

Clock In and Clock Out

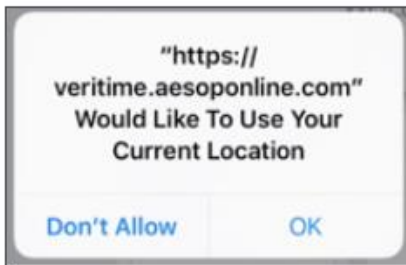
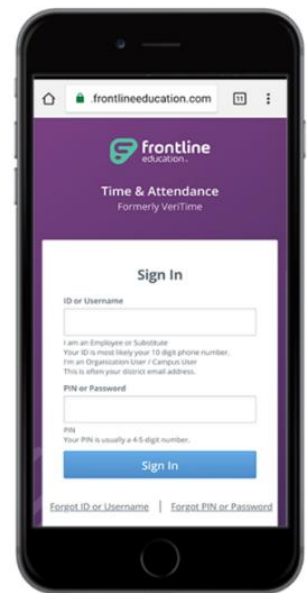
Smartphone

The sign in steps for a smartphone remain nearly identical to the workstation steps with the exception of a few additional prompts.

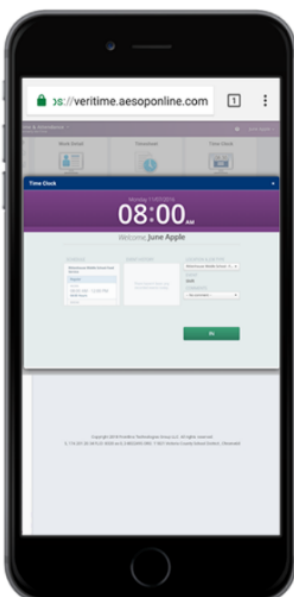
For starters, **you must be connected to the RCS District WiFi using your district user id and password** (do not use the RCS guest profile), you should then access <https://veritime.aesoponline.com/> and sign in with your User ID and PIN.

You can save yourself a little time during the sign in process and add a direct link to the time and attendance website on your smartphone screen.

Once you click **Sign In**, your phone prompts you with an option to save the password and displays your homepage options. Select **Save** to avoid re-entering your login credentials during each sign in and select the **Time Clock** option on your homepage to view the web clock.



Once you select the Time Clock option, your phone requests to use your current location. You must click **OK** to access and utilize the feature.



The system opens the time clock and lists your schedule, event history, and location & job type details.

From here, simply choose the appropriate job type and/or location (if you work multiple positions/locations) and **click IN to sign into the system or OUT once you complete your day.**