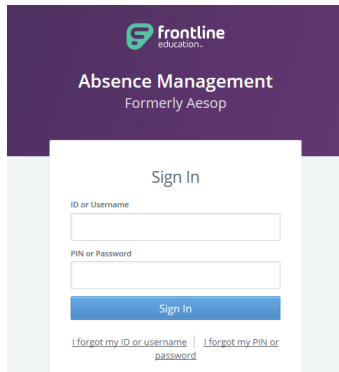
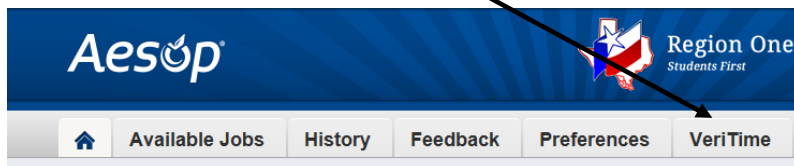


SUBMITTING TIMESHEETS

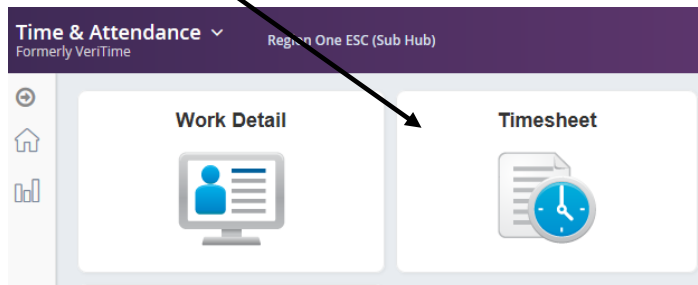
Step 1: Log in to the Absence Management account www.frontline12.com/aesop



Step 2: Click on the VeriTime Tab



Step 3: Click on Time Sheet



Step 4: Please make sure the date range indicates the correct dates that you are searching for. If the dates are correct, then skip to **Step 7**, if not then continue the steps.

	TOTAL	PAID
MON May 08, 2017	00:00	00:00
TUE May 09, 2017	+ 07:20	+ 07:20
WED May 10, 2017	+ 07:57	+ 07:57
FRI May 12, 2017	+ 07:56	+ 07:56

SUBMITTING TIMESHEETS

Step 5: To change the date range, click on the calendar icon.

All Job Types
05/08/2017 - 05/12/2017
TOTAL + 23:13

MON May 08, 2017
TUE May 09, 2017
WED May 10, 2017
FRI May 12, 2017

Step 6: Select/enter the beginning and ending dates needed and click on “Change Date

Change Date Range

Date Range:
All Job Types
05/08/2017 05/12/2017

1 2

Cancel Change Date

Step 7: Click on “Expand All” to review all actual days worked for the pay period (date range)

Expand All Collapse All

MON May 08, 2017 Total 00:00 Paid 00:00
TUE May 09, 2017 Total + 07:20 Paid + 07:20
WED May 10, 2017 Total + 07:57 Paid + 07:57
FRI May 12, 2017 Total + 07:56 Paid + 07:56

SUBMITTING TIMESHEETS

Step 8: Review the information in your selected range of dates. If all information is correct, then click on the Submit Button

LOCATION	JOB TYPE	DUE	STATUS
Donna High School	Substitute Teacher	05/10/2017	Pending

SCHEDULE	Type	From	To	Duration	Paid
Covering: 256810651 for Amanda Handy	Work	07:45 AM	04:05 PM	08:20	--

TIME EVENTS	IN	OUT	Total	Paid
Shift	07:36 AM 07:36 AM (Actual)	04:00 PM 04:00 PM (Actual)	+ 08:24	+ 08:24

TIMESHEET COMMENT	Total	Paid
Insert Comment	+ 08:24	+ 08:24

Submit

Expand All Collapse All

Total + 08:24 Paid + 08:24

Step 9: Once you click on the submit button, please make sure all dates worked are checked off and click Continue

Timesheet Status (1 of 2)

Action:
Submit Pending/Rejected Timesheets

Select Dates:

- All Timesheets
- 05/08/2017 - Monday (1 timesheet)
- 05/09/2017 - Tuesday (1 timesheet)
- 05/11/2017 - Thursday (1 timesheet)
- 05/12/2017 - Friday (1 timesheet)
- 05/15/2017 - Monday (1 timesheet)
- 05/16/2017 - Tuesday (1 timesheet)

Cancel Continue

SUBMITTING TIMESHEETS

Step 10: Please check off on checkbox to certify that your timesheet are a true statement of the hours recorded that you worked in the pay period indicated and type in your pin and click on Submit Timesheet
No comments are required.

The screenshot shows a dialog box titled "Timesheet Status (2 of 2)". It contains the following elements:

- Action:** Submit Pending/Rejected Timesheets
- Comments:** A text input field.
- I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.
- Digitally Sign using PIN:** A PIN input field.
- Buttons: Back, Cancel, and Submit Timesheets.

Numbered callouts point to:

- 1:** The Comments text input field.
- 2:** The certification checkbox.
- 3:** The Submit Timesheets button.

Step 11: Please verify all your days were submitted by Expanding All and checking the Status.
Status should reflect [Submitted](#)

The screenshot shows a list of timesheet entries. Each entry includes the following information:

- Timesheet: 00:00, Paid: 00:00
- Due: 12/09/2014 Status: Submitted
- Employee Name and Role (e.g., 3037, Replacing: AMADO, ABIGAIL)

Arrows point to the "Submitted" status text in the first two entries.