

Clocking in Through the Web Clock

 time-help.frontlineeducation.com/hc/en-us/articles/115003455087-Clocking-in-Through-the-Web-Clock

How can we help?

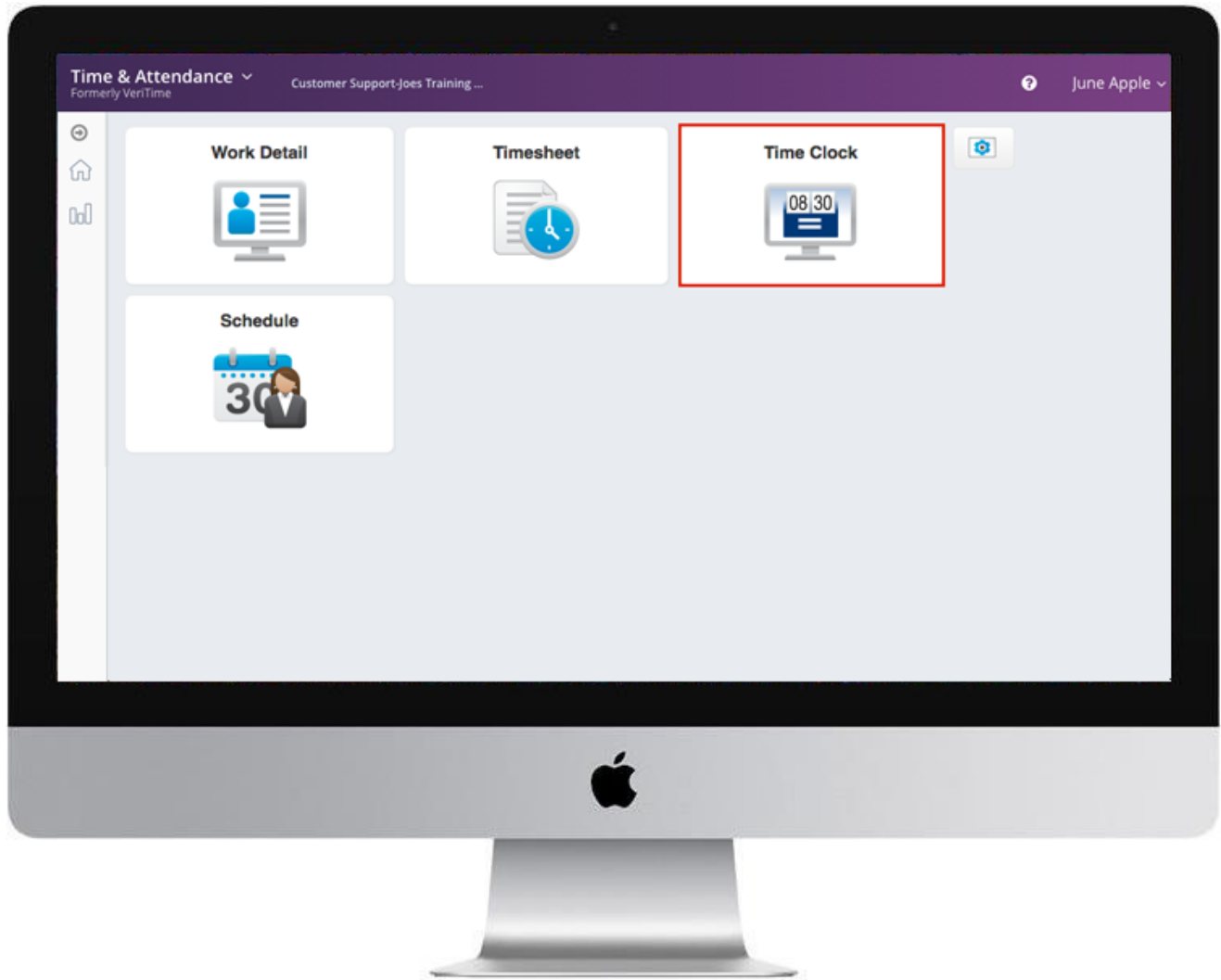
A district generally uses a kiosk or web clock to track an employee's individual work times and you must understand how to use your location's designated tool. This article explains the clock in/out process through your time and attendance web clock but you can also learn more about additional kiosk options [here](#).

With the proper permissions, you can access the web clock via your workstation (laptop, tablet, etc.) or through your smartphone!

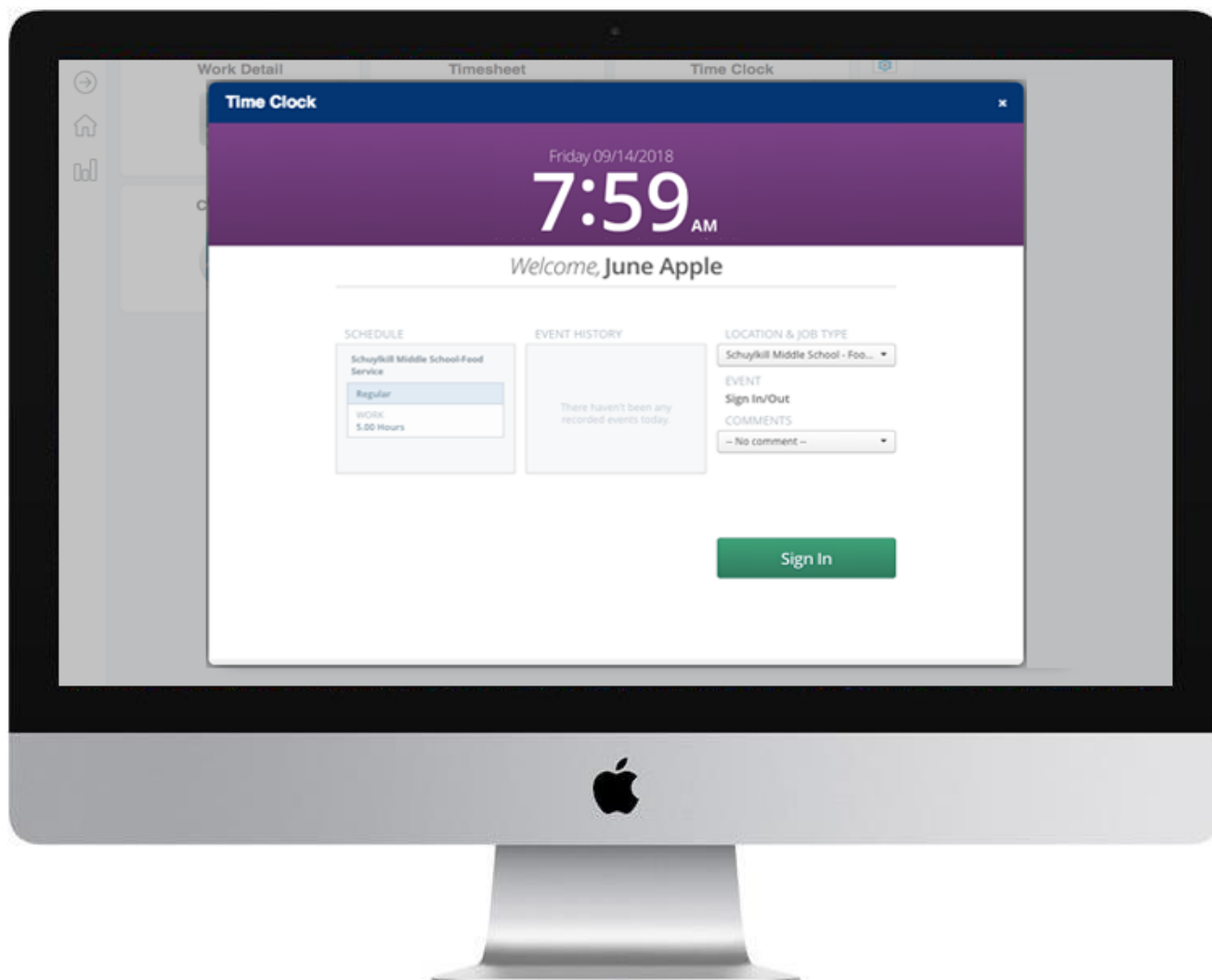
Workstation

For starters, let's first examine a general workstation.

Access the login page (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.



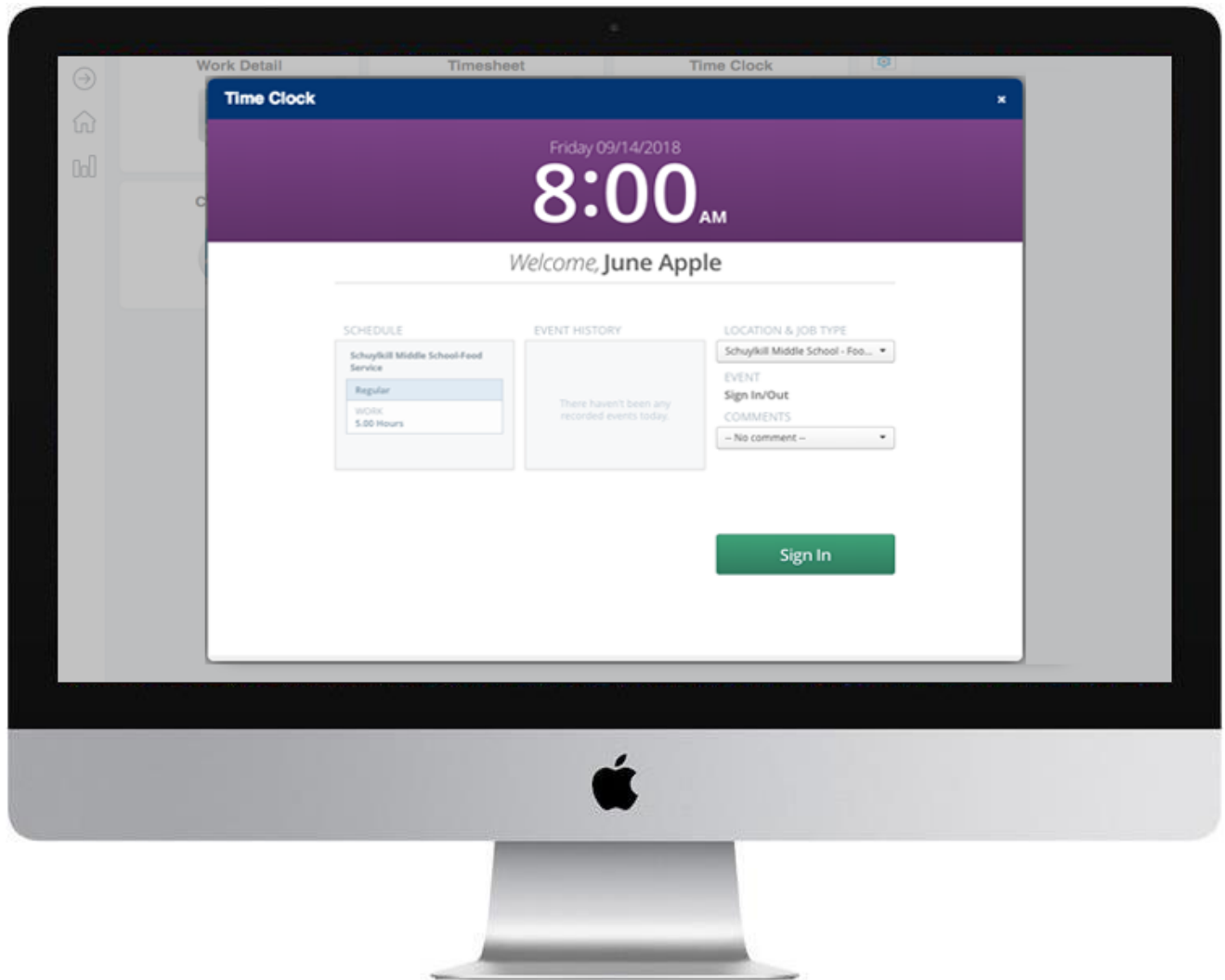
Keep in mind, an Administrator must provide the proper permissions before you can view or access this tool. Please contact your system Admin if you experience any difficulties.

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.

The screenshot shows a web interface for clocking in. It features three main sections: 'SCHEDULE', 'EVENT HISTORY', and 'LOCATION & JOB TYPE'. The 'SCHEDULE' section is for 'Rittenhouse Middle School-Food Service' and shows a 'Regular' shift from 08:00 AM to 11:45 AM, with 03:45 hours of work and a break period. The 'EVENT HISTORY' section is empty, displaying the message 'There haven't been any recorded events today.' The 'LOCATION & JOB TYPE' section has a dropdown menu set to 'Rittenhouse Middle School - F...'. Below this are sections for 'EVENT Shift' and 'COMMENTS', with a dropdown menu set to '-- No comment --'. A large green button labeled 'IN' is positioned at the bottom right of the interface.

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.

Smartphone

The sign in steps for a smartphone remain nearly identical to the workstation steps mentioned above with the exception of a few additional prompts. Consider referencing this helpful video while reviewing the smartphone walkthrough.

For starters, access veritime.aesoponline.com and sign in with your User ID and PIN.

(Pssst... super useful tip ahead.) 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. For more information on how to accomplish this, [click here!](#)

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.

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