



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

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## VeriTime Release Notes

**April 27, 2013**



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Exton, Pennsylvania 19341

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## 1 Summary

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On Saturday, April 27, 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 New Features

### 2.1 Timesheets – Highlight Time Entries that overlap absences or Master Calendar Events

When times populate a User's timesheet and those times overlap and absence or Master Calendar Event, you will see a new warning icon next to that entry.



Range 02/10/2013 - 02/16/2013 Hours 49:45 Paid 49:45

**February 14, 2013 - Timesheet: 09:45, Paid: 09:45**

**Connally High School - PF-Custodian**

Type	From	To	Duration	Comments
Regular Work	08:00 AM	11:45 AM	03:45	
Break	11:45 AM	12:00 PM	00:15	Paid: No
Holiday	12:15 PM	04:00 PM	03:45	Type: Holiday, Paid: Yes, Name: holiday

**Events**

Daily Shift Clock-In 08:00 AM Clock-Out 11:45 AM

Daily Shift → Clock-In **01:00 PM** Clock-Out **02:00 PM**

**Clock times overlap the Holiday**

### 2.2 Assign Job Types to Vacancy Profiles

If subs use VeriTime, they may be set up to inherit the Job Type of the employee for whom they are replacing. If the sub is filling in for a vacancy, the Vacancy Profile did not have the ability to have a Job Type associated to it. This feature allows you to designate VeriTime Job Types to Aesop Vacancy Profiles to fill that gap.



Vacancy Assignment	
Vacancy Profile	Job Type
Aide Floater ◯	Para Reg Education ▾
Extra Custodian ◯	Custodian PT ▾

### 2.3 Timesheet Approvals – Default to ‘Approve Selected’

When you select specific timesheets to be approved on the Timesheet Review page and then click on the “Approve, Reject, or Reset Timesheets” button, the option to ‘Approve Selected’ will be defaulted for you.

**Timesheet Review**

Range: 03/24/2013 - 04/06/2013

Advanced Options

Search

1. Select records to be approved

2. Click the "Approve, Reject, or Reset..." button

3. 'Approve Selected' will be defaulted for you

**Timesheet Status**

Action: **Approve Selected** ▾

Comments:

Cancel Submit

User	Total Time	Net Difference	Status
Austen, Sha	14:00	-03:30	
Bell, Burton	38:30	-16:30	
Blake, Carlton	56:00	-24:00	
Carlyle, Henry	42:00	-18:00	

Displaying 1 - 10 (Total: 25)

## 2.4 Updated 'Staff Groups', 'Position Admin', and 'Work Schedules' to have an "Effective As Of" feature to limit the visible records (exclude expired records)

When searching these reports, you may want to exclude any records that have an expiration date prior to today's date. The new filter automatically excludes expired records, but you can adjust the date into the past to include records that have already expired.

### Position Admin

Find: ""

Effective As Of: 04/24/2013

Display

Actions	Name	Description	
+			
	Admin-Leave	Administration Leave Placeholder	A001
	Building Secretary - Masuk	Building Secretary - Masuk	BSM

## 2.5 New Report: Wage Option Summary

For those districts using the Wage Options feature (the old “Pay Codes” feature), this report will show you all of your Wage Options and the details nested within each Wage Option

**Wage Option Summary**  
Wage Option Name:

**Electrician-A-2**

Job Type: Nurse
Step: 1
Rate Type: Fixed
Pay Range: A

**Wage Code Assignments**

Wage Code	Custom Id	Custom Rate
REGULAR	Elect-HR	22.2800
GAP	Elect-HR	22.2800
OT15	Elect-OT	33.4200
OT20	Elect-DT	44.5600

**FH - Drama Teacher, Fixed, 42500, 1**

Job Type: Drama Teacher
Step: 1
Rate Type: Fixed
Pay Range: 42500

**Wage Code Assignments**

Wage Code	Custom Id	Custom Rate
REGULAR	Reg	-
GAP	Reg	-
OT15	OT1.5	-
SICK	Sick	-
VACATION	Vacation	-
PERSONAL	Personal	-
EXCEPTION_UNDER	Work Under Schedule	-
EXCEPTION_OVER	Work Over Schedule	-
HOLIDAY_UNPAID	Unpaid Holiday	-

## 2.6 Define kiosk timeout value

You now have the ability to set the time at which a kiosk times out after a user signs/scans in on a particular kiosk

**Kiosk Admin**  
   
Find: \* 3 rows were found

Actions	Name	Description	Timeout	Location Limits	Links
	Connally	Connally	10 seconds	Connally High School	
	Fawn Hollow Bus Shed	Bus Shed at Fawn Hollow	10 seconds	Fawn Hollow Elementary School	
	Stepney Elem	Stepney Elem	10 seconds	Stepney Elementary School	

## 2.7 Use Aesop Identifier as Barcode

Up until now, when using the Barcode Scanning feature in VeriTime, you had to use barcodes generated from VeriTime. If you already have your own barcodes in another system and the number for the barcode in that other system is an exact match to the user's Aesop Identifier, VeriTime can now use that Aesop Identifier as a VeriTime barcode. This feature requires that the Identifier is only used on a single, unique person in your district and that the user may only clock time for a single Job Type and Event Type.

## 3 Client Feedback

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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

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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 Saturday morning, April 27, 2013. The system may be unavailable between the hours of 6 AM and 10 AM.