

# VERITIME INSTRUCTIONS

CLOCKING IN/OUT AND VIEWING TIME WORKED

# Clocking In

Step 1: Scan In using the Scanner attached to the laptop or Kiosk, OR Enter your Frontline ID/Phone Number and PIN. Then click on Log In.

**\*\*Wait for the satisfaction of the “SUCCESS!” message, and you’re done.\*\***

Tuesday 08/28/2018

09:53 AM

Waiting for scan...

Use ID/PIN



## Time & Attendance

Formerly VeriTime

All District 25 Locations

Tuesday 08/28/2018

IN/OUT - SCAN OR ID/PIN

# 09:54<sub>AM</sub>

KIOSK ID/PHONE NUMBER

KIOSK PIN

Return to Scanner

Log In



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**Time & Attendance**  
Formerly VeriTime


All District 25 Locations

IN/OUT - SCAN OR ID/PIN

Tuesday 08/28/2018

**09:54**<sub>AM</sub>

Waiting for scan...

Welcome, 

**Success!**

In @ 10:00 AM (09:54 AM Actual)  
Business Office - Admin Asst

Add a Comment

Dismiss



# Clocking Out

Step 1: Scan Out using the Scanner attached to the laptop or Kiosk, OR Enter your Frontline ID/Phone Number and PIN. Then click on Log In.

**\*\*Wait for the satisfaction of the “SUCCESS!” message, and you’re done.\*\***

## Time & Attendance

Formerly VeriTime

All District 25 Locations

Tuesday 08/28/2018

IN/OUT - SCAN OR ID/PIN

# 10:08<sub>AM</sub>

Waiting for scan...

Use ID/PIN



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**Time & Attendance**  
Formerly VeriTime

All District 25 Locations

IN/OUT - SCAN OR ID/PIN

Tuesday 08/28/2018

10:08<sub>AM</sub>

KIOSK ID/PHONE NUMBER

KIOSK PIN

Return to Scanner

Log In



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**Time & Attendance**  
Formerly VeriTime

All District 25 Locations

IN/OUT - SCAN OR ID/PIN

Tuesday 08/28/2018

**10:09** AM

Waiting for scan...

Welcome, [redacted]

**Success!**

Out @ 10:15 AM (10:09 AM Actual)  
Business Office - Admin Asst

Add a Comment

Dismiss



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# Clocking In with Multiple Positions and/or Locations

Step 1: Scan In using the Scanner attached to the laptop or Kiosk, OR Enter your Frontline ID/Phone Number and PIN. Then click on Log In.

Step 2: If you have multiple positions or work multiple locations, you may be required to specify your duties and locations of work. Click Continue...

**\*\*Wait for the satisfaction of the “SUCCESS!” message, and you’re done.\*\***

**Time & Attendance**  
Formerly VeriTime

All District 25 Locations

IN/OUT - SCAN OR ID/PIN

Tuesday 08/28/2018

**12:25** PM

Waiting for scan...

Use ID/PIN



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**Time & Attendance**  
Formerly VeriTime

All District 25 Locations

IN/OUT - SCAN OR ID/PIN

Tuesday 08/28/2018  
**12:26** PM

KIOSK ID/PHONE NUMBER

KIOSK PIN

Return to Scanner

Log In



## Time & Attendance

Formerly VeriTime

All District 25 Locations

Tuesday 08/28/2018

IN/OUT - SCAN OR ID/PIN

# 12:26 PM

Welcome,

### SCHEDULE

#### Business Office-Admin Asst

##### Regular

##### WORK

08:00 AM - 11:45 AM

03:45 Hours

##### BREAK

11:45 AM - 12:15 PM

### EVENT HISTORY

#### Business Office-Admin Asst

In (Sign In/Out)  
09:45 AM (09:47 AM Actual)

Out (Sign In/Out)  
09:45 AM (09:52 AM Actual)

In (Sign In/Out)  
10:00 AM (09:54 AM Actual)

Out (Sign In/Out)  
10:15 AM (10:09 AM Actual)

### LOCATION & JOB TYPE

✓ Arlington Heights School District - TA - Bus/Cab Duty  
Business Office - Admin Asst

### EVENT

#### Sign In/Out

### COMMENTS

Enter comment

Log Out

Out



**Time & Attendance**  
Formerly VeriTime

All District 25 Locations

IN/OUT - SCAN OR ID/PIN

Tuesday 08/28/2018

**12:26** PM

Waiting for scan...

Welcome, [REDACTED]

**Success!**

Out @ 12:30 PM (12:26 PM Actual)  
Arlington Heights School District - TA - Bus/Cab Duty

Dismiss



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# Clocking Out with Multiple Positions and/or Locations

Step 1: Scan Out using the Scanner attached to the laptop or Kiosk, OR Enter your Frontline ID/Phone Number and PIN. Then click on Log In.

Step 2: If you have multiple positions or work multiple locations, you may be required to specify your duties and locations of work. Click Continue...

**\*\*Wait for the satisfaction of the “SUCCESS!” message, and you’re done.\*\***

**Time & Attendance**  
Formerly VeriTime

All District 25 Locations

IN/OUT - SCAN OR ID/PIN

Tuesday 08/28/2018

**12:42** PM

Waiting for scan...

Use ID/PIN



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**Time & Attendance**  
Formerly VeriTime

All District 25 Locations

IN/OUT - SCAN OR ID/PIN

Tuesday 08/28/2018

12:42 PM

KIOSK ID/PHONE NUMBER

KIOSK PIN

Return to Scanner

Log In



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Tuesday 08/28/2018

12:42 PM

Welcome, [Redacted]

SCHEDULE

Business Office-Admin Asst

Regular

WORK

08:00 AM - 11:45 AM  
03:45 Hours

BREAK

11:45 AM - 12:15 PM

EVENT HISTORY

Business Office-Admin Asst

In (Sign In/Out)  
09:45 AM (09:47 AM Actual)  
Out (Sign In/Out)  
09:45 AM (09:52 AM Actual)  
In (Sign In/Out)  
10:00 AM (09:54 AM Actual)  
Out (Sign In/Out)  
10:15 AM (10:09 AM Actual)

LOCATION & JOB TYPE

✓ Arlington Heights School District - TA - Bus/Cab Duty  
Business Office - Admin Asst

EVENT

Sign In/Out

COMMENTS

Enter comment

Log Out

Out



**Time & Attendance**

Formerly VeriTime

All District 25 Locations

IN/OUT - SCAN OR ID/PIN

Tuesday 08/28/2018

**12:42** PM

Waiting for scan...

Welcome,

**Success!**

Out @ 12:45 PM (12:42 PM Actual)  
Arlington Heights School District - TA - Bus/Cab Duty

Dismiss



# How to View Time Worked

Step 1: Log into AESOP as usual with your AESOP Username and Password.

Step 2: In the Upper Left Hand Corner, Click on the Absence Management Drop Down Box

Step 3: Click on Time & Attendance (Formerly VeriTime)

Step 4: Click on the Time Sheet Icon

Step 5: Click on the Calendar Icon under your Name.

Step 6: Under the Date Range; Scroll Down to choose Custom Date Range.

Step 7: Enter the Beginning Date and the End Date of the Pay Period.

Step 8: Click “Change Date”.

**\*\*This will allow you to view all of the dates within that Pay Period.\*\***

Step 9: To view a specific date, Click on the Down Arrow (To The Right of the Total Hours Paid Column)

**\*\*Each Date should have a Clock In and a Clock Out Time Recorded\*\***

PLEASE NOTE:

If a date is missing a Clock In or Clock Out Entry:  
Please add a comment explaining missed time,

OR

Please Contact:

Julie Mendelke at 847.506.6903  
([jmendelke@sd25.org](mailto:jmendelke@sd25.org)) for Facilities

OR

Michele Arrigo at 847.758.4885  
([marrigo@sd25.org](mailto:marrigo@sd25.org)) for Food Service

# How to View Time Worked

Step 1: Log into AESOP as usual with your AESOP Username and Password.

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**\*\*Each Date should have a Clock In and a Clock Out Time Recorded\*\***





## Absence Management

Formerly Aesop

### Sign In

ID or Username

PIN or Password

Sign In

[Forgot ID or Username](#)

[Forgot PIN or Password](#)

[Having trouble signing in?](#)

[Or Sign In with District SSO](#)

## NAVIGATION

- Home
- Absences
- Account
- Directory
- Additional Resources

## August 2018

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  | 31  |     |

## September 2018

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  |     |     |     |     |     |     |

## October 2018

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  | 31  |     |     |     |

Absences Closed Day In-Service Day

## Create Absence

0 Scheduled Absences

5 Past Absences

0 Denied Absences

Please select a date

Need more options? Advanced Mode

| August 2018 |     |     |     |     |     |     |
|-------------|-----|-----|-----|-----|-----|-----|
| SUN         | MON | TUE | WED | THU | FRI | SAT |
| 29          | 30  | 31  | 1   | 2   | 3   | 4   |
| 5           | 6   | 7   | 8   | 9   | 10  | 11  |
| 12          | 13  | 14  | 15  | 16  | 17  | 18  |
| 19          | 20  | 21  | 22  | 23  | 24  | 25  |
| 26          | 27  | 28  | 29  | 30  | 31  | 1   |

Substitute Required

No

Absence Reason

Select One

Time

Please enter a valid time range using the HH:MM AM format.

Full Day  
08:00 AM to 04:00 PM

Notes to Administrator

(not viewable by Substitute)

## FILE ATTACHMENTS

DRAG AND DROP  
FILES HERE

## YOUR SOLUTIONS

## Absence Management ✓

formerly Aesop

## Time &amp; Attendance

formerly VeriTime

👤 Directory

📁 Additional Resources

## August 2018

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  | 31  |     |

## September 2018

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  |     |     |     |     |     |     |

## October 2018

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  | 31  |     |     |     |

Absences

Closed Day

In-Service Day

## Create Absence

0 Scheduled Absences

5 Past Absences

0 Denied Absences

Please select a date

Need more options?

Advanced Mode

## August 2018

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 29  | 30  | 31  | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  | 31  | 1   |

Substitute Required

No

Absence Reason

Select One

Time

Please enter a valid time range using the HH:MM AM format.

Full Day

08:00 AM

to

04:00 PM

Notes to Administrator

(not viewable by Substitute)

## FILE ATTACHMENTS

DRAG AND DROP  
FILES HERE

## NAVIGATION



Home

Reports &gt;

Additional Resources

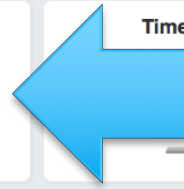
## Timesheet Review



## Timesheet



## Time Clock



## Mobile Barcodes



## Change PIN



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1, 50.202.190.210 FLID: 1142056 as 0, 2-1705525 ORG: 11667 Arlington Heights School District , Firefox61



## NAVIGATION

Home

Reports

Additional Resources

EMPLOYEE

Actions

Weekly  
08/26/2018 - 09/01/2018 (35)TOTAL  
+ 00:15PAID  
+ 00:15

Submit

Cancel All Changes

Save Changes

Expand All

Collapse All

TUE August 01 2018

Total + 00:15 Paid + 00:15

LOCATION Business Office JOB TYPE Admin Asst DUE 09/01/2018 STATUS Pending

Delete Timesheet

| SCHEDULE | Type  | From     | To       | Duration | Paid |
|----------|-------|----------|----------|----------|------|
| Regular  | Work  | 08:00 AM | 11:45 AM | 03:45    | --   |
|          | Break | 11:45 AM | 12:15 PM | 00:30    | No   |
|          | Work  | 12:15 PM | 04:00 PM | 03:45    | --   |

Add New Event

| TIME EVENTS | In                            |                | Out                           |                | Total | Paid  |
|-------------|-------------------------------|----------------|-------------------------------|----------------|-------|-------|
| Sign In/Out | 09:45 AM<br>09:47 AM (Actual) | Insert Comment | 09:45 AM<br>09:52 AM (Actual) | Insert Comment | 00:00 | 00:00 |

Account: -- None Selected -- [Change](#)

| TIME EVENTS | In                            |                | Out                           |                | Total   | Paid    |
|-------------|-------------------------------|----------------|-------------------------------|----------------|---------|---------|
| Sign In/Out | 10:00 AM<br>09:54 AM (Actual) | Insert Comment | 10:15 AM<br>10:09 AM (Actual) | Insert Comment | + 00:15 | + 00:15 |

Account: -- None Selected -- [Change](#)

## TIMESHEET COMMENT

|                |         |         |
|----------------|---------|---------|
| Insert Comment | + 00:15 | + 00:15 |
|----------------|---------|---------|

## NAVIGATION

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Actions

Weekly  
08/26/2018 - 09/01/2018 (35)TOTAL  
+ 00:15PAID  
+ 00:15

Submit

Cancel All Changes

Save Changes

Expand All

Collapse All

TUE August 28, 2018

Total + 00:15 Paid + 00:15

## Change Date Range

## Date Range:

## Weekly

- 09/02/2018 - 09/08/2018 (36)
- ✓ 08/26/2018 - 09/01/2018 (35)
- 08/19/2018 - 08/25/2018 (34)
- 08/12/2018 - 08/18/2018 (33)
- 08/05/2018 - 08/11/2018 (32)
- 07/29/2018 - 08/04/2018 (31)
- 07/22/2018 - 07/28/2018 (30)
- 07/15/2018 - 07/21/2018 (29)
- 07/08/2018 - 07/14/2018 (28)
- 07/01/2018 - 07/07/2018 (27)
- 06/24/2018 - 06/30/2018 (26)

Custom Date Range

## 01/2018 (35) Summary

| TYPE | TYPE        | TOTAL | PAID  |
|------|-------------|-------|-------|
| Asst | Time Events | 00:15 | 00:15 |
|      |             | 00:15 | 00:15 |



NAVIGATION



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EMPLOYEE

Actions ▾



Weekly  
08/26/2018 - 09/01/2018 (35)

TOTAL  
+ 00:15

PAID  
+ 00:15

Submit

Cancel All Changes

Save Changes

Expand All

Collapse All

TUE August 28, 2018

Total + 00:15 Paid + 00:15 ▾

Change Date Range



Date Range:

Weekly

Custom Date Range

08/26/2018



09/01/2018



August 2018

| SU | MO | TU | WE | TH | FR | SA |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

Time & Attendance

Arlington Heights School District 25

Employee (PATROLL MANAGER)

NAVIGATION

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EMPLOYEE

Weekly

08/26/2018 - 09/01/2018 (35)

TOTAL

+ 00:15

PAID

+ 00:15

Submit

Cancel All Changes

Save Changes

Expand All

Collapse All

TUE August 28, 2018

Total + 00:15 Paid + 00:15

Change Date Range

Date Range:

Weekly

Custom Date Range

08/16/2018

09/01/2018

August 2018

| SU | MO | TU | WE | TH | FR | SA |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

01/2018 (35) Summary

| TYPE | TYPE        | TOTAL | PAID  |
|------|-------------|-------|-------|
| Asst | Time Events | 00:15 | 00:15 |
|      |             | 00:15 | 00:15 |

frontline education

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https://veritime.aesoponline.com/Timesheet#



Time & Attendance

Arlington Heights School District 25

Employee (PAYROLL MANAGER)

NAVIGATION

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EMPLOYEE

Actions

Weekly

08/26/2018 - 09/01/2018 (35)

TOTAL

+ 00:15

PAID

+ 00:15

Submit

Cancel All Changes

Save Changes

Expand All

Collapse All

TUE August 28, 2018

Total + 00:15 Paid + 00:15

01/2018 (35) Summary

| TYPE | TYPE        | TOTAL | PAID  |
|------|-------------|-------|-------|
| Asst | Time Events | 00:15 | 00:15 |
|      |             | 00:15 | 00:15 |

Cancel

Change Date

Change Date Range

Date Range:

Weekly

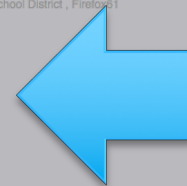
Custom Date Range

08/16/2018

08/30/2018

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## NAVIGATION

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## Timesheet

Approve, Reject, or Reset

EMPLOYEE

Actions ▾



Weekly

08/16/2018 - 08/30/2018

TOTAL  
+ 65:45PAID  
+ 65:45

✕ Cancel All Changes

✔ Save Changes

Expand All

Collapse All

THU August 16, 2018

Total + 08:45 Paid + 08:45 ▾

FRI August 17, 2018

Total + 06:15 Paid + 06:15 ▾

MON August 20, 2018

Total + 08:45 Paid + 08:45 ▾

TUE August 21, 2018

Total + 08:30 Paid + 08:30 ▾

WED August 22, 2018

Total + 08:45 Paid + 08:45 ▾

THU August 23, 2018

Total + 08:00 Paid + 08:00 ▾

FRI August 24, 2018

Total + 08:30 Paid + 08:30 ▾

MON August 27, 2018

Total + 08:15 Paid + 08:15 ▾

TUE August 28, 2018

Total 00:00 Paid 00:00 ▾

## Weekly 08/16/2018 - 08/30/2018 Summary

| LOCATION                 | JOB TYPE                           | TYPE        | TOTAL | PAID  |
|--------------------------|------------------------------------|-------------|-------|-------|
| D23 - Food Service Staff | Food Service Manager - District 23 | Time Events | 65:45 | 65:45 |
| Total                    |                                    |             | 65:45 | 65:45 |

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## Timesheet

Approve, Reject, or Reset

Actions ▾

Weekly  
08/16/2018 - 08/30/2018TOTAL  
+ 65:45PAID  
+ 65:45

Cancel All Changes

Save Changes

Expand All

Collapse All

THU August 16, 2018

Total + 08:45 Paid + 08:45

LOCATION  
D23 - Food Service StaffJOB TYPE  
Food Service Manager - District 23DUE  
08/18/2018STATUS  
Pending

Delete Timesheet

| SCHEDULE | Type | From     | To       | Duration | Paid |
|----------|------|----------|----------|----------|------|
| Regular  | Work | 06:15 AM | 02:15 PM | 08:00    | --   |

Add New Event

| TIME EVENTS   | In                            |                | Out                           |                | Total   | Paid    |
|---|-------------------------------|----------------|-------------------------------|----------------|---------|---------|
| Sign In/Out   | 06:00 AM<br>06:03 AM (Actual) | Insert Comment | 02:45 PM<br>02:51 PM (Actual) | Insert Comment | + 08:45 | + 08:45 |
| Account: -- None Selected -- <a href="#">Change</a> |                               |                |                               |                |         |         |

| TIMESHEET COMMENT |                 |
|-------------------|-----------------|
| Insert Comment    | + 08:45 + 08:45 |

FRI August 17, 2018

Total + 06:15 Paid + 06:15

MON August 20, 2018

Total + 08:45 Paid + 08:45

TUE August 21, 2018

Total + 08:30 Paid + 08:30

## NAVIGATION

Home

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Additional Resources

## Timesheet

Approve, Reject, or Reset

EMPLOYEE

Actions ▾

Weekly  
08/16/2018 - 08/30/2018TOTAL  
+ 18:00PAID  
+ 18:00

Cancel All Changes

Save Changes

Expand All

Collapse All

THU August 16, 2018

Total 00:00 Paid 00:00

LOCATION Thomas - Food Service Staff JOB TYPE FS - Cook's Helper - Team Thomas DUE 08/18/2018 STATUS Pending

Delete Timesheet

| SCHEDULE | Type | From     | To       | Duration | Paid |
|----------|------|----------|----------|----------|------|
| Regular  | Work | 10:30 AM | 01:30 PM | 03:00    | --   |

Add New Event

## TIME EVENTS

In

Out

Total

Paid

Sign In/Out

Insert Comment

Insert Comment

00:00

00:00

## TIMESHEET COMMENT

x

Insert Comment

00:00

00:00

FRI August 17, 2018

Total 00:00 Paid 00:00

MON August 20, 2018

Total + 04:00 Paid + 04:00

ONCE AGAIN:

If a date is missing a Clock In or Clock Out Entry:  
Please add a comment explaining missed time,

OR

Please Contact:

Julie Mendelke at 847.506.6903  
([jmendelke@sd25.org](mailto:jmendelke@sd25.org)) for Facilities

OR

Michele Arrigo at 847.758.4885  
([marrigo@sd25.org](mailto:marrigo@sd25.org)) for Food Service