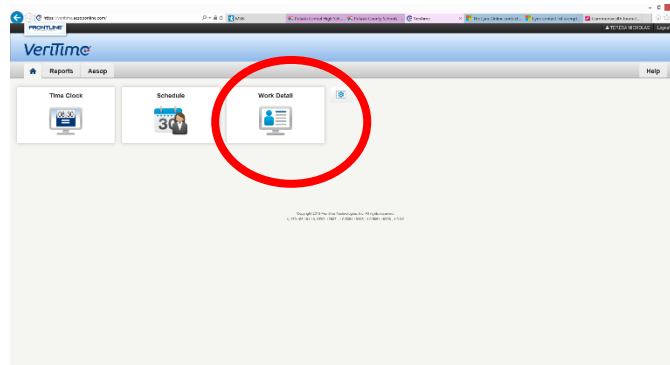


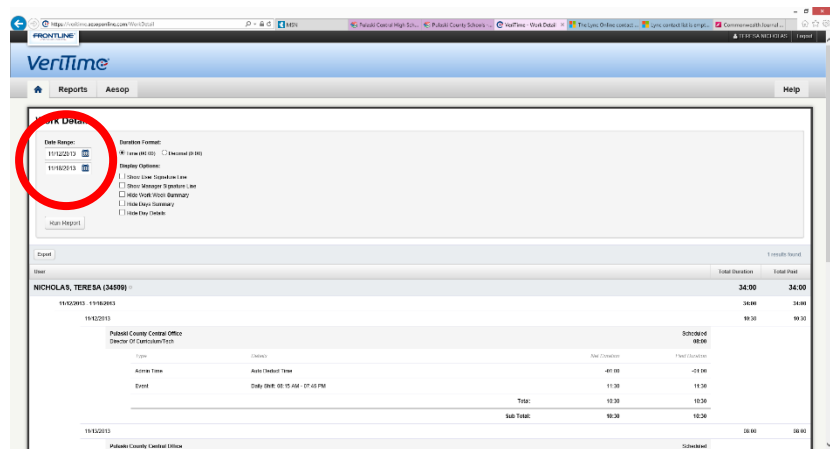
Checking your Time or Days Worked in VeriTime

The following instructions should be used to monitor your work time and/or monitor your contract days. It is the employee's responsibility to ensure that they work all required hours/days per contract.

1. Login to VeriTime at <https://login.frontlineeducation.com> You can also find the link to VeriTime at www.pulaski.net – For Staff – Staff Resources – VeriTime.
2. Login with the same credentials that you use in AESOP. Your user ID should be a phone number and you have a 4 or 5-digit PIN.
3. Click Work Detail



4. Set the date range:
 - a. You can choose pre-set date ranges OR
 - b. Choose Custom Date Range and then set the dates. (You can choose a specific date, select a range for a pay period or even select dates from the first to the end of a month).
*the system will only let you select up to 36 days in a single report.



The screenshot shows the 'Work Detail' report for employee NICHOLAS, TERESA (34599). The date range is set to 11/12/21 to 11/18/21. The report displays a table of work details for the period 11/12/21 to 11/18/21. The table includes columns for Date, Location, Start Time, End Time, and Total Hours. The total hours for the period are 34.00.

Date	Location	Start Time	End Time	Total Hours	Scheduled
11/12/21	Pulaski County Central Office Director of Curriculum/PE			34.00	34.00
11/13/21				36.00	36.00
11/14/21				36.00	36.00
11/15/21				36.00	36.00
11/16/21				36.00	36.00
11/17/21				36.00	36.00
11/18/21				36.00	36.00
TOTAL				34.00	34.00

5. Click Run Report and then review your time. You can review your clock-in time, your clock-out time, your total time for a specific date, and your total time for a week. You will also note that you have an auto-deduct time for lunch that is applied daily.

If any mistakes are found, notify your supervisor immediately so that corrections can be made.

Event	Daily SHFT 08:15 AM - 08:15 PM	Total	08:00	08:00
			08:00	08:00
		Sub Total:	08:00	08:00
			08:30	08:30
11/18/2013				
Palmdale County Central Office Director Of Curriculum Tech				
Type	Default	Net Duration	Schedul	08:00
Adm Time				-01:00
Event	Daily SHFT 08:00 AM - 08:30 PM			08:30
		Total:		08:30
		Sub Total:	08:30	08:30
			43:15	43:15
11/19/2013				
Palmdale County Central Office Director Of Curriculum Tech				
Type	Default	Net Duration	Schedul	08:00
Adm Time	Auto Deduct Time			-01:00
Event	Daily SHFT 08:00 AM - 08:15 PM			08:15
		Total:		08:15
		Sub Total:	08:15	08:15
			10:30	10:30
11/20/2013				
Palmdale County Central Office Director Of Curriculum Tech				
Type	Default	Net Duration	Schedul	08:00
Adm Time	Auto Deduct Time			-01:00
Event	Daily SHFT 08:15 AM - 07:45 PM			11:30
		Total:		10:30
		Sub Total:	10:30	10:30
			08:00	08:00
11/22/2013				
Palmdale County Central Office				