



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

VeriTime Release Notes

April 16, 2013



397 Eagleview Boulevard
Exton, Pennsylvania 19341

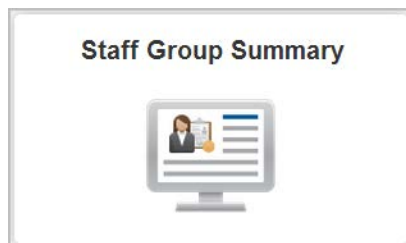
1 Summary

On Tuesday, April 16, 2013, we released 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 New Features

2.1 New Report: Staff Group Summary

This report shows you all of your Staff Groups and all of the details of each Staff Group Profile, including the Rounding Rule, included Job Families, included Event Types, Leave Reason and Master Calendar Event pay behavior, and Pay Rules/Options.



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]

Rounding Rule:

Round To Nearest Quarter Hour

Job Families:

Bus Driver ◊ , Custodian ◊ , Grounds ◊ , Maintenance ◊ , PCA ◊ , Playground Duty ◊ , Regular Route ◊ , Secretary ◊

Event Types:

Clock In/Out ◊ , Unpaid Break ◊

Leave Reasons:

Leave Reason	Is Paid	Overtime Rule
Dharma School District ◊ - Athletics	Paid	Applied to OT
Dharma School District ◊ - Bereavement	Paid	Applied to OT
Dharma School District ◊ - Disney Day	Paid	Not applied to OT
Dharma School District ◊ - Dock/Leave w/o Pay	Paid	Not applied to OT
Dharma School District ◊ - FMLA Paid	Paid	Not applied to OT
Dharma School District ◊ - Free Day	Paid	Not applied to OT
Dharma School District ◊ - Jury Duty	Paid	Applied to OT
Dharma School District ◊ - Military Leave	Paid	Not applied to OT
Dharma School District ◊ - Personal MYOB	Paid	Applied to OT
Dharma School District ◊ - Professional Dev.	Paid	Applied to OT
Dharma School District ◊ - Sick	Paid	Not applied to OT
Dharma School District ◊ - Sick and Tired	Paid	Not applied to OT
Dharma School District ◊ - Sick Family	Paid	Not applied to OT
Dharma School District ◊ - Subpoena	Paid	Applied to OT
Dharma School District ◊ - Vacation	Paid	Applied to OT
Any leave reasons NOT shown are considered 'NOT paid' and 'NOT applied to overtime'.		

Master Calendar Types:

Master Calendar Event Type	Overtime Rule
No master calendar types found. All are considered 'NOT applied to overtime'.	

Rules:

Rule	Details
Weekly Overtime	Starts After: 40:00
Mandatory Overtime	Sunday

2.2 New Report: Health Care Qualification

Disclaimer None of the following statements about item 2.2 is to be considered legal advice.

The Affordable Care Act (ACA) states that employees that work an average of 30 hours a week are eligible for Health Benefits. In order to quickly assess what a user's average hours are over a district-defined period of time, we built the Health Care Qualification report. This report is access via the "User Settings" feature in the "Configure" tab.



User Settings					
<input type="text" value="spencer"/> <input type="button" value="Search"/>					
Find: "spencer"		2 rows were found			
Actions	Last Name	First Name	Identifier	User Type	Status
	Spencer ○	Frank	100005	Employees	Aesop: Active VeriTime: Active
	Spencer ○	Shawn	100001	Employees	Aesop: Active VeriTime: Active

Health Care Qualification Report		
Range:	Display Format:	
<input type="text" value="10/21/2012"/> <input type="text" value="04/13/2013"/>	<input checked="" type="radio"/> Time <input type="radio"/> Decimal	<input type="button" value="Search"/>
<div> <div>Spencer, Frank ○</div> <div>AVERAGE HRS 23:23</div> <div>WEEKS 25</div> </div>		
Job Type	Average Hours	Weeks
Food Service ○	23:23 Hrs	25 Weeks

2.3 Link to VeriTime from Aesop General Information page

For convenience, you may now access a user's VeriTime Settings directly from their Aesop General Information page.

Employee: Spencer, Frank

General Information

Last Update: 3/19/2012 3:20:00 PM

[Login to Web Site](#) | [Veritime Settings](#)

Remove
Edit
Apply Changes
Cancel

2.4 View Aesop times within employee's VeriTime settings page

When setting up or maintaining an employee's schedules/positions in VeriTime, you can now easily reference their Aesop time information to be sure they all match.

User Settings
×

Step 1 - User

Step 2 - Wage Info

Step 3 - Positions

First: Frank
Type: Employees

Last: Spencer
Identifier: 100005

View Aesop Details

Work Shift: 09:00 AM - 02:00 PM
Break: 11:00 AM - 11:15 AM
Hrs Per Day: 05:00

☒ Active In VeriTime

Settings

Available

☐ Clock On Portal

☐ Timesheet On Portal

☐ Does Not Accrue Comp Time

☐ Approve Timesheets

☐ Email - Timesheets Require Submission

☐ Email - Timesheet Approved

Add Selected
↑
↓

Assigned

☐ Auto Submit Timesheets

☐ View Work Detail Report

☐ View Users Schedule

☐ Include In Payroll Extract

☐ Auto Populate Scheduled Hours

Remove Selected
↑
↓

Remove from VeriTime
Next

2.5 Leave Balance Report for Employees

For those districts using VeriTime's Comp Time feature, this feature allows you to give an employee access to their hourly Comp Time balance within VeriTime.

User Settings

Step 1 - User

First: PETER
Type: Employees

Last: ASTRAN
Identifier: 95847

View Aesop Details

Step 2 - Wage Info

Step 3 - Positions

☒ Active In VeriTime

Settings

Available

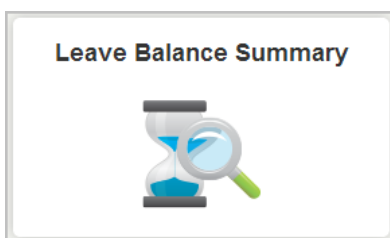
☐ Does Not Accrue Comp Time
☐ Approve Timesheets
☐ Email - Timesheets Require Submission
☐ Email - Timesheet Approved
☐ Email - Timesheet Rejected
☐ Email - Overtime Crossed

Add Selected

Assigned

☐ View Work Detail Report
☐ View Users Schedule
☐ Include In Payroll Extract
☐ Auto Populate Scheduled Hours
☐ View Leave Balance Summary

Remove Selected



Leave Balance Summary

Leave Reasons

VeriTime Demo School - Comp Time

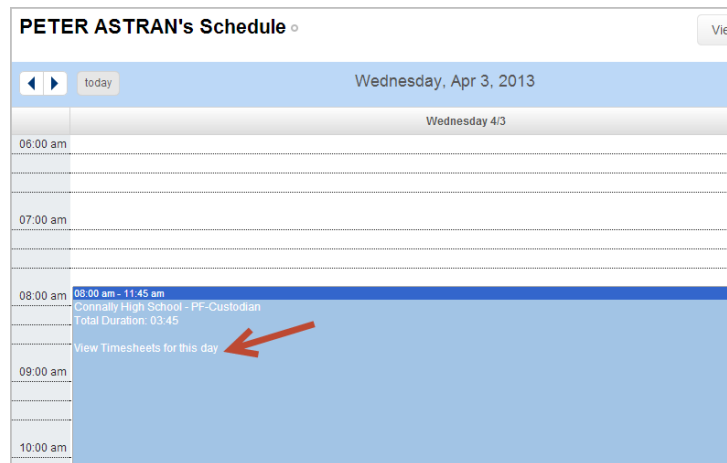
Display Format:

☒ Time
☐ Decimal

User	Leave Reason	Current Balance
ASTRAN, PETER (95847) ◯	VeriTime Demo School - Comp Time	+116:08

2.6 Link to Timesheet from user's schedule

When you go to view a user's Schedule, there is now a link that will take you to the user's timesheets for that day.



3 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.

4 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.