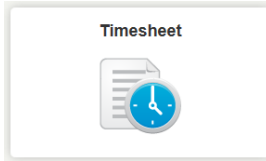


Employee's Using the Timesheet

1. Login to the VeriTime website at veritime.aesoponline.com with your Aesop ID and PIN.
2. Click the Timesheet widget.



Here is what the Timesheet looks like:

 A screenshot of the VeriTime web application interface. The top navigation bar includes the VeriTime logo, the user name "zzElmer zzFudd", and a date range of "02/19/2014 - 02/25/2014". Below this, a blue header bar displays "February 19, 2014 - Timesheet: 00:00, Paid: 00:00" and a "Due 02/25/2014" date. The main content area is titled "East Ridge Middle School - Custodian" and shows a table of time entries:

Type	From	To	Duration	Comments
Regular Work	07:00 AM	11:00 AM	04:00	
Break	11:00 AM	11:30 AM	00:30	Paid: No
Regular Work	11:30 AM	03:30 PM	04:00	

 Below the table is an "Events" section with a dropdown menu set to "Daily Shift", input fields for "Clock In" and "Clock Out", and a green arrow icon. At the bottom right, there are "Cancel", "Save", and "Submit" buttons.

Recording Time:

1. Under 'Events,' make sure Sign In/Out is chosen.
2. Enter your Start Time for the day in the Sign In section.
3. Enter the End Time for the day in the Sign Out section.

***If you worked multiple jobs during the day, make sure you enter the Start and End time for EVERY shift you worked, under the correct Job Type. This may mean two separate Start and End events for the same job.

4. Click the green arrow icon to the right of the Clock Out time to confirm each entry.
5. Once you've entered your complete time for the day, click the Save button at the bottom right (or the Save icon, the floppy disk, at the top right).
6. Complete every day for the week, then at the end of the week, select the green Submit button at the bottom or top right of the timesheet.