ○	Maintenance III	OT15	4.00	4.00
		On-Call / Security	GAP *	10.00	10.00
	EMPLOYEE <b>Linn, West</b> ○	Maintenance III	GAP	8.00	8.00
			OT15	8.00	8.00
		On-Call / Security	GAP *	6.00	6.00

\* Does not apply toward overtime