

Employee Quick Start Guide for VeriTime

Logging in on the Web

To log in to VeriTime, go to www.wrsp.org and go to quick links on the right hand side, select Veritime. Your Login and Pin will be the same as your Aesop login and Pin.

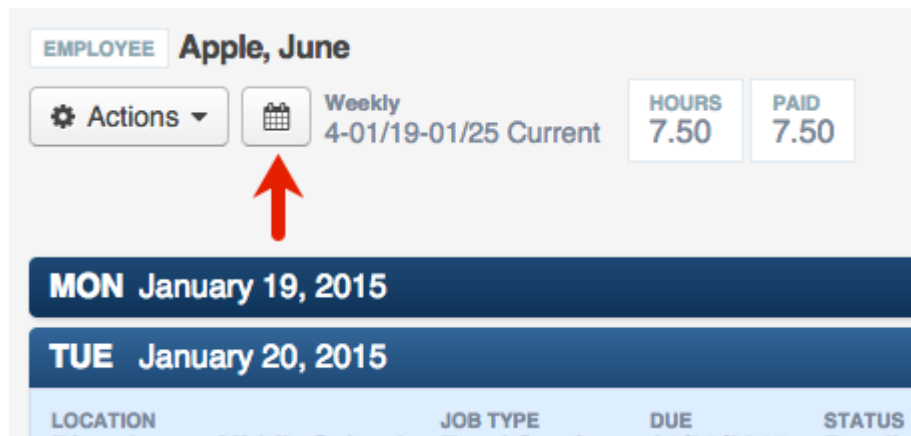
Access your Timesheet

To access the timesheet, click the **Timesheet** option on your VeriTime home page.



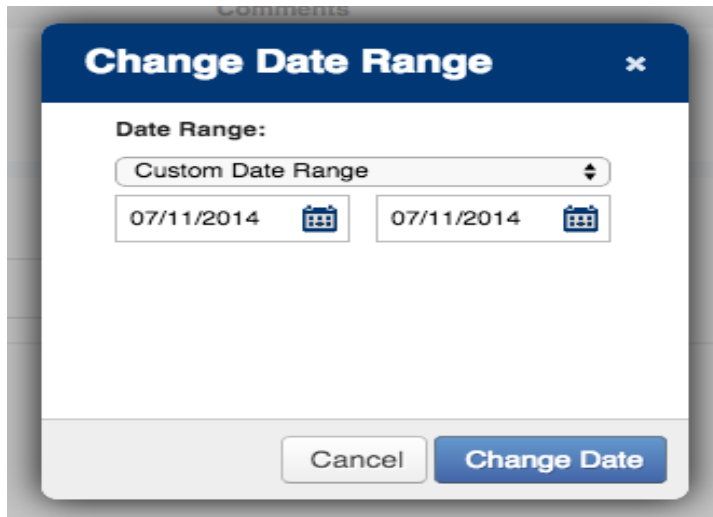
At the top of the timesheet, you will see your name as well as the date range of the timesheet and the total hours. You can view records of scheduled time, entries of time worked, and a summary for the week of the time collected.

Select the date range you want to view by clicking the the **calendar icon** near the top left corner of the window.



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A window will pop up. Use the drop-down menu and the calendar icons to select the date range you want. Then, click **Change Date**.



The days of the week appear as blue bars. The darker blue bar is the day you have selected. When you select a day, the job location and type will appear directly underneath the bar. Underneath that is your scheduled time. The date range will default to the current date but you can use the calendar icon to change the date range you are viewing.

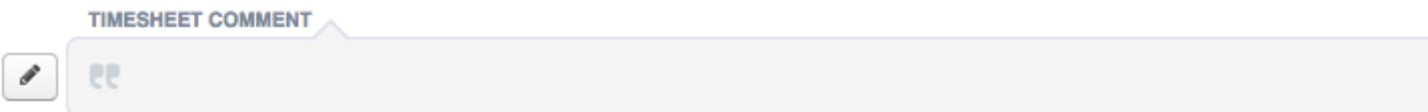
Use the blue bars to navigate to different days of the week. Each day of the timesheet will show your normal schedule as well as your "Sign In" and "Sign Out" events.

Commenting

You can comment on individual "in" or "out" events by clicking the text box next to the time. Then, click the **Save Changes** button.



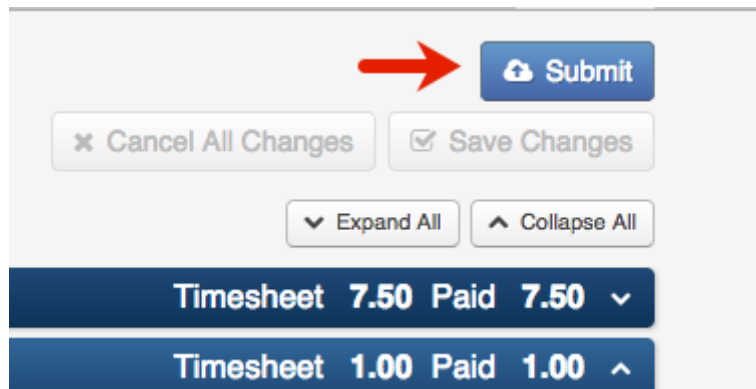
You can also comment on the entire timesheet using the large "Timesheet Comment" section located underneath the time events section. Don't forget to save any changes!



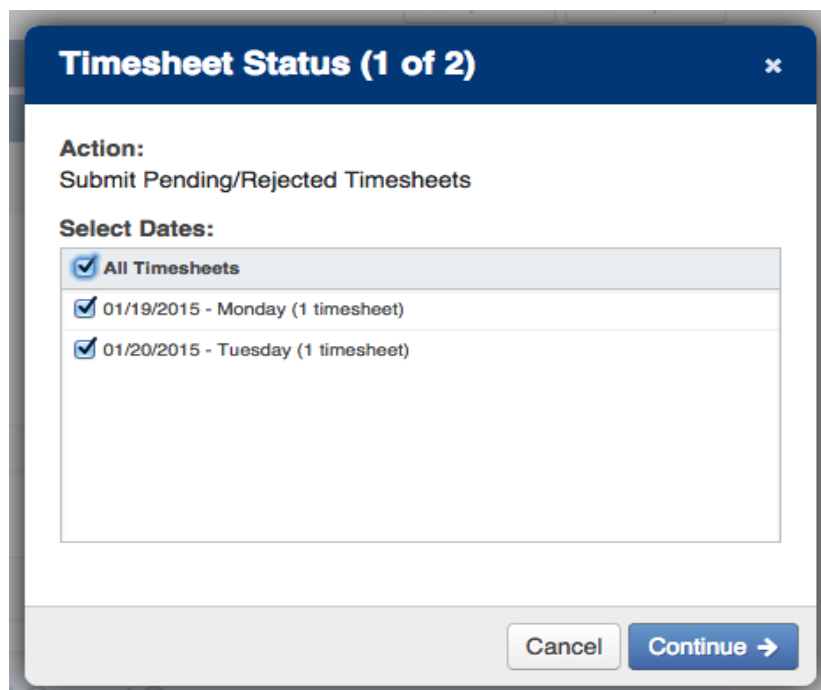
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Submitting Your Timesheet for Approval

At the end of your work week, you need to submit your timesheet for approval. Timesheet's must be submitted no later than noon each Friday, for the previous week. Make sure to review the timesheet for accuracy before submitting. To do this, click the blue **Submit** button at the top right corner of your timesheet.

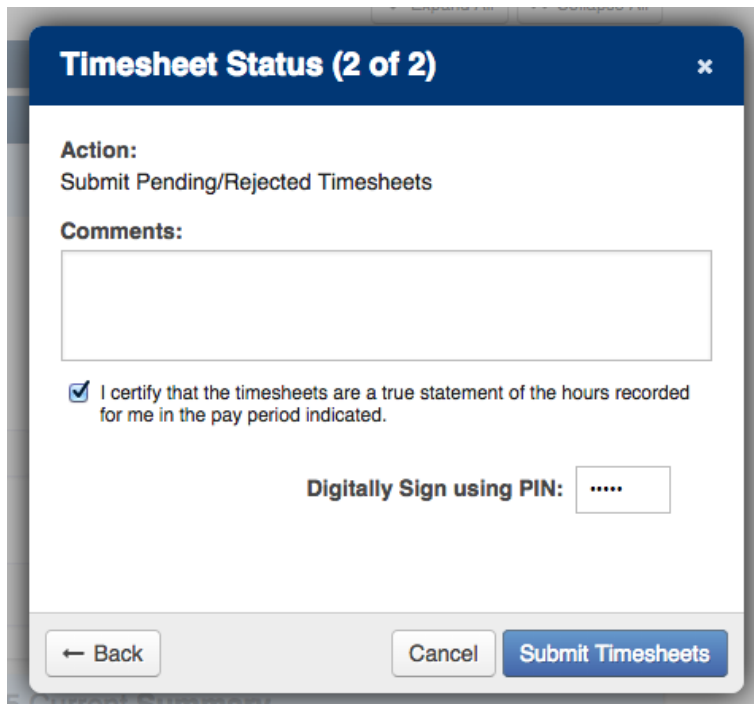


This will open a window where you can choose which timesheets to submit. Check the boxes next to the timesheets you would like to submit, then click **Continue**.



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Then, if you'd like, add comments in the text box. Lastly, check the box to confirm the timesheet submission and type in your PIN. Then, click **Submit Timesheets**.



The screenshot shows a modal dialog box titled "Timesheet Status (2 of 2)" with a close button (x) in the top right corner. The dialog contains the following elements:

- Action:** Submit Pending/Rejected Timesheets
- Comments:** A large empty text area for entering comments.
- A checked checkbox with the text: "I certify that the timesheets are a true statement of the hours recorded for me in the pay period indicated."
- A label "Digitally Sign using PIN:" followed by a small input field containing four dots (....).
- At the bottom, three buttons: "← Back", "Cancel", and "Submit Timesheets".