



Title:
Entering Time Worked in Time & Attendance

Procedure Document

Revised Date: 7/31/2024

Supersedes Date: N/A

Navigation

1. **URL:**
[Frontlineeducation.com](https://frontlineeducation.com)
 2. **Bread Crumbs:**
Frontline > Time & Attendance
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General Information

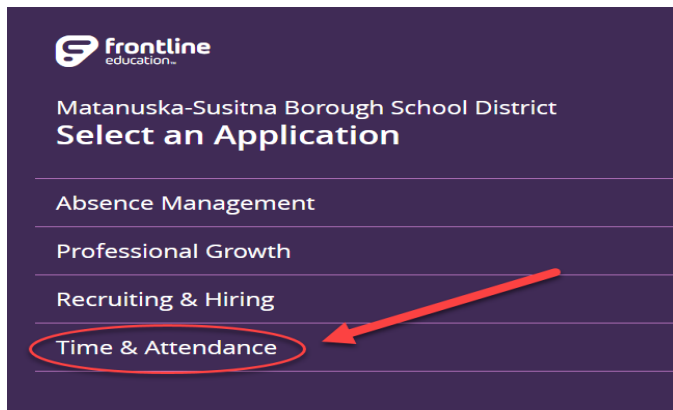
- Time & Attendance (formerly known as VeriTime) is used solely for the entry of additional time, overtime, comp time, etc.
 - Time and Attendance is accessed through Absence Management.
 - Additional information and how-to documents can be found by clicking on "Help" in the Time & Attendance tab in Aesop.
 - If you are entering additional time on the same day you worked it, you must enter your hours for the whole day.
 - For example, you work a regular 8-hour shift on Tuesday, plus 2 hours of overtime.
 - If you enter your time Tuesday evening, enter 10 hours.
 - If you enter your time Wednesday or following, enter 2 hours.
 - Time and Attendance will "auto populate" your regular work hours each evening. For this reason, you only record additional time. Time and Attendance will calculate the correct pay for you.
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Questions?

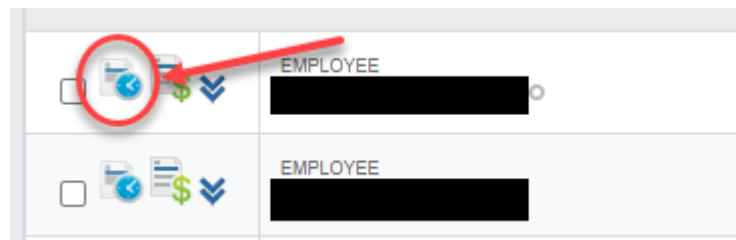
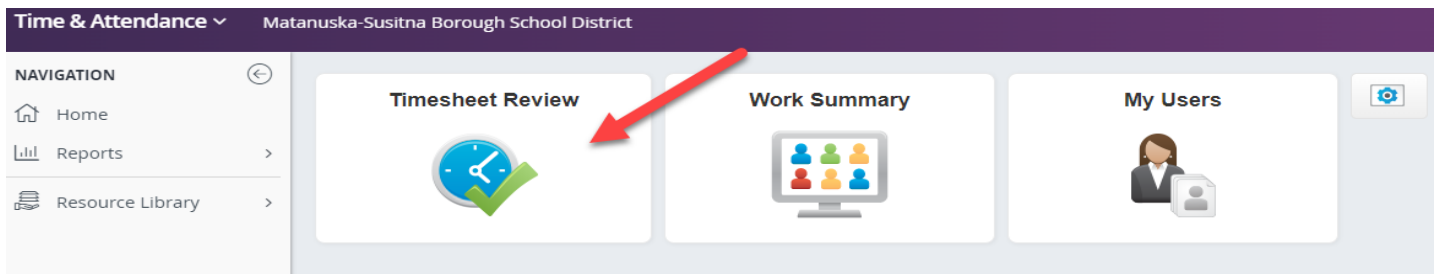
Contact Payroll at 907-761-HELP or Sheri.DelFrate@matsuk12.us

Follow these instruction to add and review additional hours in Time and Attendance:

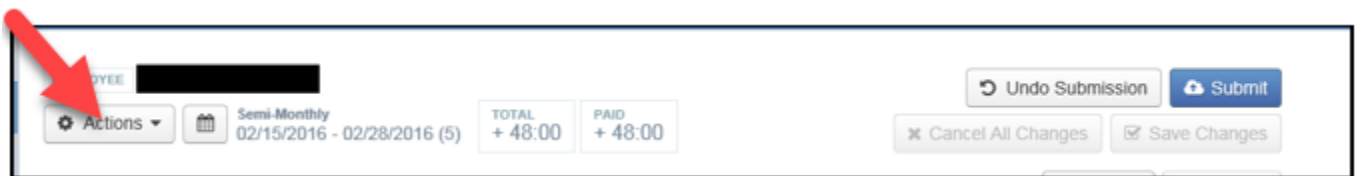
1. Sign into Frontline using your school district login ID and PIN
2. On the homepage you will see a list of options. Choose Time & Attendance.



- The Time & Attendance home screen gives you options for reviewing your schedule and entering time. To access your timesheet, select the "Timesheet Review" button. Click run report for the date range. Choose the timesheet icon on the left of the screen.



- At the top of the timesheet, you will see your name as well as the date range and total hours shown on the time sheet. To the left there is a button (Actions) which allows you to add a new timesheet, copy an existing timesheet, and review your payroll summary for the date range listed.



- Timesheets will be entered and submitted for you automatically based on your schedule. This happens at 12:01 AM on the day after the shift has been completed. For this reason we recommend that during your regularly scheduled work days you enter additional time worked the day after the time was worked so that your work schedule is already listed for you. If you are working additional time on a day outside of your normal schedule you will need to add a timesheet using the utility mentioned above (Actions).
- Each timesheet will show the date and hours summary at the top. You can navigate to timesheets for different dates within the date range by expanding the desired date.

MON July 24, 2017	Total + 08:00 Paid + 08:00 ▾
TUE July 25, 2017	Total + 08:00 Paid + 08:00 ▾

- The timesheet will have a section for each position you hold with the scheduled hours for that position. If you have worked additional hours you will enter the start and end time of those hours directly under the schedule.

TUE, May 08, 2018 Total + 07:00 Paid + 07:00

LOCATION: [REDACTED] DUE: 05/13/2018 STATUS: Approved

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	08:00 AM	12:00 PM	04:00	--

TIME EVENTS

Start Time	End Time	Total	Paid
Daily Shift 08:00 AM -- (Actual)	12:00 PM -- (Actual)	+ 04:00	+ 04:00

Account: -- None Selected --

TIMESHEET COMMENT

Insert Comment + 04:00 + 04:00

TUE, May 08, 2018 Delete Timesheet

LOCATION: [REDACTED] DUE: 05/13/2018 STATUS: Submitted

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	12:00 PM	02:00 PM	02:00	--

TIME EVENTS Add New Event

Start Time	End Time	Total	Paid
Daily Shift 12:00 PM -- (Actual)	02:00 PM -- (Actual)	+ 02:00	+ 02:00
Daily Shift 02:00 PM	03:00 PM	01:00	

Account: -- None Selected -- [Change](#)

8. To enter additional hours click the "Add New Event" button. If additional hours or overtime is to be paid select "Daily Shift" If additional leave earned is desired select "Comp Time".

MON February 22, 2016 Total + 08:00 Paid + 08:00

LOCATION: [REDACTED] DUE: 02/28/2016 STATUS: Pending

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:15 AM	11:15 AM	04:00	--
	Break	11:15 AM	11:45 AM	00:30	No
	Work	11:45 AM	03:45 PM	04:00	--

TIME EVENTS Add New Event

Start Time	End Time	Total	Paid
Daily Shift 07:15 AM -- (Actual)	03:45 PM -- (Actual)	+ 08:30	+ 08:30
Daily Shift Lunch Break Comp Time		00:00	00:00

Account: -- None Selected -- [Change](#)

9. If additional time is entered on the same day it has been worked you will need to enter the complete shift.

WED August 15, 2018 Total + 09:30 Paid + 09:30

DUE 08/26/2018 STATUS Pending Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:15 AM	11:15 AM	04:00	--
	Break	11:15 AM	11:45 AM	00:30	No
	Work	11:45 AM	03:45 PM	04:00	--

Add New Event

TIME EVENTS	Start Time	End Time	Total	Paid
Daily Shift	07:15 AM	04:45 PM	+ 09:30	+ 09:30
Account: -- None Selected -- Change				
Daily Shift			00:00	00:00

Account: -- None Selected -- [Change](#)

Timesheet Comment: + 09:30 + 09:30

10. If the additional hours should be comp time, add multiple New Events, Comp Time for the additional hours and Daily Shift for regular schedule if you enter time the day following the work you will only be required to enter the additional time.

TUE August 14, 2018 Total + 09:00 Paid + 09:00

DUE 08/26/2018 STATUS Pending Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:15 AM	11:15 AM	04:00	--
	Break	11:15 AM	11:45 AM	00:30	No
	Work	11:45 AM	03:45 PM	04:00	--

Add New Event

TIME EVENTS	Start Time	End Time	Total	Paid
Daily Shift	07:15 AM -- (Actual)	11:15 AM -- (Actual)	+ 04:00	+ 04:00
Account: -- None Selected -- Change				
Daily Shift	11:45 AM -- (Actual)	03:45 PM -- (Actual)	+ 04:00	+ 04:00
Account: -- None Selected -- Change				
Comp Time	03:45 PM	04:45 PM	+ 01:00	+ 01:00
Account: -- None Selected -- Change				

11. To ensure the correct duration has been entered you can look at the time summary at the top of the time sheet.

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:15 AM	11:15 AM	04:00	--
	Break	11:15 AM	11:45 AM	00:30	No
	Work	11:45 AM	03:45 PM	04:00	--

TIME EVENTS	Start Time	End Time	Total	Paid
Daily Shift	07:15 AM -- (Actual)	11:15 AM -- (Actual)	+ 04:00	+ 04:00
Daily Shift	11:45 AM -- (Actual)	03:45 PM -- (Actual)	+ 04:00	+ 04:00
Comp Time	03:45 PM	04:45 PM	+ 01:00	+ 01:00

12. Once all entries are completed, click "Save Changes".

13. If changes need to be made to an already submitted timesheet use the "Undo Submission" button. Make necessary changes and then click "Save Changes" again.