

Enter your Username and password into the boxes and click **Sign In** to be taken to your time and attendance home page. We do not know your password so you must keep this with you.

Absence Management
Formerly Aesop

Sign In

ID or Username

ritt_bugsbunny@tccsa.net

PIN or Password

we do not know your password

Sign In

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

ACCESS TIME AND ATTENDANCE THROUGH ABSENCE MANAGEMENT

If you are logged in to the absence management system, you can access time and attendance simply by selecting the app switcher and clicking **Time & Attendance** option.

Absence Management Victoria County School District Bob Barker Employee

YOUR SOLUTIONS

Absence Management formerly Aesop

Time & Attendance formerly VeriTime

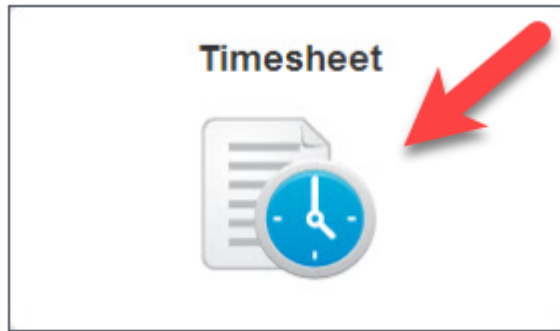
June 2017 July 2017

	WED	THU	FRI	SAT		
	3	4	5	6		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

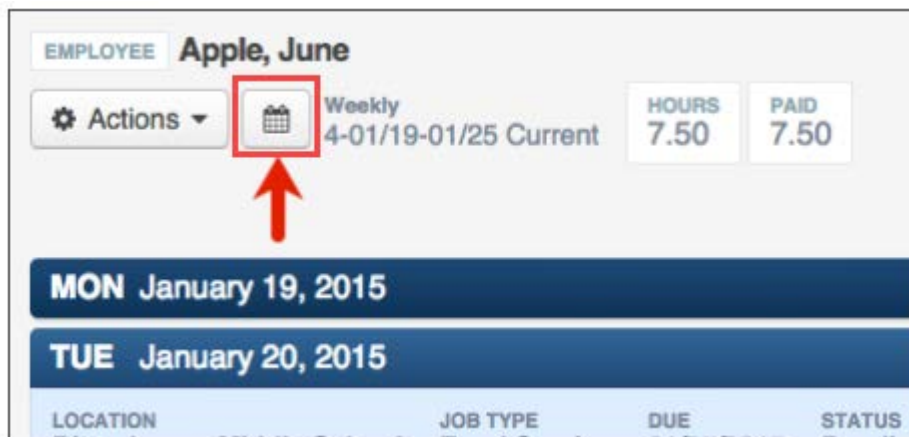
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

You are **REQUIRED** to enter your time manually into a timesheet. To access the timesheet, click the **Timesheet** option on your home page.

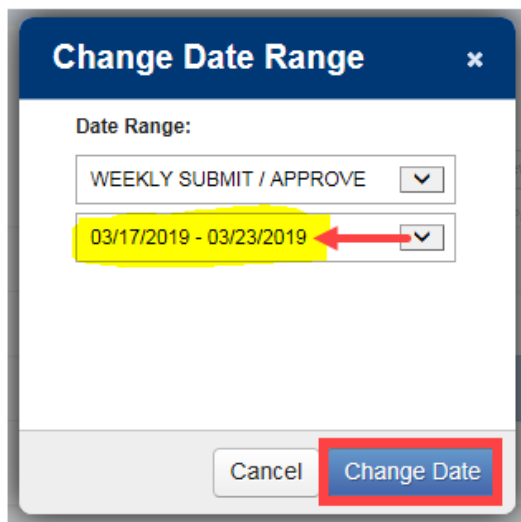


At the top of the timesheet, you will see your name as well as the date range of the timesheet and the total hours. You can view records of scheduled time, entries of time worked, and a summary for the week of the time collected.

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



A window will pop up. Use the highlighted drop-down menu to select the date range you want. It will default to the current week. 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 'In' and 'Out' events.

MON March 18, 2019 Total 0.00 Paid 0.00

TUE March 19, 2019 Total 0.00 Paid 0.00

LOCATION: District Office | JOB TYPE: Assistant Treasurer | DUE: 03/25/2019 | STATUS: Pending Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:00 AM	11:00 AM	4.00	--
	Break	11:00 AM	11:30 AM	0.50	No
	Work	11:30 AM	03:30 PM	4.00	--

[Add New Event](#)

TIME EVENTS

	IN	OUT	Total	Paid
TIME ENTRY	<input type="text"/>	<input type="text"/>	0.00	0.00
TIMESHEET COMMENT	<input type="text"/>		0.00	0.00

ADDING REGULAR TIME

If a new time event isn't already open, click the **Add New Event** button.

MON January 19, 2015 Timesheet 7.50 Paid 7.50

TUE January 20, 2015 Timesheet 0.00 Paid 0.00

LOCATION: Rittenhouse Middle School | JOB TYPE: Food Service | DUE: 01/25/2015 | STATUS: Pending Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular Work	Work	08:00 AM	11:45 AM	3.75	--
	Break	11:45 AM	12:15 PM	0.50	No
	Work	12:15 PM	04:00 PM	3.75	--

[Add New Event](#)

TIME EVENTS

	IN	OUT	Total	Paid
TIMESHEET COMMENT	<input type="text"/>			

Then, type in your 'in' and 'out' times and click the green **Save Changes** button in top right corner.

EMPLOYEE **Apple, June** Submit

Actions Weekly 4-01/19-01/25 Current HOURS 7.50 PAID 7.50 Cancel All Changes **Save Changes**

Expand All Collapse All

MON January 19, 2015 Timesheet 7.50 Paid 7.50

TUE January 20, 2015 Timesheet 0.00 Paid 0.00

LOCATION Rittenhouse Middle School JOB TYPE Food Service DUE 01/25/2015 STATUS Pending Delete Timesheet

SCHEDULE

Regular Work	08:00 AM - 11:45 AM (3.75)	--
Break	11:45 AM - 12:15 PM (0.50)	Paid: No
Regular Work	12:15 PM - 04:00 PM (3.75)	--

TIME EVENTS

Shift 11:00 AM 12:00 PM

Insert Comment

Add New Event

TIMESHEET COMMENT

Insert Comment

ADDING EXTRA TIME & OVERTIME

Example – Extra Time: This employee's normal work day is 3.50 hours, 9:30 am – 1:00 pm. This particular day the employee worked 6 hours, 9:30 am – 3:30 pm. Just enter your **IN** time as 9:30 and your **OUT** time as 3:30 pm. Also enter a brief comment in either place indicated below. The system automatically knows that this is 2.50 extra hours based on your normal schedule that is in there. Click the green **Save Changes** button in top right corner.

EMPLOYEE Submit

Actions WEEKLY SUBMIT / APPROVE 02/03/2019 - 02/09/2019 TOTAL + 6.00 PAID + 6.00 Cancel All Changes **Save Changes**

Expand All Collapse All

MON February 04, 2019 Total + 6.00 Paid + 6.00

LOCATION Rittman High School JOB TYPE Food Service - Cafe DUE 02/11/2019 STATUS Pending Delete Timesheet

SCHEDULE

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	09:30 AM	01:00 PM	3.50	--

TIME EVENTS

TIME ENTRY 09:30 AM 03:30 PM clean up water in kitchen Total + 6.00 Paid + 6.00

Insert Comment

Add New Event

TIMESHEET COMMENT

clean up water in kitchen + 6.00 + 6.00

EXTRA HRS ENTRY

Example - Overtime: This employee's normal work day is 8 hours, 8:00 am – 4:00 pm. This particular day the employee worked 10 hours, 7:00 am – 5:00 pm. Just enter your **IN** time as 7:00 and your **OUT** time as 5:00 pm. Also enter a brief comment in either place indicated below. The system automatically knows that this is 2 hours of OT based on your normal schedule that is in there. Click the green **Save Changes** button in top right corner.

OVERTIME ENTRY

EMPLOYEE [Redacted] Submit

Actions WEEKLY SUBMIT / APPROVE 02/03/2019 - 02/09/2019 TOTAL + 10.00 PAID + 10.00

Cancel All Changes Save Changes

Expand All Collapse All

MON February 04, 2019 Total + 10.00 Paid + 10.00

LOCATION: District Office JOB TYPE: Secretary 260 Days DUE: 02/11/2019 STATUS: Pending Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	08:00 AM	04:00 PM	8.00	--

TIME EVENTS

TIME ENTRY	IN	OUT	Total	Paid
TIME ENTRY	07:00 AM	05:00 PM	+ 10.00	+ 10.00

OT due to meeting

TIMESHEET COMMENT

Insert Comment + 10.00 + 10.00

ADDING A FIELD TRIP – BUS DRIVER

Under Actions, click Add Timesheet.

EMPLOYEE [Redacted] Submit

Actions WEEKLY SUBMIT / APPROVE 02/03/2019 - 02/09/2019 TOTAL + 5.75 PAID + 5.75

Add Timesheet

Move Timesheet Events

MON February 04, 2019

LOCATION: District Office JOB TYPE: Bus Driver DUE: 02/11/2019 STATUS: Pending

Select date of field trip.

Select the type of field trip, academic or athletic, then click OK.

Add Timesheets

Dates: Mon, February 04, 2019

Location/Job Types: District Office - Athletic Field Trip

Cancel OK

Enter **IN** (start time), **OUT** (stop time), and brief description of the field trip in either place indicated below. Click **Save Changes**.

EMPLOYEE **Bruder, Suzanne** Submit

WEEKLY SUBMIT / APPROVE 02/03/2019 - 02/09/2019 TOTAL + 11.75 PAID + 11.75 Cancel All Changes Save Changes

FIELD TRIP ENTRY Expand All Collapse All

MON February 04, 2019 Total + 11.75 Paid + 11.75 Delete Timesheet

LOCATION **District Office** JOB TYPE **Athletic Field Trip** DUE **02/11/2019** STATUS **Pending** Add New Event

TIME EVENTS	IN	OUT	Total	Paid
TIME ENTRY	04:30 PM	10:30 PM	+ 6.00	+ 6.00

Insert Comment

HS Boys Basketball at TV

TIMESHEET COMMENT

HS Boys Basketball at Tusky Valley + 6.00 + 6.00

EDITING AND DELETING TIME

To edit time that you have manually entered, click on the time or click the **pencil icon**.

TIME EVENTS Clock In Clock out

Shift 11:00 AM 12:00 PM Add New Event

To delete time you have manually entered, click the **trash can icon**.

TIME EVENTS Clock In Clock out

Shift 11:00 AM 12:00 PM Add New Event

COMMENTING


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

TIME EVENTS Clock In Clock out

Shift 11:00 AM 12:00 PM Add New Event

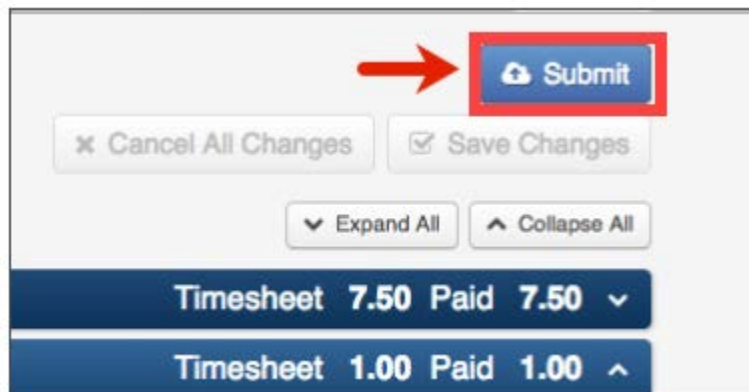
You can also comment on the entire timesheet using the large 'Timesheet Comment' section located underneath the time events section. **Don't forget to save any changes!**

TIMESHEET COMMENT



SUBMITTING YOUR TIMESHEET FOR APPROVAL

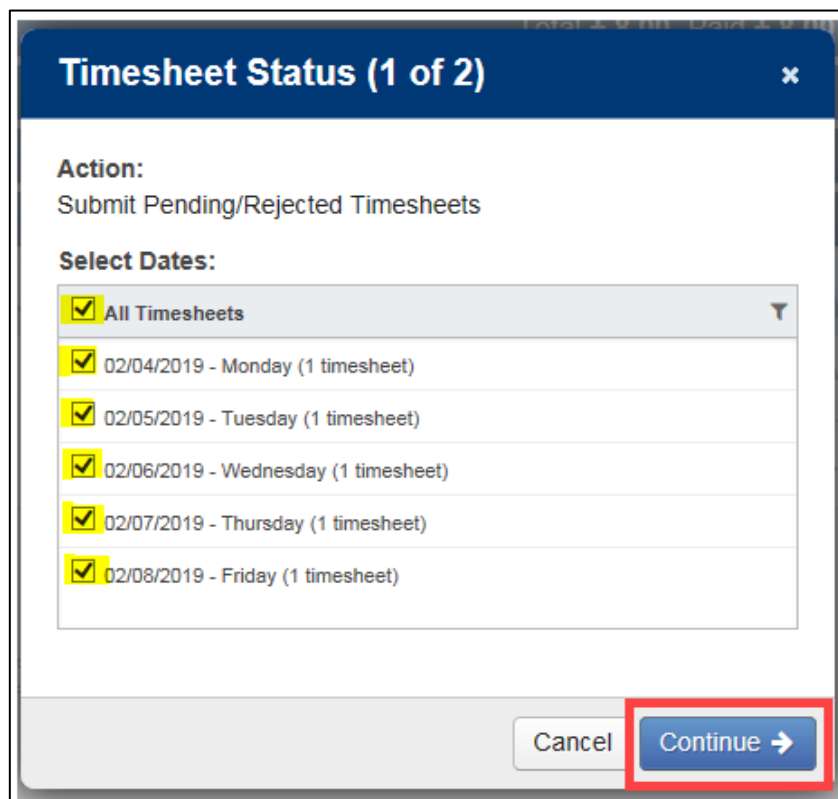
At the end of your work week, you are **REQUIRED** to submit your timesheet for approval. To do this, click the blue **Submit** button at the top right corner of your timesheet.



Timesheet 7.50 Paid 7.50 v

Timesheet 1.00 Paid 1.00 ^

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**. You can also do a similar action when reverting timesheets.



Timesheet Status (1 of 2) x

Action:
Submit Pending/Rejected Timesheets

Select Dates:

- All Timesheets
- 02/04/2019 - Monday (1 timesheet)
- 02/05/2019 - Tuesday (1 timesheet)
- 02/06/2019 - Wednesday (1 timesheet)
- 02/07/2019 - Thursday (1 timesheet)
- 02/08/2019 - Friday (1 timesheet)

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

Timesheet Status (2 of 2) [x]

Action:
Submit Pending/Rejected Timesheets

Comments:

I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

← Back Cancel **Submit Timesheets**

FRONTLINE TIMESHEETS MUST BE COMPLETED AND SUBMITTED BY MIDNIGHT EACH SATURDAY.



Payroll Department
330-683-9620