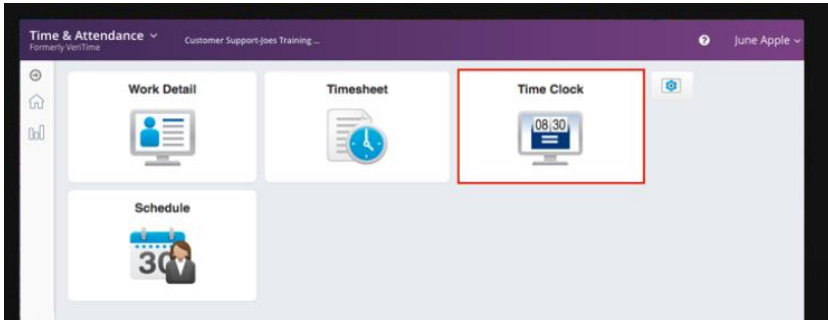


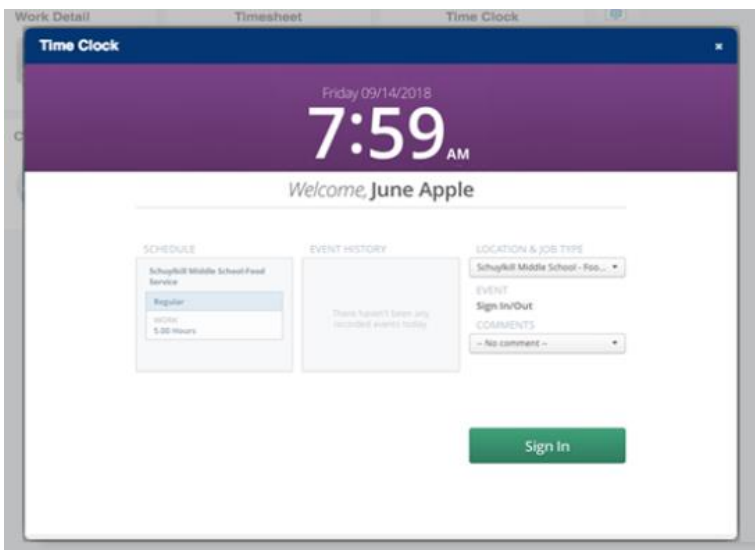
Clock In and Clock Out

Workstation/Computer

Access the login page (<https://veritime.aesoponline.com/>) and enter your user ID and PIN. Once you sign in, you can then select **Time Clock** from the employee homepage.



This selection opens a personalized web clock.



The first column within the web clock specifically indicates your schedule and allows you to review your expected work times.

The second column displays any clock in/out times for that day and instantly updates with any sign in/out entries.

The final section pertains to employees who work at multiple locations or to those who must include a reason for their clock in/out timeframe. Select a work location from the dropdown and if necessary, include a reason for the time clock entry.

Simply click IN to sign into the system and click OUT once you complete your day.

The system recognizes your clock time entries, provides a confirmation, and records your entry within the "Event History" column.