



Time & Attendance for Aesop®
Easiest to implement. Easiest to use.

VeriTime Release Notes

April 2, 2013



397 Eagleview Boulevard
Exton, Pennsylvania 19341

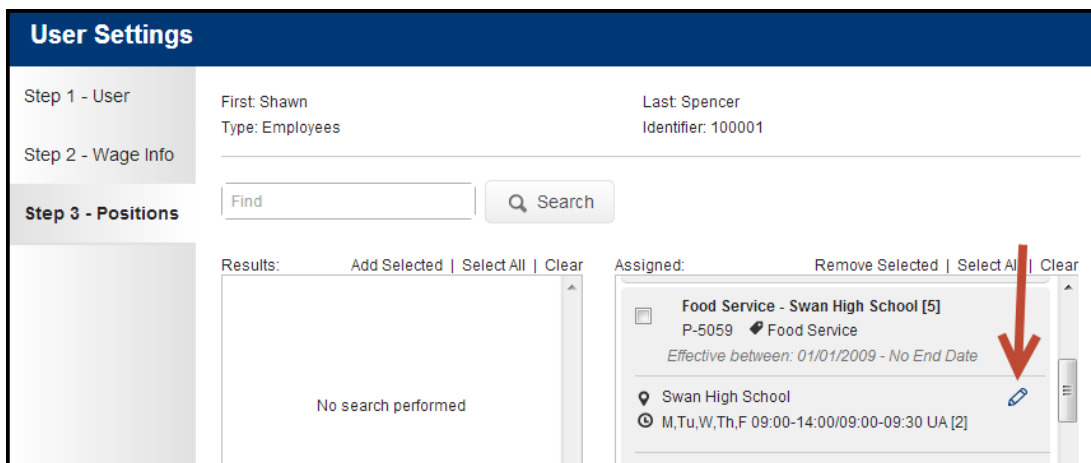
1 Summary

On Tuesday, April 2, 2013, we will release several new features and enhancements to VeriTime. Please read this document carefully, as there are some new features that you might find very useful. We continue to look for your feedback so that we can make VeriTime better with each release that we deliver.

2 Major New Features

2.1 User Settings Update, Phase 2

On March 19, we released the first update to the User Settings page that allows you to view and change which positions a user is assigned to. In Phase 2, you will also be able to change the location, job, and accounting code for a position for a user directly from the User Settings page.



User Settings

Step 1 - User
First: Shawn
Type: Employees
Last: Spencer
Identifier: 100001

Step 2 - Wage Info

Step 3 - Positions

Find Search

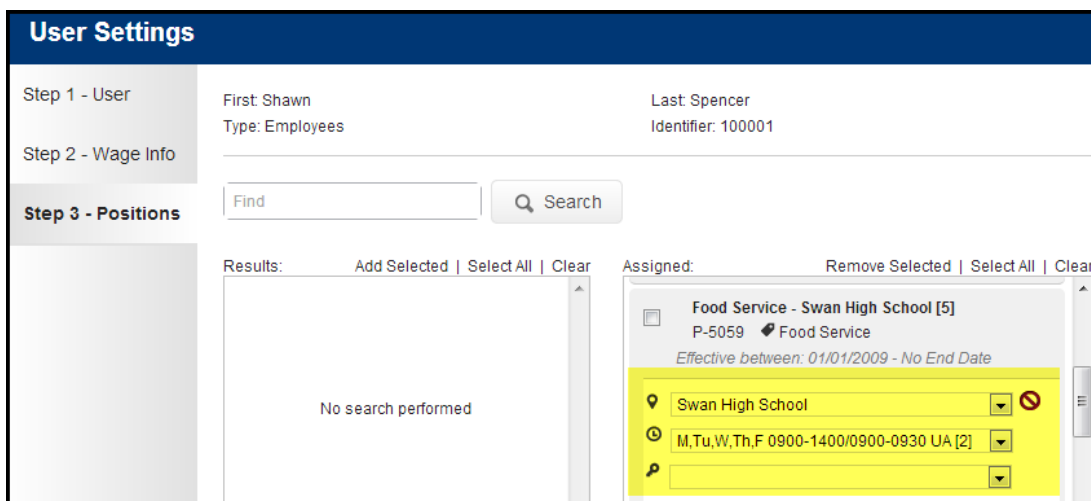
Results: Add Selected | Select All | Clear

No search performed

Assigned: Remove Selected | Select All | Clear

☐ Food Service - Swan High School [5]
P-5059 Food Service
Effective between: 01/01/2009 - No End Date

Swan High School
M,Tu,W,Th,F 09:00-14:00/09:00-09:30 UA [2]



User Settings

Step 1 - User
First: Shawn
Type: Employees
Last: Spencer
Identifier: 100001

Step 2 - Wage Info

Step 3 - Positions

Find Search

Results: Add Selected | Select All | Clear

No search performed

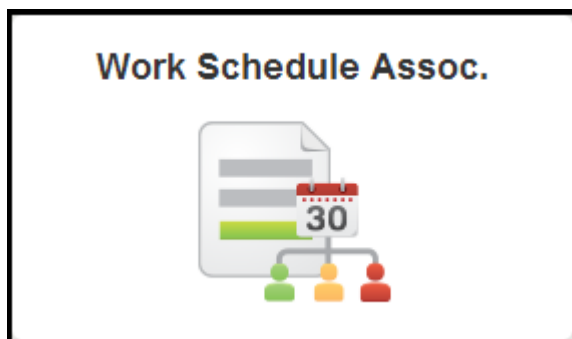
Assigned: Remove Selected | Select All | Clear

☐ Food Service - Swan High School [5]
P-5059 Food Service
Effective between: 01/01/2009 - No End Date

Swan High School
M,Tu,W,Th,F 0900-1400/0900-0930 UA [2]

2.2 New Report: Work Schedule Association

You are now able to view which employees are associated to a Work Schedule via a special report or Quick Links.



Spencer, Shawn (100001) ◊
03/30/2013 - 04/12/2013


	M	Tu	W
Swan High School ◊ - Food Service ◊			
Position: Food Service - Swan High School ◊			
Work Schedule:			
Swan High School ◊ - Food Service ◊	Reg: 09:00 AM-02:00 PM	Reg: 09:00 AM-02:00 PM	Reg: 09:00 AM-02:00 PM
Position: Food Service - Swan High School [5] ◊	Break: 09:00 AM-09:30 AM	Break: 09:00 AM-09:30 AM	Break: 09:00 AM-09:30 AM
Work Schedule: M,Tu,W,Th,F 09:00-14:00/09:00-09:30 UA [2] ◊			


View/Edit WorkSchedule

Associated Users


Work Schedule Association

Range:


03/30/2013 


04/12/2013 


 Search


M, Tu, W, Th, F 09:00-14:00/09:00-09:30 UA [2] 


01/01/2009 - No End Date




Food Service - Nye Academy [3] 


Full Name	Identifier	Start Date	End Date
Tyler, Steven 	100012	07/30/2010	02/23/2013


Food Service - Pearl High School [5] 

Full Name	Identifier	Start Date	End Date
Lassiter, Carlton 	100003	01/17/2012	No End Date

Food Service - Swan High School [5] 

Full Name	Identifier	Start Date	End Date
Spencer, Shawn 	100001	07/30/2010	03/04/2012
Spencer, Shawn 	100001	03/05/2012	No End Date
Lassiter, Carlton 	100003	07/30/2010	01/16/2012

Food Service - Tempest Secondary [2] 

Full Name	Identifier	Start Date	End Date
Lannister, Jaime 	100007	07/30/2010	No End Date

2.3 New Report: Staff Group Association

This report allows you to see all Staff Group Profiles and the users associated to those profiles. This helps you verify that employees are assigned to appropriate Profiles and, therefore, are associated to the proper payroll rules.

Staff Group Association

Range:

03/30/2013

04/12/2013

Staff Group Name:

Q Search

CS Test District - Dharma School District Employee Contract

Description: CS Test District - Dharma School District Employee Contract

01/01/2009 - No End Date

#regular 40 [1]

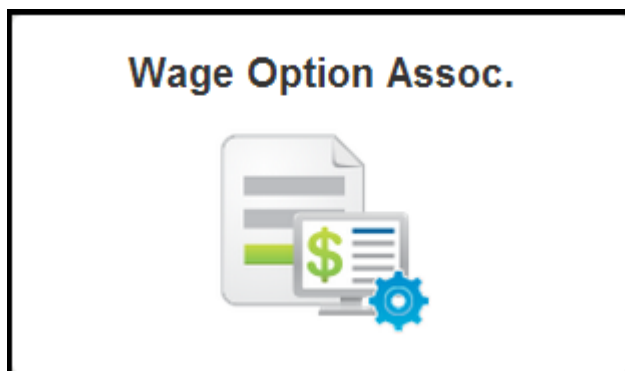
Full Name	Identifier	Start Date	End Date	Position
Kutcher, Ashton	AK4872	01/01/2009	No End Date	Bus Driver - Swan High School
Smith, Libby	10070	01/01/2009	No End Date	Bus Driver - Pearl High School

Food Service 35 [1]

Full Name	Identifier	Start Date	End Date	Position
America, Captain	CA0966	01/01/2009	No End Date	Food Service - Orchid Elementary
Busey, Gary	GBusey2001	01/01/2009	No End Date	Food Service - Swan High School
Carter, Sheriff	SCarter2002	09/22/2011	No End Date	Food Service - Swan High School [7]
Celek, Brent	100011	07/30/2010	No End Date	Food Service - Nye Academy [2]
Donovan, Zane	ZDonovan2008	01/01/2009	No End Date	Food Service - Orchid Elementary

2.4 New Report: Wage Option Association

For those districts using Wage Options (the old “Pay Codes” feature), this report allows you to view all of the users you have and the Wage Options to which they are associated.



Wage Option Association

Wage Option Name:

Custodian - Facility 1 ◊

Full Name	Identifier
Bering, Myka ◊	MBering2000
Deacon, Henry ◊	HDeacon2006
Fargo, Douglas ◊	DFargo2009
Grayston, Neil ◊	NGrayston2012

Custodian - Facility II ◊

Full Name	Identifier
Carter, Sheriff ◊	SCarter2002

Food Service - FS I ◊

Full Name	Identifier
America, Captain ◊	CA0966

2.5 New Report: Master Calendar Event Date Range

When entering a Master Calendar Event, you will be able to specify a date range instead of being restricted to entering single date events.

Master Calendar Events


Step 1 - Name

Step 2 - Details

Step 3 - Extra

Name: **Spring Break**
Type: **Holiday**

Description: **Spr**

Date:  From Time: To Time: [Multiple Days](#)

Options

Location



Job Family

Pay Option

Existing

Name: **Spring Break**
Type: **Holiday**

Description: **Spring Break**

Start Date:  End Date:  From Time: To Time: [Single Day](#)

3 Other New Features

3.1 Effective End Date Default Change

The default end date for all effective dating in VeriTime is 12/31/9999. Instead of showing a date so far in the future that it is not even real, we are changing the default end date to be “No End Date”.

Position Admin

Step 1 - Name Name: Custodian - Swan High School Description: Custodian - Swan High School - Multiple Users
Code: P-5089 Job Type: Custodian

Step 2 - Details

Step 3 - Users

Find ☐ Exclude Inactive

Results:

No search performed

Assigned:

EMPLOYEES	Start	End	
Carter, Sheriff (SCarter2002) <input type="button" value="+"/> <input type="button" value="-"/>	01/01/2009 <input type="button" value="Calendar"/>	No End Date <input type="button" value="Change"/> <input type="button" value="Delete"/>	
Francis, Jason (JF4321) <input type="button" value="+"/> <input type="button" value="-"/>	01/01/2009 <input type="button" value="Calendar"/>	03/22/2013 <input type="button" value="Calendar"/> <input type="button" value="No End Date"/>	
Dan, DJ (10022) <input type="button" value="+"/> <input type="button" value="-"/>	01/01/2009 <input type="button" value="Calendar"/>	No End Date <input type="button" value="Change"/> <input type="button" value="Delete"/>	

3.2 Approve Timesheet from Within Timesheet

When viewing a specific user's timesheet, you will be able to Approve, Reject, or Reset the timesheets for that user for that week from the Timesheet itself. This feature can only be accessed by first going to the Timesheet Review screen and then clicking on the Timesheet icon.

Timesheet

Approve, Reject or Reset

VeriTime Timesheets Raggedy Ann

Range 03/17/2013 - 03/23/2013 Hours 22:00 Paid 22:00

MAR 18 **March 18, 2013 - Timesheet: 04:00, Paid: 04:00**

Tempest Secondary - Maintenance Status:

Type	From	To	Duration	Comments
Break	08:00 AM	08:30 AM	00:30	Paid: No
Regular Work	08:30 AM	01:00 PM	04:30	

3.3 Payroll Review Interface ID

The Payroll Review report now has the ability to be translated into the Interface ID concept.

Payroll Review

Range: 03/17/2013 03/30/2013

User:

Search

User Types: Employees
Substitutes

Display Format: ☒ Time ☐ Decimal

Job Types: Activity Run
Aide
AM Run
Bus Driver
Car Run
Class Cover/Cover for Employee Absence
Class Cover/EP Meeting
Class Cover/Other
Clerk
Custodian

Wage Codes: REGULAR
GAP
OT15
OT20
SICK
VACATION
PERSONAL
HOLIDAY_PAID
HOLIDAY_WORK10
HOLIDAY_WORK15

Group By: ☒ Wage Code ☐ Interface Id

User	User Type	Job Type	Wage Code	Wage Duration	Total Duration
America, Captain (CA0966)	Employees	Food Service	REGULAR	51:30	51:30
			OT15	02:00	02:00
			HOLIDAY_PAID *	10:30	10:30
Ann, Raggedy (RA5166)	Employees	Maintenance	REGULAR	31:30	31:30
			HOLIDAY_PAID *	04:30	04:30
Austen, Kate (10051)	Employees	Playground Duty	REGULAR	50:30	50:30
			HOLIDAY_PAID *	09:30	09:30
Bauer, Jack (JB8366)	Employees	Maintenance	REGULAR	48:30	48:30
			HOLIDAY_PAID *	07:30	07:30

Payroll Review

Range: 03/17/2013 to 03/30/2013
User:
Search

User Types: Employees, Substitutes
Display Format: ☒ Time, ☐ Decimal

Job Types: Activity Run, Aide, AM Run, Bus Driver, Car Run, Class Cover/Cover for Employee Absence, Class Cover/IEP Meeting, Class Cover/Other, Clerk, Custodian

Wage Codes: REGULAR, GAP, OT15, OT20, SICK, VACATION, PERSONAL, HOLIDAY_PAID, HOLIDAY_WORK10, HOLIDAY_WORK15

Group By: ☐ Wage Code, ☒ Interface ID

User	User Type	Job Type	Interface ID	Wage Duration	Total Duration
America, Captain (CA0966)	Employees	Food Service	Overtime	02:00	02:00
			Regular	51:30	51:30
			Regular *	10:30	10:30
Ann, Raggedy (RA5166)	Employees	Maintenance	Regular	31:30	31:30
			Regular *	04:30	04:30
Austen, Kate (10051)	Employees	Playground Duty	Regular	50:30	50:30
			Regular *	09:30	09:30
Bauer, Jack (JB8366)	Employees	Maintenance	Regular	48:30	48:30
			Regular *	07:30	07:30

3.4 Master Calendar Events, Show Day of Week

When looking at single date events in Master Calendar Events, you will be able to view the Day of Week.

Master Calendar Events

Step 1 - Name

Name: Good Friday
Description: Good Friday

Type: Holiday

Dates

☐ New from None

☒ Friday, 03/29/2013 12:00 AM - 03/30/2013 12:00 AM

4 Client Feedback

Your feedback is one of the most important factors that will shape the growth of VeriTime! We will continue to work with you on identifying and enhancing VeriTime based on your input, so keep the feedback coming.

5 Customer Impact

If you would like assistance or additional training regarding the new features delivered in this release, please feel free to contact the VeriTime Client Services team. This release is scheduled to go into production on the evening of Tuesday, April 2 with no downtime.