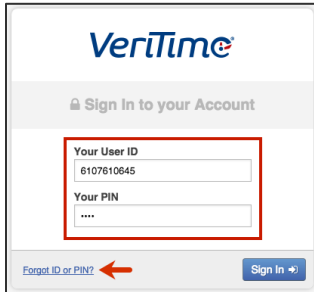


# Campus User Quick Start Guide for VeriTime®

VeriTime provides a full picture time and attendance by placing absences captured in Aesop alongside working time captured in VeriTime, helping school districts better manage staff and ensure accurate pay for hours worked.

## Logging in on the Web



To sign in to VeriTime, navigate to [veritime.aesoponline.com](http://veritime.aesoponline.com) in your web browser.

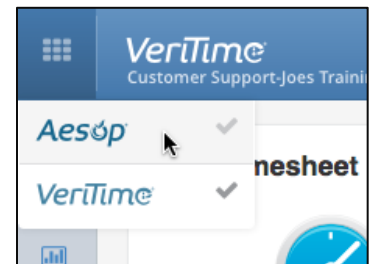
Enter your User ID number and PIN, then click **Sign In**.

### Can't remember your login info?

If you're having trouble logging in, click the "Forgot your ID or PIN?" at the bottom left for more information.

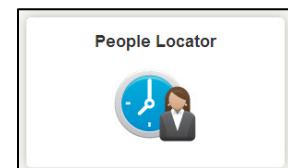
## Connecting to Aesop

VeriTime makes it easy to connect to Aesop right from the homepage. Click on the **Menu Grid** in the top left corner, then click the **Aesop** button. Absences that are entered in Aesop are pulled into VeriTime timesheets. The absent time is then added to the working time captured in VeriTime giving you a complete picture of time and attendance.

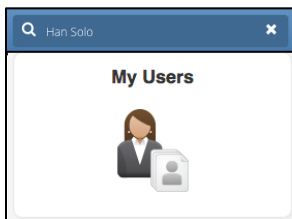


## The People Locator

The People Locator is for kiosk users only, but provides real time insight into users who are signed in and "on the clock". Check out the [Using the People Locator](#) article and video in the Learning Center to find out more about this helpful resource.



## Finding a User



To find a particular VeriTime user, you can look for the user with the search bar at the top of the page or click **My Users** on the home page to see a list of all VeriTime users in your visibility. Once you click on a user, you can view their working schedule, payroll reports pertaining to them, as well as viewing their timesheet.

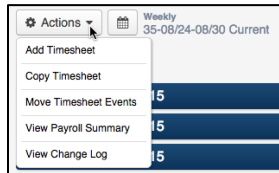
## Reviewing Timesheets

Once a timesheet is submitted, the timesheet will need to be reviewed for accuracy. To help to do this, you have several reports at your fingertips including the [Work Summary](#), [Work Detail](#), and [Payroll Review](#). A great resource for quickly reviewing time is the [Reviewing and Approving Timesheets](#) article in the Learning Center.

# Campus User Quick Start Guide for VeriTime®

## Finding Missed Punches

This is primarily for kiosk users, but is vital to ensuring time is properly reflected prior to approval. The Clock Exceptions report is how you can see if there are missed punches on a timesheet, if your staff is clocking in on schedule, if staff members are consistently late, and so one. Reading the [Using the Clock Exceptions Report](#) article for more details.

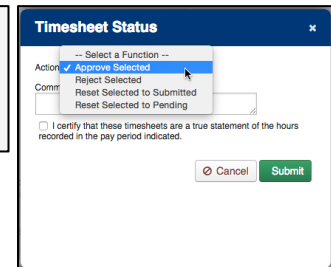


## Editing Timesheets

The timesheet is where all working time, absent time, and leave time is stored for a VeriTime user. We suggest you view the [Getting to Know the Timesheet](#) article in the Learning Center to familiarize yourself with the look and functionality of the timesheet. The date range tool at the top allows you to select the range of time you would like to edit and the Actions button beside it gives you options for adding timesheets or moving time events. Editing time on a timesheet is as simple as clicking on the IN or OUT box for each day.

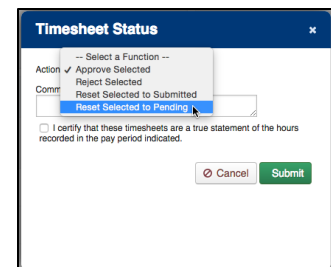
## Approving Timesheets

Once timesheets have been reviewed and edited, approving time can be done with a few simple clicks. From the Timesheet Review, select the users that you would like to approve and click **Approve, Reject, or Reset Timesheets**. Choose **Approve Selected** from the Actions dropdown, then click **Submit**. As referenced above, check out the [Reviewing and Approving Timesheets](#) article to see more detail.

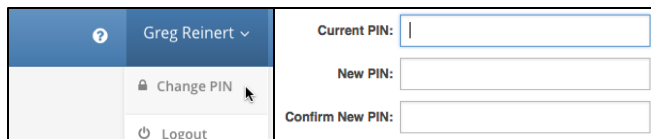


## Making Changes After Approval

If changes need to be made to timesheets after approval, the timesheet needs to be reset to pending, as a timesheet in approved status cannot be modified. In the Timesheet Review, select the users that need changes and click the **Approve, Reject, or Reset Timesheets** button once again. Select **Reset Selected to Pending** from the Actions dropdown, then click **Submit**.



## Changing Your PIN



To change your VeriTime PIN, click on your name at the top of the screen and select **Change PIN** from the dropdown menu. A page will appear prompting you to enter a new PIN.

## Getting Help and Training

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, visit the VeriTime Learning Center. Click the **Question Mark** in the top bar and choose **Learning Center** from the dropdown.

