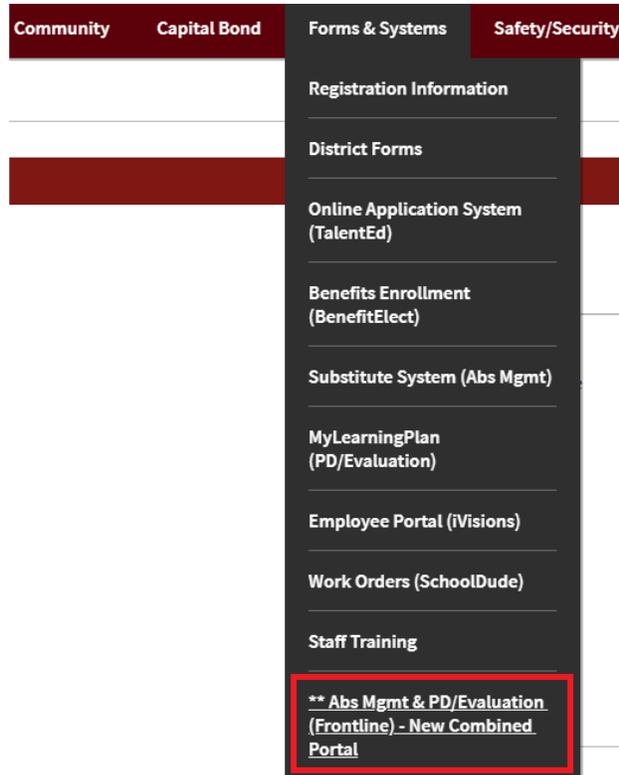# TIME & ATTENDANCE

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.
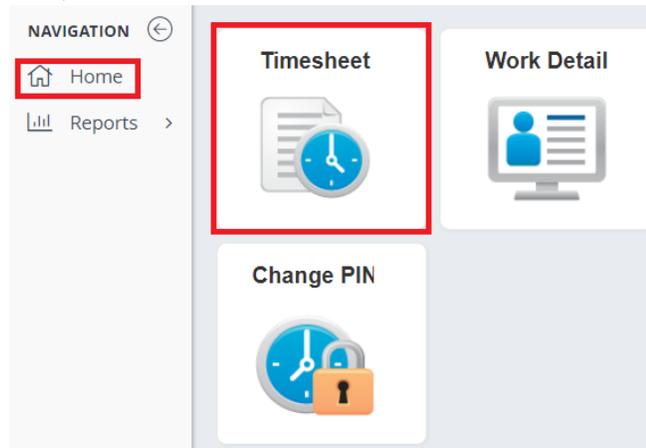
3. Smartphone app: "**Frontline Education**"
   Use code **7354** to connect to West Linn-Wilsonville SD
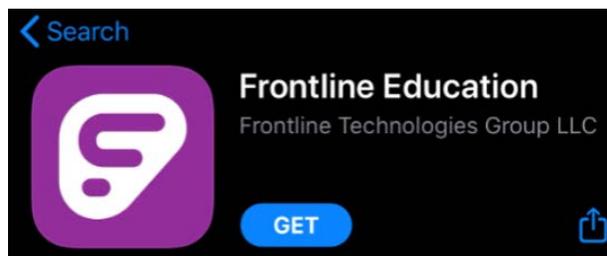
II. View & Edit Timesheet

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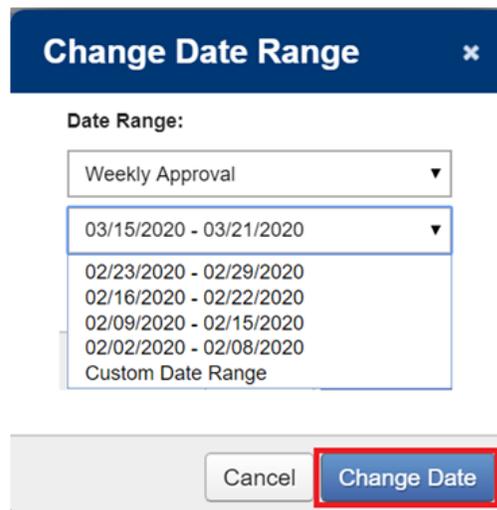
The timesheet will be <u>automatically populated</u> with your scheduled time **up to the CURRENT date** you are viewing. Time will be automatically populated at the end of each day. The system will total your daily and weekly hours.

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.

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"

West Linn-Wilsonville
School District

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

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

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.

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.

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.

West Linn-Wilsonville
School District

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 <u>submit it again</u>.

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. <u>View Previous Timesheets</u>

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

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

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

		DURATION		
Dates				
DAY	LOCATION & JOB	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 Paraeductor 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

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.

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.

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**

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.

West Linn-Wilsonville
School District