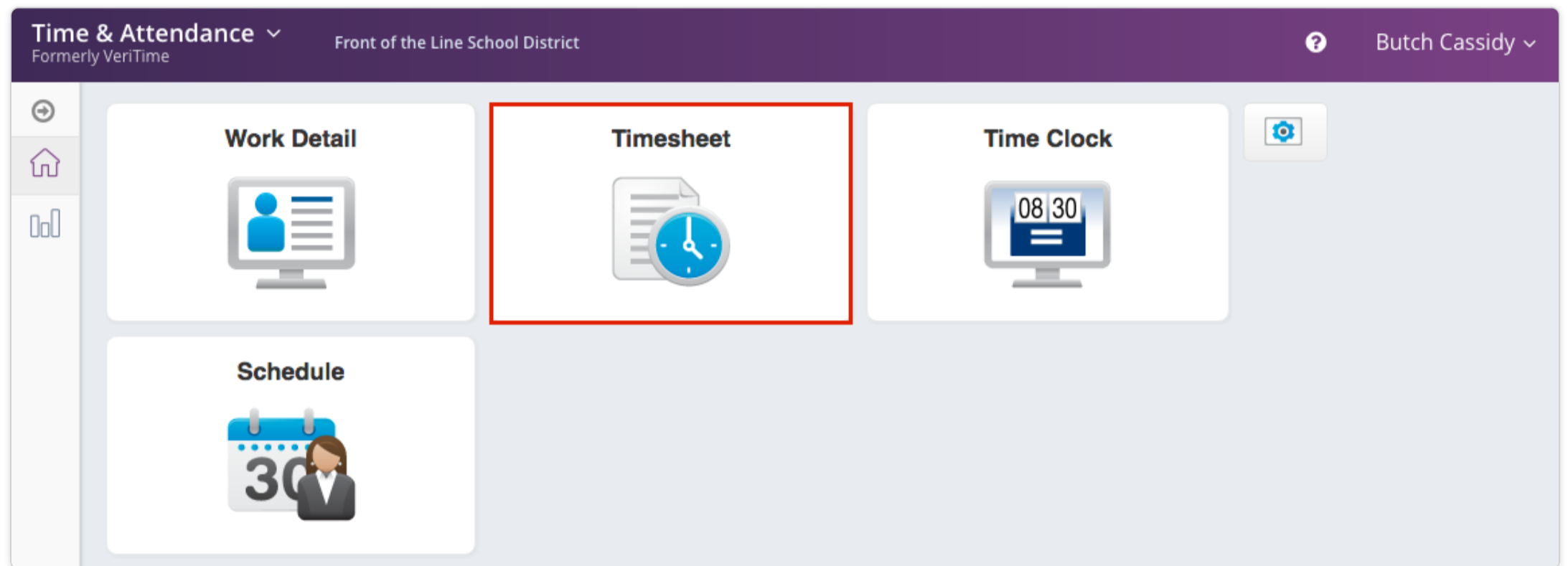


Adding Timesheets for Additional Hours Worked

Some employees perform extra duty assignments outside their standard work schedule and these employees must add a timesheet to account for this additional time.

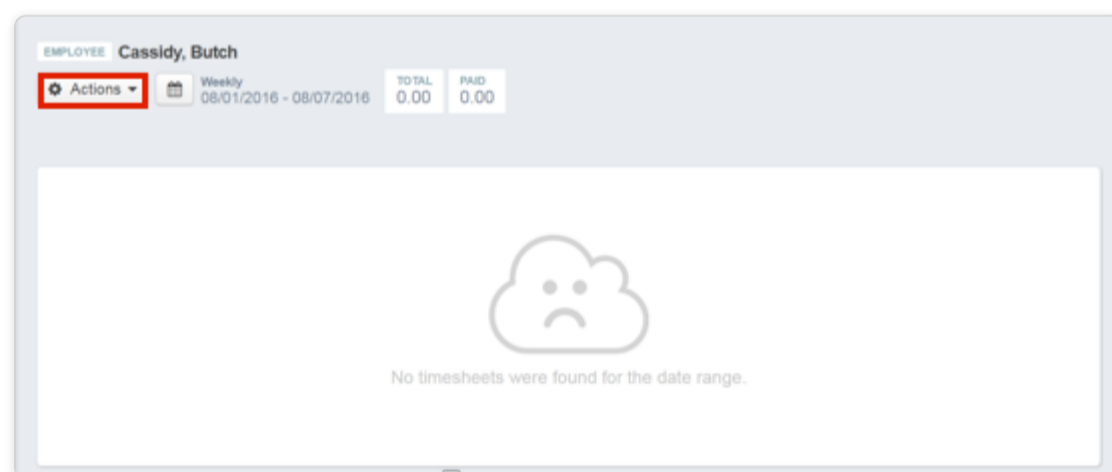
For starters, access the login page at veritime.aesoponline.com (<https://veritime.aesoponline.com>) and enter your login ID and PIN. As a reminder, Admins generally assign a phone number as the user ID.

Log in and select the **Timesheet** icon from the homepage.

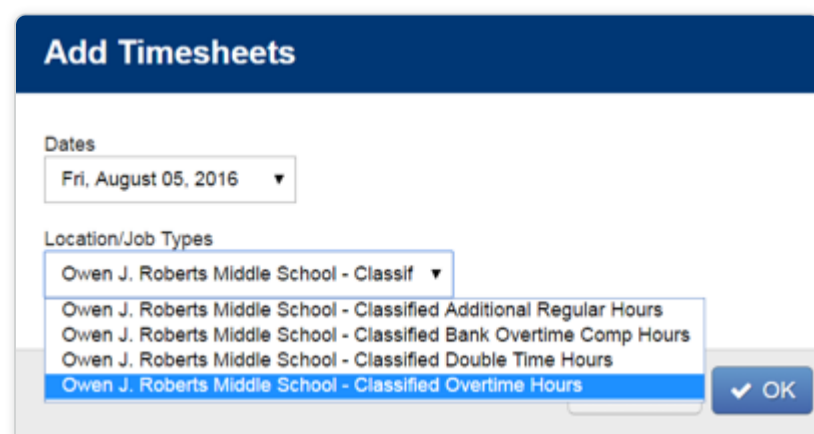


This timesheet feature records your work time and if granted the proper permissions, you can add or edit additional timesheets.

Click **Actions** and select **Add Timesheet** from the dropdown menu.



A pop-up box will appear. Choose the work date and the extra duty job from the dropdown menus and click **OK** to confirm.



You can then enter the start and end time for the extra hours and provide a comment to explain the created timesheet.

EMPLOYEE **Cassidy, Butch**

Actions Weekly 08/01/2016 - 08/07/2016 TOTAL + 2.00 PAID + 2.00

Cancel All Changes Save Changes

Expand All Collapse All

FRI August 05, 2016 Total + 2.00 Paid + 2.00

LOCATION Owen J. Roberts Middle School JOB TYPE Classified Additional Regular Hours DUE 08/07/2016 STATUS Pending Delete Timesheet

TIME EVENTS

Event	Sign In	Special Education	Sign Out	Insert Comment	Total	Paid
Daily Shift	02:00 PM		04:00 PM		+ 2.00	+ 2.00

Account: -- None Selected -- Change

Insert Comment + 2.00 + 2.00

Once you are finished, click **Save Changes** to confirm your entry and click **Submit** for timesheet approval.

Submit

Cancel All Changes Save Changes

Expand All Collapse All

This action opens a window where you can choose which timesheets to submit. Check the box(es) next to the desired timesheet(s) and click **Continue**.

Timesheet Status (1 of 2)

Action:
Submit Pending/Rejected Timesheets

Select Dates:

- All Timesheets
- 08/05/2016 - Friday (1 timesheet)

Cancel Continue →

A second pop-up appears. Include any additional comments for your approver and click **Submit Timesheets**.

Timesheet Status (2 of 2)



Action:

Submit Pending/Rejected Timesheets

Comments:

I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

Digitally Sign using PIN:

← Back

Cancel

Submit Timesheets