

VeriTime Employee Guide

July 2011

Using the Web Clock

Clock In/Out or Enter Time from Kiosk



The image shows a screenshot of a kiosk interface for the VeriTime Web Clock. At the top, there are two large digital displays showing the time as 07:25 am. Below the time displays, the date is shown as Monday, August 01, 2011. Underneath the date, there are two input fields: one for the Aesop ID, which contains the number 6109999993, and another for the PIN, which contains five dots. A Login button is located in the bottom right corner of the interface.

The kiosk allows you to access the Web Clock wherever your administrators deem appropriate. To clock in/out from a kiosk, enter your ID and PIN in the boxes provided.

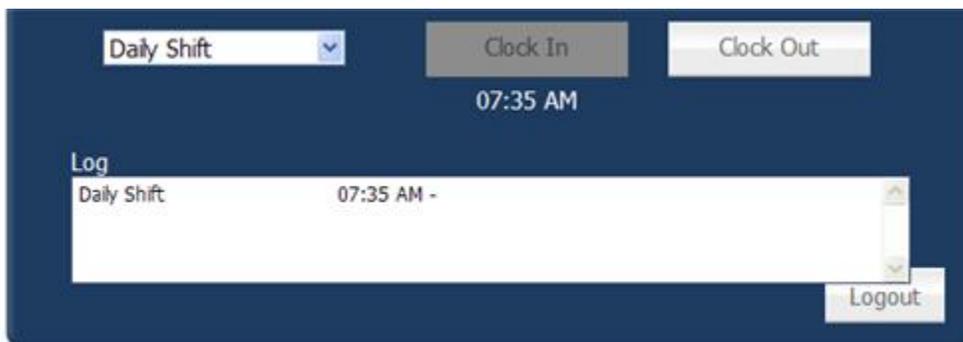


Before you take any actions, make sure that your Location and/or Job Type information is correct in the drop-down box indicated by the top-right arrow.

In most cases, you will use the web clock kiosk to clock in and out, as shown above. Make sure you choose the correct Clock Event Type (bottom left arrow), and then choose the Action button for the action you want to take (e.g. "Clock In" in this example).



Occasionally, your district might want you to enter durations on the web clock. When you choose an Event Type that needs a duration, you will have an entry box where you can enter the time in HH:MM format (e.g. 00:30 for a 30-minute lunch), then click Submit.



VeriTime will keep a log of all the transactions you do throughout the day. You can clock in and out as many times as necessary during the day, and VeriTime will keep each pair of In/Out times as a separate row in the log.

When you're done, you can click Logout, or the system will automatically log you out after a few seconds.

Launch the Web Clock from your Aesop Portal

- ▶ VeriTime Clock ←
- ▶ VeriTime Clock Report
- ▶ VeriTime Timesheet

From your main menu in Aesop, click on the VeriTime Clock link.



The Web Clock will launch as an overlay on top of your Aesop page. From this point, the use of the clock is exactly as it would be from a kiosk. When you're done, click the X in the top-right corner of the overlay.

Using the Clock Report

Launch the Clock Report from your Aesop portal

- ▶ VeriTime Clock
- ▶ VeriTime Clock Report ←
- ▶ VeriTime Timesheet

The Clock Report allows you to access information about all your clock punches. From your main menu in Aesop, click on the VeriTime Clock Report link.

View/Edit Information in the Clock Report

Range: 07/25/2011 08/01/2011 Search

Name	User Type	Location Details	Date	Paid Duration															
+ Burnes, Ward	Employees	Whitehorse Road Elementary School - Teaching	07/25/2011	08:30															
- Burnes, Ward	Employees	Whitehorse Road Elementary School - Teaching	07/26/2011	09:30															
<table border="1"> <thead> <tr> <th>Actions</th> <th>Event Type</th> <th>Details</th> <th>Duration</th> <th>Clock Note</th> </tr> </thead> <tbody> <tr> <td>+ </td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Daily Shift</td> <td>Scheduled: 07:30 AM - 04:00 PM Actual: No Data - No Data Adjusted: 07:30 AM - 05:00 PM</td> <td>09:30</td> <td></td> </tr> </tbody> </table>					Actions	Event Type	Details	Duration	Clock Note	+						Daily Shift	Scheduled: 07:30 AM - 04:00 PM Actual: No Data - No Data Adjusted: 07:30 AM - 05:00 PM	09:30	
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+ Burnes, Ward	Employees	Whitehorse Road Elementary School - Teaching	07/27/2011	08:30															
+ Burnes, Ward	Employees	Whitehorse Road Elementary School - Teaching	07/28/2011	09:00															
+ Burnes, Ward	Employees	Whitehorse Road Elementary School - Teaching	07/29/2011	00:00															
+ Burnes, Ward	Employees	Whitehorse Road Elementary School - Teaching	08/01/2011	00:00															

Each row will show you the duration for a particular shift or segment of a shift. (A segment of a shift might be a different Location/Job Type combination on the same day.) To see the details, click the + symbol for that row. Once expanded, the details for each clock event will be shown on a single row. To add clock events, click the + sign indicated by the arrow.

Edit ✕

Event Type: Sign In/Out

Details: Scheduled: 02:00 PM - 10:30 PM
Actual: 07:52 AM - No Data
Adjusted: 02:00 PM - 10:30 PM

Adjusted In Time: 02:00 PM

Adjusted Out Time: 10:30 PM

Clock Note: Here are the notes.

When editing, you can add notes or change the Adjusted Time (not the actual or scheduled times).

The various times shown are defined as follows:

- Scheduled – Your expected start and end times

- Actual – The time you actually clocked in or out (can be populated only from the Web Clock)
- Adjusted – The time you are given credit for
- Entered – Manually entered duration (not start/end times)

Schedule

- ▶ [VeriTime Clock](#)
- ▶ [VeriTime Clock Report](#)
- ▶ [VeriTime Timesheet](#)
- ▶ [VeriTime Schedule](#) 

Your district may have created a VeriTime schedule for you, which you can view by clicking on the VeriTime Schedule option from the main menu. Note: This is not the same as your Aesop absence schedule – this is VeriTime’s schedule of when you are scheduled to work, along with Absence, Closed Day and In-Service Day information.



Activity concerning this employee is shown on the calendar view, which may display as a monthly view, weekly view or daily view. Different types of activities are displayed in different colors. The information included in the monthly view shows:

- Start Time & End Time
- Location
- Job Type

In the weekly and daily views, you will also see the total duration of each shift, which may not be the duration from the start time until the end time.

	Sun 8/7	Mon 8/8	Tue 8/9	Wed 8/10	Thu 8/11	Fri 8/12	Sat 8/13
06:00 AM							
07:00 AM							
08:00 AM		07:30 AM - 04:00 PM Whitehorse Road Elementary School Job Type: Teaching Total Duration: 08:00	07:30 AM - 04:00 PM Whitehorse Road Elementary School Field Trip Total Duration: 08:00	07:30 AM - 04:00 PM Whitehorse Road Elementary School Job Type: Teaching Total Duration: 08:00	07:30 AM - 04:00 PM Whitehorse Road Elementary School Job Type: Teaching Total Duration: 08:00	07:30 AM - 04:00 PM Whitehorse Road Elementary School Job Type: Teaching Total Duration: 08:00	
09:00 AM							

For example, in the above screen shot the total duration is 8:00. That means that 30 minutes of the scheduled shift is an unpaid break.