

Enter your Username and password into the boxes and click **Sign In** to be taken to your time and attendance home page. We do not know your password so you must keep this with you.

## Absence Management

Formerly Aesop

### Sign In

ID or Username

PIN or Password

**Sign In**

[Forgot ID or Username](#) | [Forgot PIN or Password](#)

## **ACCESS TIME AND ATTENDANCE THROUGH ABSENCE MANAGEMENT**

If you are logged in to the absence management system, you can access time and attendance simply by selecting the app switcher and clicking **Time & Attendance** option.

Absence Management ▾ Victoria County School District Bob Barker ▾ Employee

YOUR SOLUTIONS

- Absence Management ✓  
formerly Aesop
- Time & Attendance**  
formerly VeriTime

WED THU FRI SAT  
3 4 5 6

SUN MON TUE WED THU FRI SAT  
1 2 3

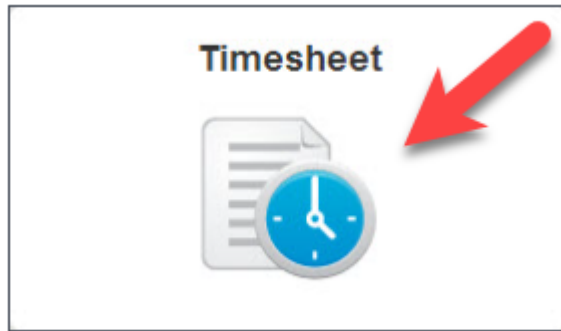
SUN MON TUE WED THU FRI SAT  
1

7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27

4 5 6 7 8 9 10  
11 12 13 14 15 16 17  
18 19 20 21 22 23 24

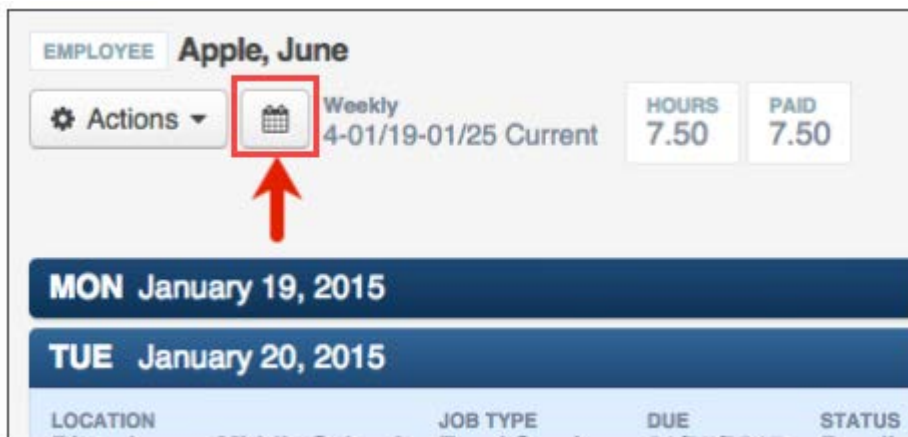
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22

You are **REQUIRED** to enter your time manually into a timesheet. To access the timesheet, click the **Timesheet** option on your home page.

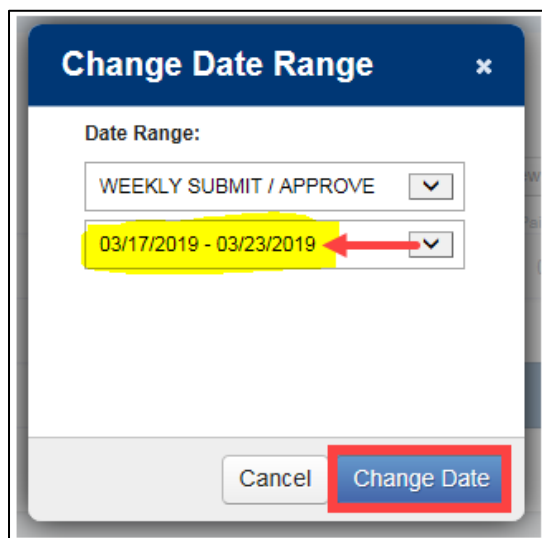


At the top of the timesheet, you will see your name as well as the date range of the timesheet and the total hours. You can view records of scheduled time, entries of time worked, and a summary for the week of the time collected.

Select the date range you want to view by clicking the **calendar icon** near the top left corner of the window.



A window will pop up. Use the highlighted drop-down menu to select the date range you want. It will default to the current week. Then, click **Change Date**.



The days of the week appear as blue bars. The darker blue bar is the day you have selected. When you select a day, the job location and type will appear directly underneath the bar. Underneath that is your scheduled time. The date range will default to the current date but you can use the calendar icon to change the date range you are viewing.

Use the blue bars to navigate to different days of the week. Each day of the timesheet will show your normal schedule as well as your 'In' and 'Out' events.

**MON** March 18, 2019 Total 0.00 Paid 0.00

**TUE** March 19, 2019 Total 0.00 Paid 0.00

LOCATION: District Office | JOB TYPE: Assistant Treasurer | DUE: 03/25/2019 | STATUS: Pending Delete Timesheet

| SCHEDULE | Type  | From     | To       | Duration | Paid |
|----------|-------|----------|----------|----------|------|
| Regular  | Work  | 07:00 AM | 11:00 AM | 4.00     | --   |
|          | Break | 11:00 AM | 11:30 AM | 0.50     | No   |
|          | Work  | 11:30 AM | 03:30 PM | 4.00     | --   |

[Add New Event](#)

**TIME EVENTS**

|            | IN                   | OUT                  | Total | Paid |
|------------|----------------------|----------------------|-------|------|
| TIME ENTRY | <input type="text"/> | <input type="text"/> | 0.00  | 0.00 |

**TIMESHEET COMMENT**

|                      |      |      |
|----------------------|------|------|
| <input type="text"/> | 0.00 | 0.00 |
|----------------------|------|------|

## **ADDING REGULAR TIME**

If a new time event isn't already open, click the **Add New Event** button.

**MON** January 19, 2015 Timesheet 7.50 Paid 7.50

**TUE** January 20, 2015 Timesheet 0.00 Paid 0.00

LOCATION: Rittenhouse Middle School | JOB TYPE: Food Service | DUE: 01/25/2015 | STATUS: Pending Delete Timesheet

| SCHEDULE     | Type  | From     | To       | Duration | Paid |
|--------------|-------|----------|----------|----------|------|
| Regular Work |       | 08:00 AM | 11:45 AM | (3.75)   | --   |
|              | Break | 11:45 AM | 12:15 PM | (0.50)   | No   |
| Regular Work |       | 12:15 PM | 04:00 PM | (3.75)   | --   |

[Add New Event](#)

**TIMESHEET COMMENT**

|                      |  |  |
|----------------------|--|--|
| <input type="text"/> |  |  |
|----------------------|--|--|

Then, type in your 'in' and 'out' times and click the green **Save Changes** button in top right corner.

EMPLOYEE **Apple, June** Submit

Actions Weekly 4-01/19-01/25 Current HOURS 7.50 PAID 7.50 Cancel All Changes **Save Changes**

Expand All Collapse All

**MON** January 19, 2015 Timesheet 7.50 Paid 7.50

**TUE** January 20, 2015 Timesheet 0.00 Paid 0.00

LOCATION Rittenhouse Middle School JOB TYPE Food Service DUE 01/25/2015 STATUS Pending Delete Timesheet

SCHEDULE

|              |                            |          |
|--------------|----------------------------|----------|
| Regular Work | 08:00 AM - 11:45 AM (3.75) | --       |
| Break        | 11:45 AM - 12:15 PM (0.50) | Paid: No |
| Regular Work | 12:15 PM - 04:00 PM (3.75) | --       |

TIME EVENTS

Shift 11:00 AM 12:00 PM

Insert Comment

Add New Event

TIMESHEET COMMENT

Insert Comment

## **ADDING EXTRA TIME & OVERTIME**

**Example – Extra Time:** This employee's normal work day is 3.50 hours, 9:30 am – 1:00 pm. This particular day the employee worked 6 hours, 9:30 am – 3:30 pm. Just enter your **IN** time as 9:30 and your **OUT** time as 3:30 pm. Also enter a brief comment in either place indicated below. The system automatically knows that this is 2.50 extra hours based on your normal schedule that is in there. Click the green **Save Changes** button in top right corner.

EMPLOYEE Submit

Actions WEEKLY SUBMIT / APPROVE 02/03/2019 - 02/09/2019 TOTAL + 6.00 PAID + 6.00 Cancel All Changes **Save Changes**

Expand All Collapse All

**MON** February 04, 2019 Total + 6.00 Paid + 6.00

LOCATION Rittman High School JOB TYPE Food Service - Cafe DUE 02/11/2019 STATUS Pending Delete Timesheet

SCHEDULE

| SCHEDULE | Type | From     | To       | Duration | Paid |
|----------|------|----------|----------|----------|------|
| Regular  | Work | 09:30 AM | 01:00 PM | 3.50     | --   |

TIME EVENTS

IN 09:30 AM OUT 03:30 PM clean up water in kitchen Total + 6.00 Paid + 6.00

Add New Event

TIMESHEET COMMENT

clean up water in kitchen + 6.00 + 6.00

**EXTRA HRS ENTRY**

**Example - Overtime:** This employee's normal work day is 8 hours, 8:00 am – 4:00 pm. This particular day the employee worked 10 hours, 7:00 am – 5:00 pm. Just enter your **IN** time as 7:00 and your **OUT** time as 5:00 pm. Also enter a brief comment in either place indicated below. The system automatically knows that this is 2 hours of OT based on your normal schedule that is in there. Click the green **Save Changes** button in top right corner.

**OVERTIME ENTRY**

EMPLOYEE [Redacted] Submit

Actions WEEKLY SUBMIT / APPROVE 02/03/2019 - 02/09/2019 TOTAL + 10.00 PAID + 10.00

Cancel All Changes **Save Changes**

Expand All Collapse All

**MON February 04, 2019** Total + 10.00 Paid + 10.00

LOCATION: District Office JOB TYPE: Secretary 260 Days DUE: 02/11/2019 STATUS: Pending Delete Timesheet

| SCHEDULE | Type | From     | To       | Duration | Paid |
|----------|------|----------|----------|----------|------|
| Regular  | Work | 08:00 AM | 04:00 PM | 8.00     | --   |

TIME EVENTS

| TIME ENTRY | IN       | OUT      | Total   | Paid    |
|------------|----------|----------|---------|---------|
| TIME ENTRY | 07:00 AM | 05:00 PM | + 10.00 | + 10.00 |

OT due to meeting

Insert Comment

Insert Comment

Save Changes

## **ADDING A FIELD TRIP – BUS DRIVER**

Under Actions, click Add Timesheet.

EMPLOYEE [Redacted]

Actions WEEKLY SUBMIT / APPROVE 02/03/2019 - 02/09/2019 TOTAL + 5.75 PAID + 5.75

Add Timesheet

Move Timesheet Events

**MON February 04, 2019**

LOCATION: District Office JOB TYPE: Bus Driver DUE: 02/11/2019 STATUS: Pending

Select date of field trip.

Select the type of field trip, academic or athletic, then click OK.

**Add Timesheets**

Dates: Mon, February 04, 2019

Location/Job Types: District Office - Athletic Field Trip

Cancel OK

Enter **IN** (start time), **OUT** (stop time), and brief description of the field trip in either place indicated below. Click **Save Changes**.

EMPLOYEE **Bruder, Suzanne** Submit

WEEKLY SUBMIT / APPROVE 02/03/2019 - 02/09/2019 TOTAL + 11.75 PAID + 11.75 Cancel All Changes Save Changes

**FIELD TRIP ENTRY** Expand All Collapse All

**MON** February 04, 2019 Total + 11.75 Paid + 11.75

LOCATION **District Office** JOB TYPE **Athletic Field Trip** DUE **02/11/2019** STATUS **Pending** Delete Timesheet

TIME EVENTS Add New Event

| TIME ENTRY                                           | IN       | OUT      | Total  | Paid   |
|------------------------------------------------------|----------|----------|--------|--------|
| <input type="checkbox"/> <span>Insert Comment</span> | 04:30 PM | 10:30 PM | + 6.00 | + 6.00 |
| HS Boys Basketball at TV                             |          |          |        |        |

TIMESHEET COMMENT HS Boys Basketball at Tusky Valley + 6.00 + 6.00

## **EDITING AND DELETING TIME**

To edit time that you have manually entered, click on the time or click the **pencil icon**.

TIME EVENTS Add New Event

| Shift                                                | Clock In | Clock out |
|------------------------------------------------------|----------|-----------|
| <input type="checkbox"/> <span>Insert Comment</span> | 11:00 AM | 12:00 PM  |

To delete time you have manually entered, click the **trash can icon**.

TIME EVENTS Add New Event

| Shift                                                | Clock In | Clock out |
|------------------------------------------------------|----------|-----------|
| <input type="checkbox"/> <span>Insert Comment</span> | 11:00 AM | 12:00 PM  |

## **COMMENTING**

You can comment on individual 'in' or 'out' events by clicking the text box next to the time. Then, click the green **Save Changes** button in top right corner.

TIME EVENTS Add New Event

| Shift                                                | Clock In | Clock out |
|------------------------------------------------------|----------|-----------|
| <input type="checkbox"/> <span>Insert Comment</span> | 11:00 AM | 12:00 PM  |

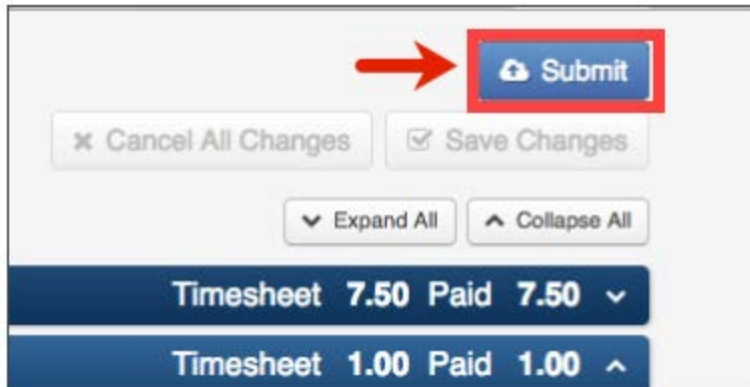
You can also comment on the entire timesheet using the large 'Timesheet Comment' section located underneath the time events section. **Don't forget to save any changes!**

TIMESHEET COMMENT



## **SUBMITTING YOUR TIMESHEET FOR APPROVAL**

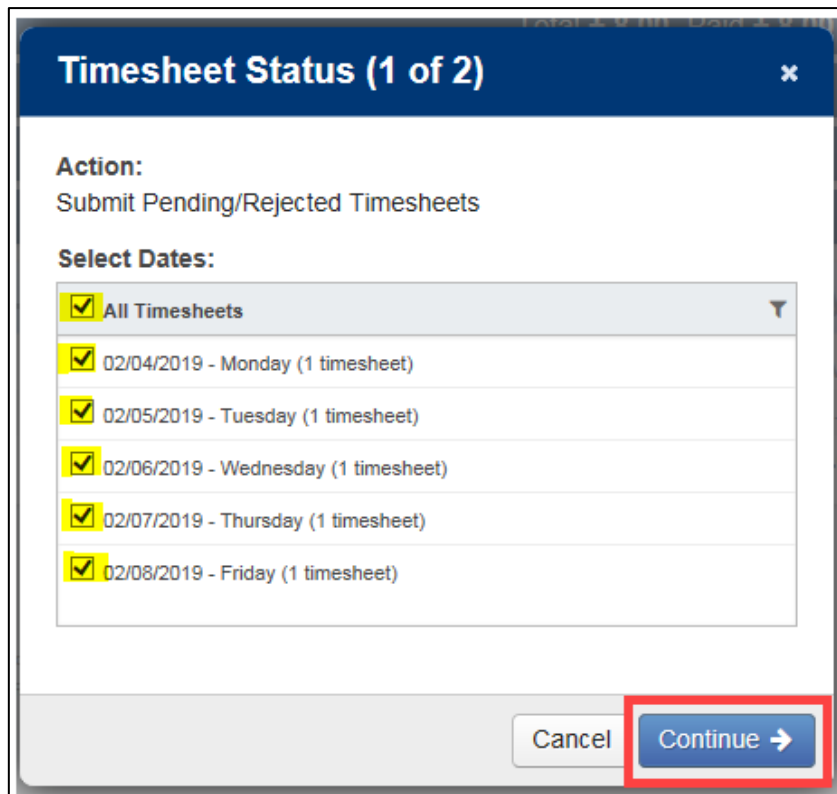
At the end of your work week, you are **REQUIRED** to submit your timesheet for approval. To do this, click the blue **Submit** button at the top right corner of your timesheet.



Timesheet 7.50 Paid 7.50 v

Timesheet 1.00 Paid 1.00 ^

This will open a window where you can choose which timesheets to submit. Check the boxes next to the timesheets you would like to submit, then click **Continue**. You can also do a similar action when reverting timesheets.



**Timesheet Status (1 of 2)** x

**Action:**  
Submit Pending/Rejected Timesheets

**Select Dates:**

- All Timesheets
- 02/04/2019 - Monday (1 timesheet)
- 02/05/2019 - Tuesday (1 timesheet)
- 02/06/2019 - Wednesday (1 timesheet)
- 02/07/2019 - Thursday (1 timesheet)
- 02/08/2019 - Friday (1 timesheet)

Then, if you'd like, add comments in the text box. Lastly, check the box to confirm the timesheet submission. Then, click **Submit Timesheets**.

**Timesheet Status (2 of 2)** [x]

**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.

← Back      Cancel      **Submit Timesheets**

**FRONTLINE TIMESHEETS MUST BE COMPLETED AND SUBMITTED BY MIDNIGHT EACH SATURDAY.**



Payroll Department  
330-683-9620