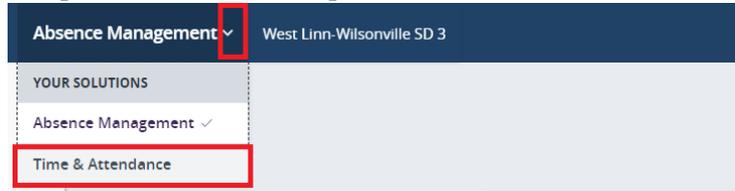
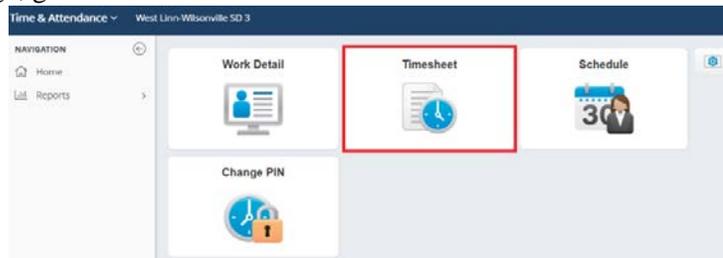


## Sub Card for Substitutes

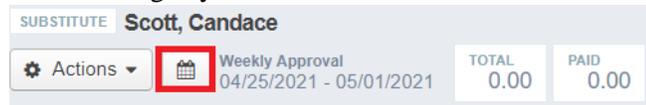
1. Log in Frontline at <https://veritime.aesoponline.com/> and go to Time & Attendance module. If you are in Absence Management module, you can switch to Time & Attendance module by selecting from the drop down menu on the top left of screen.



2. On the Home page, go to Timesheet



3. Choose the appropriate Date Range by select the calendar icon



4. On the day of your substitution, a timesheet will be generated with the hour scheduled by the school

Pay close attention to

- The Date you worked on
- The Building you worked at
- Whom you subbed for

SUBSTITUTE **Scott, Candace** Submit

Actions Weekly Approval 04/25/2021 - 05/01/2021 TOTAL 0.00 PAID 0.00 Cancel All Changes Save Changes

Expand All Collapse All

---

**MON April 26, 2021** Total 0.00 Paid 0.00

**BOLTON PRIMARY SCHOOL** JOB TYPE Substitution - Classified DUE 05/03/2021 STATUS Pending

SCHEDULE	Type	From	To	Duration	Paid
Covering: 452048455 for Paraeducator Vacancy	Work	07:30 AM	03:30 PM	8.00	--

Add New Event

TIME EVENTS	Duration	Total	Paid
Duration	Insert Comment	0.00	0.00

TIMESHEET COMMENT

Insert Comment	0.00	0.00
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Contact the building secretary if

- There is no timesheet in the week you work
- There is a wrong detail about your job

5. When confirm everything is correct

- Enter your actual work duration
- Comment the hour with any additional needed information
- Click **Save Changes**

SUBSTITUTE **Scott, Candace**

Weekly Approval 04/25/2021 - 05/01/2021 TOTAL +7.50 PAID +7.50

Cancel All Changes Save Changes 3

Expand All Collapse All

**MON April 26, 2021** Total +7.50 Paid +7.50

LOCATION BOLTON PRIMARY SCHOOL JOB TYPE Substitution - Classified DUE 05/03/2021 STATUS Pending

SCHEDULE	Type	From	To	Duration	Paid
Covering: 452048455 for Paraeducator Vacancy	Work	07:30 AM	03:30 PM	8.00	--

TIME EVENTS

Duration	Total	Paid
7.50 7:30 - 3:00 and take no lunch	+7.50	+7.50

TIMESHEET COMMENT

Insert Comment +7.50 +7.50

Note: Your actually duration does not necessary be the same with the duration generated by the system because you could work more or less than your initial schedule.

6. Notice that the Total and Paid hour has change from 0.

Click **Submit** to send your timesheet to the principal to approve.

SUBSTITUTE **Scott, Candace**

Weekly Approval 04/25/2021 - 05/01/2021 TOTAL +7.50 PAID +7.50

Cancel All Changes Save Changes Submit

Expand All Collapse All

**MON April 26, 2021** Total +7.50 Paid +7.50

LOCATION BOLTON PRIMARY SCHOOL JOB TYPE Substitution - Classified DUE 05/03/2021 STATUS Pending

SCHEDULE	Type	From	To	Duration	Paid
Covering: 452048455 for Paraeducator Vacancy	Work	07:30 AM	03:30 PM	8.00	--

TIME EVENTS

Duration	Total	Paid
7.50 7:30 - 3:00 and take no lunch	+7.50	+7.50

TIMESHEET COMMENT

Insert Comment +7.50 +7.50

- In Step 1 of 2, make sure you have select all the timesheet then click **Continue**.  
In Step 2 of 2, check the “I certify...” box and click **Submit Timesheet**

**Timesheet Status (1 of 2)** ✕

**Action:**  
Submit Pending/Rejected Timesheets

**Select Dates:**

All Timesheets

04/26/2021 - Monday (1 timesheet)

Cancel Continue →

**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.

← Back Cancel Submit Timesheets

- Notice that status will change from Pending to Submitted  
If you need to make any change to your timesheet after submitting, click **Undo Submission**

SUBSTITUTE **Scott, Candace**
↺ Undo Submission

Actions ⌵
 Weekly Approval  
 04/25/2021 - 05/01/2021
 

TOTAL  
+ 7.50

PAID  
+ 7.50

✕ Cancel All Changes
✔ Save Changes

⌵ Expand All ⬆ Collapse All

**MON April 26, 2021** Total + 7.50 Paid + 7.50 ⬆

LOCATION	JOB TYPE	DUE	STATUS
BOLTON PRIMARY SCHOOL	Substitution - Classified	05/03/2021	Submitted

SCHEDULE	Type	From	To	Duration	Paid
Covering: 452048455 for Paraeducator Vacancy	Work	07:30 AM	03:30 PM	8.00	--

TIME EVENTS	Duration	Total	Paid
Duration	7.50	+ 7.50	+ 7.50

TIMESHEET COMMENT	Total	Paid
Insert Comment	+ 7.50	+ 7.50

Note: If the principal has approved the timesheet, you CANNOT undo submission and change your timesheet. If you need to change your timesheet after it has been approved, contact the building secretary.