Sub Card for Substitutes

1. Log in Frontline at <u>https://veritime.aesoponline.com/</u> 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

lime & Attendance ~	West Linn-1	Misonville SD 3		£	
NAVIGATION	© ,	Work Detail	Timesheet	Schedule	0
		Change PIN			

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

SUBSTITUTE S	cott, Ca	andace		
Actions •	m	Weekly Approval 04/25/2021 - 05/01/2021	total 0.00	PAID 0.00

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

Actions -	eekly Approval 4/25/2021 - 05/01/20	021 0.0	0 0.0	00			× Cancel	All Changes	Save 0	Char
								👻 Expan	d All	Collap
ON April 26, 2021	>							Total 0.00	Paid (0.00
ATION LTON PRIMARY SC	JOB TYPE HOOL Substituti	ion - Classifi	ed 05/03	s 3/2021 <u>P</u>	tatus Pending					
SCHEDULE		Туре	From	То	Duration	Paid				
SCHEDULE Covering: 452048	455 for Paraeducator Vac	Type cancy Work	From 07:30 AM	To 03:30 PM	Duration 8.00	Paid		(1919)		
SCHEDULE Covering: 452048	455 for Paraeducator Vac	Type ancy Work	From 07:30 AM	To 03:30 PM	Duration 8.00	Paid		• Add	I New Event	j
SCHEDULE Covering: 452048 TIME EVENTS	455 for Paraeducator Vac	Type ancy Work	From 07:30 AM	To 03:30 PM	Duration 8.00	Paid 		C Add	New Event)
SCHEDULE Covering: 452048 TIME EVENTS Duration	455 for Paraeducator Vac Duration	Type ancy Work	From 07:30 AM ert Comment	To 03:30 PM	Duration 8.00	Paid 		C Add Total 0.00	Paid 0.00	
SCHEDULE Covering: 452048 TIME EVENTS Duration TIMESHEET COMM	455 for Paraeducator Vac	Type Work CE Inse	From 07:30 AM art Comment	To 03:30 PM	Duration 8.00	Paid 		Total	Paid 0.00	

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
 - i. Enter your actual work duration
 - ii. Comment the hour with any additional needed information
 - iii. Click Save Changes

SUBSTITUTE Scott, Candace Actions <u>Weekly Approval</u> 04/25/2021 - 05/01/2021 TOTAL + 7.50 PAID + 7.50	
	← Expand All ← Collapse All
MON April 26, 2021	Total + 7.50 Paid + 7.50 A
LOCATION JOB TYPE DUE STATUS BOLTON PRIMARY SCHOOL Substitution - Classified 05/03/2021 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 V 7.50 C T:30 - 3:00 and take no lunch	+ 7.50 + 7.50
TIMESHEET COMMENT	
x 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.

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on /	April 26, 2021							Тс	otal + 7.50) Paid + 7	7.50
	N PRIMARY SCHOOL	JOB TYPE Substitution -	Classif	DUE 05/0	3/2021 <u>P</u>	ratus ending					_
	SCHEDULE		Туре	From	То	Duration	Paid				
	Covering: 452048455 for Pa	araeducator Vacancy	Work	07:30 AM	03:30 PM	8.00	20		O Add	d New Event	
	TIME EVENTS	Duration							Total	Paid	
B	Duration	7.50	ee 7:3	0 - 3:00 and ch	take no				+ 7.50	+ 7.50	
	TINESUEET COMMENT								27		2
	TIMESHEET COMMENT										

7. 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)	×	Timesheet Status (2 of 2) ×
Action: Submit Pending/Rejected Timesheets Select Dates:		Action: Submit Pending/Rejected Timesheets Comments:
All Timesheets O4/26/2021 - Monday (1 timesheet)	T	I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.
Cancel	Continue 🗲	← Back Cancel Submit Timesheets

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

SUBSTITU	TE Scott, Candace								5	Undo Submissio
Action	ons Weekly Ap 04/25/20	proval 21 - 05/01/2021	+ 7.50	PAID + 7.	50			× Cancel All C	Changes	Save Chang
									🗸 Expan	d All Collapse
MON	April 26, 2021							Т	otal + 7.50	Paid + 7.50
	N PRIMARY SCHOOL	JOB TYPE Substitution -	Classified	DUE 05/0	3/2021 S	TATUS ubmitted)			
	SCHEDULE		Туре	From	То	Duration	Paid			
	Covering: 452048455 for Pa	araeducator Vacancy	Work	07:30 AM	03:30 PM	8.00	-			
	TIME EVENTS	Duration							Total	Paid
	Duration	7.50	ee 7:30 - lunch	3:00 and	take no				+ 7.50	+ 7.50
									+ 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.