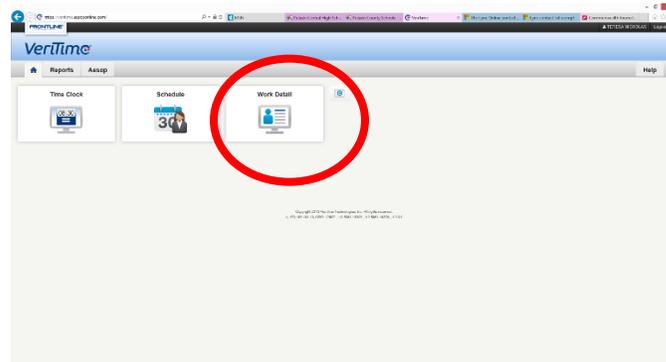


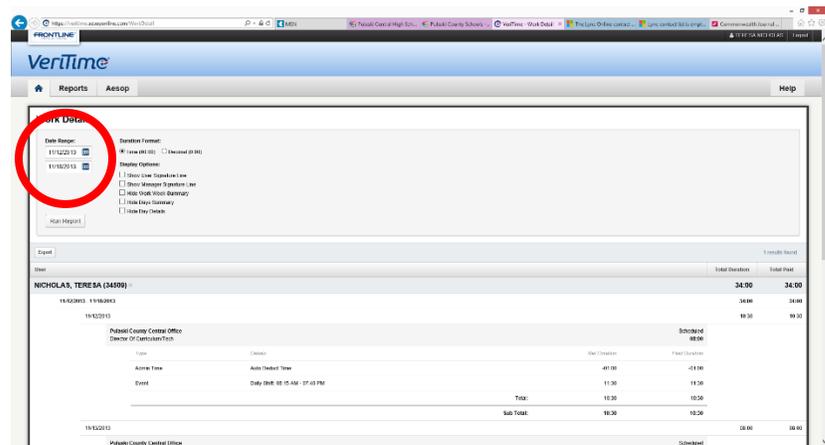
Checking your Time or Days Worked in VeriTime

The following instructions should be used to monitor your work time and/or monitor your contract days. It is the employee's responsibility to ensure that they work all required days per contract.

1. Login to VeriTime at <https://login.frontlineeducation.com> You can also find the link to VeriTime at www.pulaski.net – For Staff – Staff Resources – VeriTime.
2. Login with the same credentials that you use in AESOP. Your user ID should be a phone number and you have a 4 or 5-digit PIN.
3. Click Work Detail



4. Set the date range:
 - a. You can choose pre-set date ranges OR
 - b. Choose Custom Date Range and then set the dates. (You can choose a specific date, select a range for a pay period or even select dates from the first to the end of a month).
*the system will only let you select up to 36 days in a single report.

A screenshot of the VeriTime 'Work Detail' report. The 'Date Range' section is circled in red and shows the dates 11/22/19 and 11/29/19. Below this, there are checkboxes for 'Show Time Summary', 'Show Days Summary', and 'Show Day Details'. The main report area shows a table for employee NICHOLAS, TERESA (34599) with columns for 'Total Duration' and 'Total Paid'. The report includes a summary for the period 11/22/2019 to 11/29/2019, showing a total duration of 10:30 and a total paid amount of \$15.30. The report also includes a detailed breakdown of work events, such as 'Admin Time' and 'Event', with their respective durations and scheduled times.

Employee	Total Duration	Total Paid
NICHOLAS, TERESA (34599)	34:00	34.00
11/22/2019 - 11/29/2019	10:30	15.30
Summary	Total	Total
	10:30	15.30
	Sub Total:	10:30 15.30

