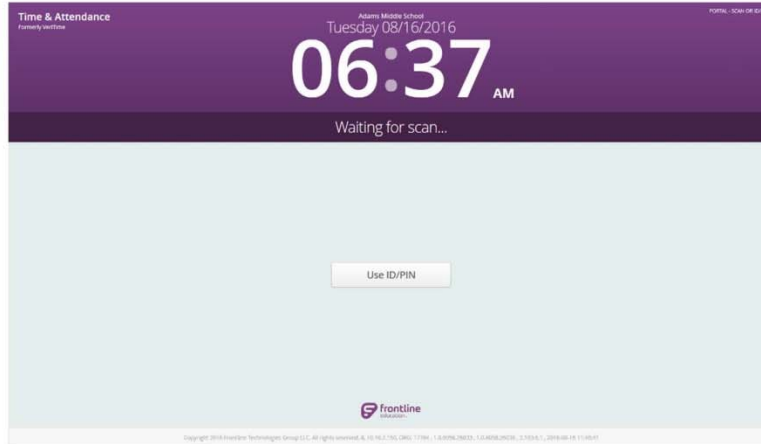
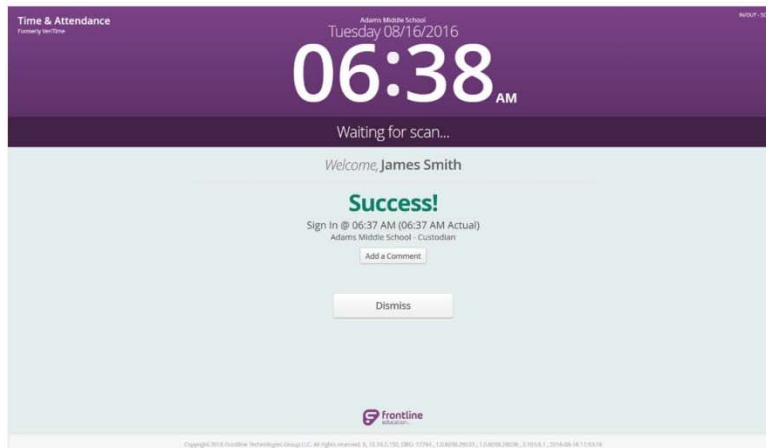


1. When clocking in or out at a Time and Attendance kiosk, you should see this screen.




2. Scan your Proximity Card with the provided scanner or click 'Use ID/PIN,' and enter your Absence Management 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. The screen will automatically reset for the next employee or click the Dismiss button.
6. Complete this same process when clocking out at the end of the day.

Reviewing Time Sheet

Sign into the Frontline system



frontline
education.

Time & Attendance

Formerly VeriTime

Sign In

ID or Username

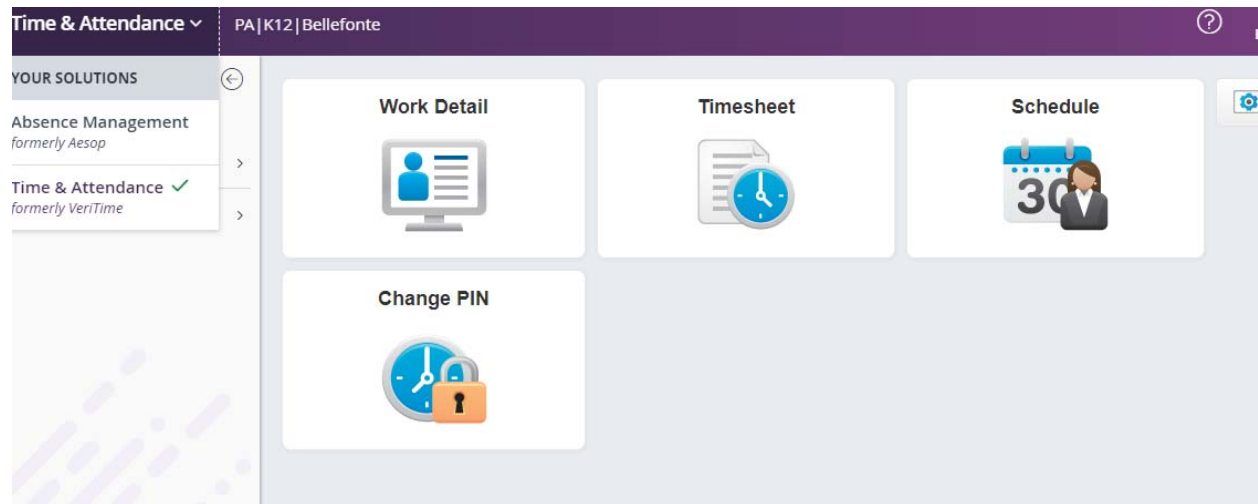
PIN or Password

Sign In

[Forgot ID or Username](#) | [Forgot PIN or Password](#)

From Drop Down Menu-Choose Time and Attendance

Click Timesheet



Choose Week(s) Verifying and Review Information

The screenshot displays the VeriTime web application interface. At the top, the browser address bar shows the URL <https://veritime.aesoponline.com/Timesheet?>. The application header includes the text "Time & Attendance" and "Bellefonte - School District".

The main content area shows a weekly summary for the period 12/04/2016 - 12/10/2016. The total time is +37.50 and the total paid is +37.50. Below this, a list of days from Monday to Friday is shown, each with a total of +7.50 and a paid amount of +7.50.

A "Weekly 12/04/2016 - 12/10/2016 Summary" table is displayed, showing the following data:

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Bellefonte - BASD Central Office	Payroll/Accounting Clerk	Time Events	42.50	42.50
Bellefonte - BASD Central Office	Payroll/Accounting Clerk	Admin Time	-5.00	-5.00
Total			37.50	37.50

At the bottom of the page, there is a copyright notice: "Copyright 2017 Frontline Technologies Group LLC. All rights reserved." and a system tray showing the date and time as 9:54 AM on 1/18/2017.



BELLEFONTE AREA SCHOOL DISTRICT

TIME AND ATTENDANCE PROCEDURES

Each employee is required to have a record of hours worked. In departments using time clock systems, the following regulations will apply:

1. Employees are required to clock in prior to their assigned start time, and must clock out at the end of the shift.
2. Unless approved by the supervisor, no employee may clock in more than 7 minutes prior to the start of their shift. Employees may not clock out more than 7 minutes prior to end of their work time.
3. Clocking in within the time-frame specified in item 2, will be calculated as an on-time report for duty.
4. Time recorded will be the work-time paid or employees will be paid from time sheets verified by actual recorded times. Any adjustments to the recorded time must be approved by the employee's supervisor. Supervisors are responsible for any manual changes submitted.
5. Employees should not clock out for designated break times.
6. Except in emergency circumstances, prior permission to work overtime must be approved in writing by the supervisor.
7. Absences as reported to SAMS/AESOP will automatically transfer to the electronic timesheet. Each employee is responsible for verifying their absence is shown on the timesheet correctly. Report errors to **SAMS at 1-877-983-2244**.
8. If an employee forgets to clock in/out for their shift, they are to contact their supervisor immediately when it is realized, to explain the circumstances and to provide actual clock in/out information. The Supervisor will adjust the employee's timesheet accordingly.
9. Any errors preventing clocking in/out must be reported as soon as possible to the main office, **Payroll Office x3013**.
10. Employees are responsible for reviewing electronic timesheets. Electronic timesheets are considered approved by the employee unless notification is given to the payroll office the Monday following the pay date.

Violations of these procedures may result in disciplinary actions; including oral or written warnings, suspension without pay and/or termination. Under no circumstance may one employee clock in or out for another employee. Any employee participating in this type of violation will face immediate termination.



BELLEFONTE AREA SCHOOL DISTRICT

TIME AND ATTENDANCE FAQs

The Bellefonte Area School District will be transitioning to electronic timesheets throughout the remainder of the 2016-2017 school year. Each building will be notified when setup is complete and to begin scanning in and out each day.

WHAT IS TIME AND ATTENDANCE (VERITIME)?

The Time and Attendance time clock system consists of a laptop and badge scanner located throughout the buildings. Time and Attendance shares data with SAMS (AESOP). Absences are automatically imported to the electronic timesheet. Time and Attendance is also referred to as "Veritime".

WHO CLOCKS IN/OUT?

All hourly employees will scan in at the beginning of their shift and scan out at the end of their shift. Employees can scan in/out within 7 minutes of scheduled start/end times. Scanning in/or for lunch, breaks, etc should not occur.

WHAT IF I HAVE AN ABSENCE?

Absences entered into SAMS/AESOP are automatically recorded in Time and Attendance. If your normal shift begins at 8:00 am and your absence is 8:00 am – 10:00 am, the system will allow you to clock in at 10:00 am. 8:00 am – 10:00 am is already transferred to your timesheet with the absence you entered in SAMS/AESOP.

WHAT IF MY ABSENCE TIME CHANGED?

If an absence was scheduled for 8:00 am – 10:00 am and you attempt to scan in at 9:00 am, 11:00 am, etc, you need to call **SAMS at 1-877-983-2244** to correct the absence. If a comment is required upon scanning, enter the reason the time is different ("appt ran over", "appt ended early", etc.) then click on the "Sign In" button.

HOW DO I VIEW MY TIMESHEET?

When you log into your SAMS/AESOP account, click the tab labeled "Veritime". Click "Timesheet". Choose the week you would like to review. Report any discrepancies to your timesheet approver/supervisor.

WHAT IF I FORGOT MY BADGE?

Type in your login and PIN you use to create your absences.

WHAT IF I CAN'T REMEMBER MY SAMS PIN?

Call **SAMS at 1-877-983-2244** to retrieve your pin.

WHAT IF I RECEIVE AN ERROR TRYING TO SIGN IN?

Report what the error says to **Payroll x3013**.

WHAT IF THE INTERNET IS DOWN OR THE KIOSK ISN'T WORKING?

Report the issue to **Payroll x3013**.