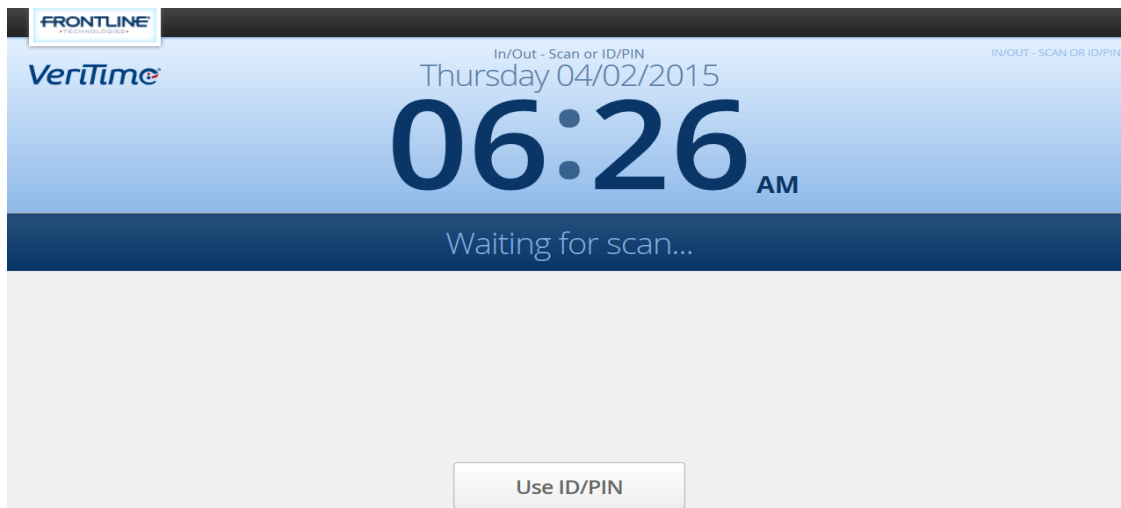
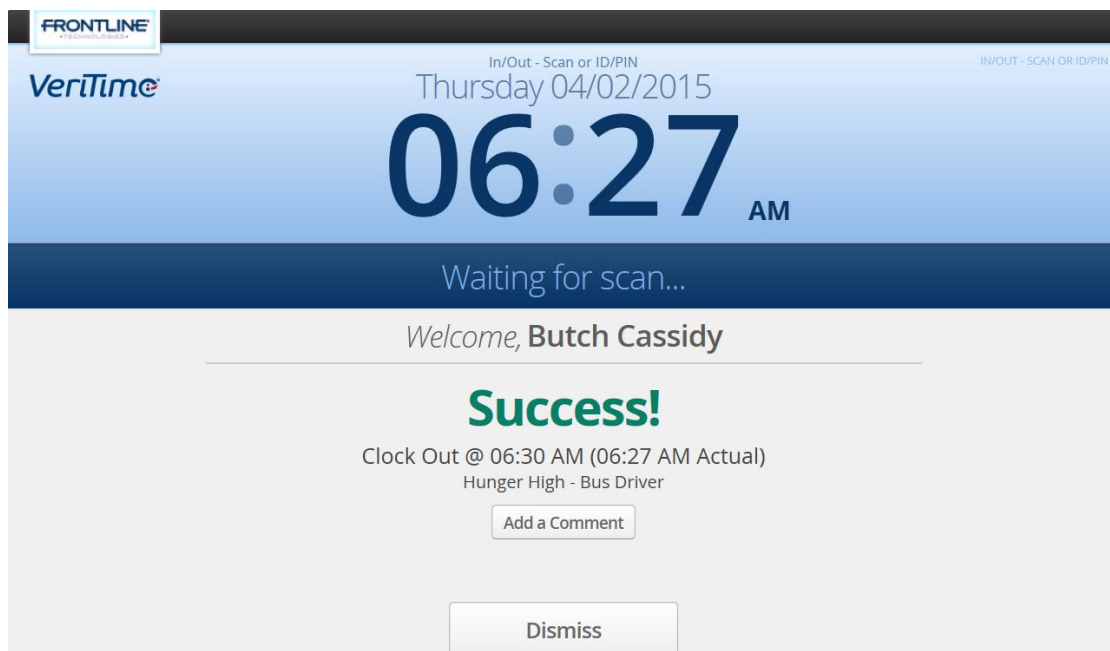


Using the VeriTime Kiosk

1. When clocking in or out at a VeriTime kiosk, you should see this screen.



2. Click 'Use ID/PIN,' and enter your Aesop Login ID (phone number) and 4-5 digit PIN.
3. This page will appear:



4. If required by your Time & Attendance Administrator, click the Add a Comment button and add a comment to that clock event.
5. If you work multiple assignments, click on the Job Type drop down and select the assignment that you are working that day.
6. The screen will automatically reset for the next employee or click the Dismiss button.
7. Complete this same process when clocking out at the end of the day.