



VeriTime[®]

Release Notes – February 23, 2013

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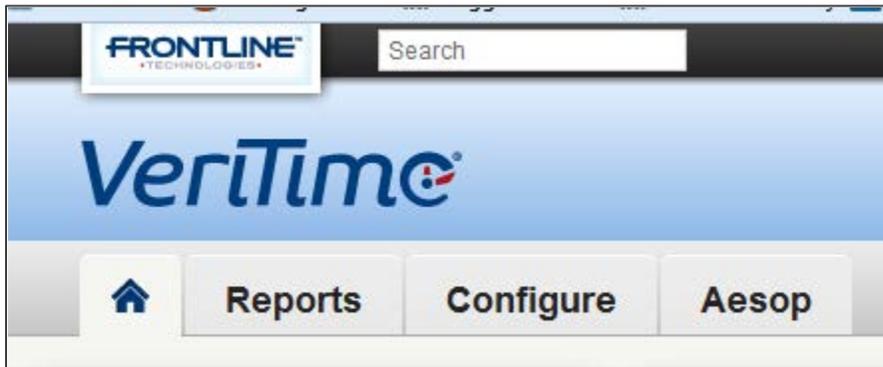
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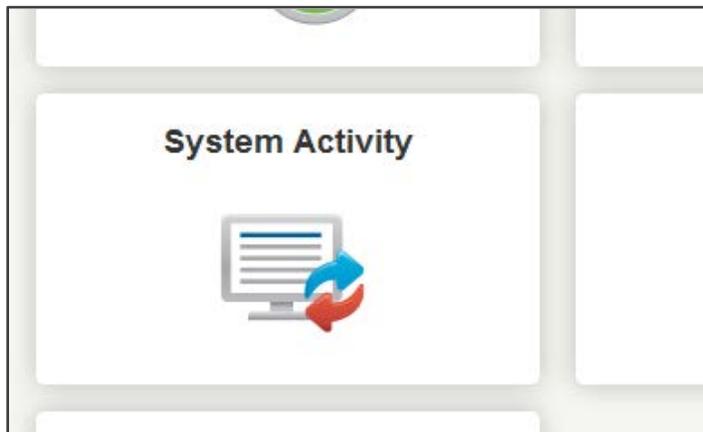
Logo and Tab

- New VeriTime logo
 - The icon in Aesop has been updated
 - The logo in the top left of VeriTime has been updated
- The “Back to Aesop” link has changed
 - A new tab called “Aesop” has been added to VeriTime. This link replaces clicking the Frontline logo in the top left.
 - The frontline logo in the top left has been updated to go to FrontlineTechnologies.com in a new window.



System Activity

- A new icon will display to the left of the user's login name when the system is processing records behind the scenes. Clicking the icon, will pop up the System Activity window.
- System Activity web page was added
 - This page displays the last 50 background processes that ran for the org sorted by the most recent update. These processes include:
 - Nightly Job – Add Timesheets
 - Nightly Job – Auto-Populate Timesheets
 - Nightly Job – Auto-Submit Timesheets
 - Nightly Job – Build Timesheet Date Ranges
 - Nightly Job – Tacit Approval (not currently in use)
 - Nightly Job – End of Weekly Payroll (for exception pay and comp time)
 - VeriTime Visibility Transfer from Aesop (this only happens when VeriTime is first enabled)
 - Master Calendar Event (inserts, updates, deletes)
 - Staff Group (inserts, updates, deletes)
 - Position (inserts, updates, deletes)
 - Work Schedule (inserts, updates, deletes)
 - Wage Code Assignment for Comp Time
 - Manual Payroll Recalculation (from the customer support website)
 - If a Staff Group has been updated, the system will rebuild payroll for up to the last 45 days and any time in the future.
 - If a Position, Work Schedule, Master Calendar Event, or Absence has changed the system will rebuild the schedule for a user based on the time constraints of the change.





[Home](#)
[Reports](#)
[Configure](#)
[Aesop](#)

System Activity

Date	Activity	Status	Initiated By	Run Time
01/28/2013	Position Change	Complete	System	Start: 09:34:42 AM End: 09:34:43 AM Total: 00:00:01
01/28/2013	Staff Group Change	Complete	System	Start: 09:33:46 AM End: 09:33:47 AM Total: 00:00:00
01/28/2013	Insert Timesheets	Complete	System	Start: 12:38:57 AM End: 12:39:31 AM Total: 00:00:33

Schedule Sync between Aesop and VeriTime

- The schedule sync and break sync features between Aesop and VeriTime have been removed.

Schedule

[View Schedule](#)

Break 

Start Time: End Time:

** For more information [click here](#) **

VeriTime Visibility

Timesheet Approval: 

Auto Deduct

Auto Deduct Time

Default To Organization
 Customize

Rule:

Duration:

Paid Duration Over:

** For more information [click here](#) **

Job Families

A job family is a collection of related job types. (for example// Job Family “Custodial Staff”, may represent Custodian Supervisor, Night Custodian, Junior Custodian, and so forth).

- The Job Families web page was added
 - This web page allows the administration of job families which will contain groups of job types. The grid of job families also displays the current staff group, term, and profile that each row it a part of. Staff Groups will be explained later.



Navigation: Home | Reports | **Configure** | Aesop

Job Families

Find: Search

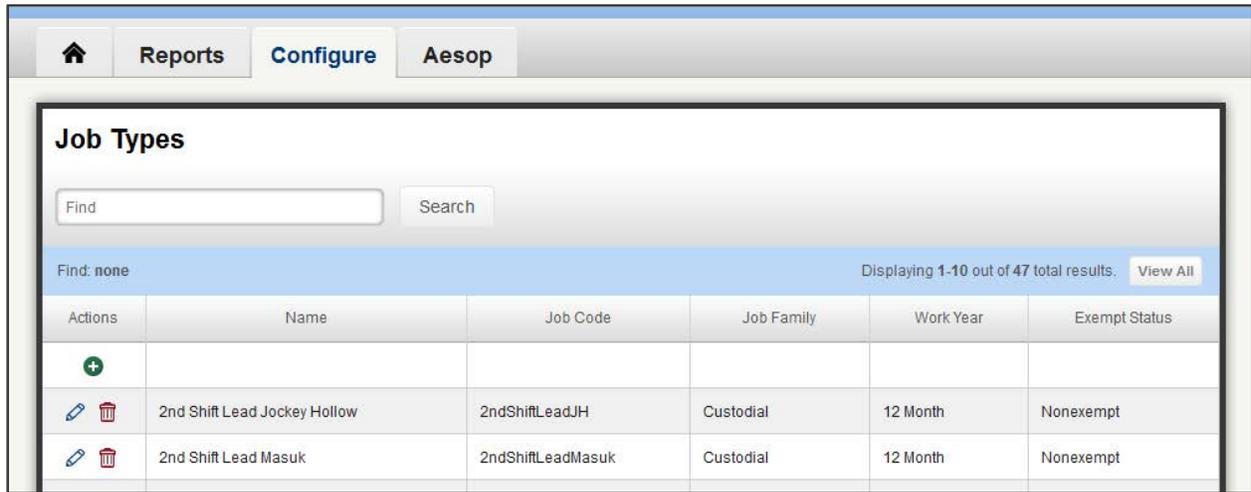
Find: none Displaying 1-10 out of 15 total results. [View All](#)

Actions	Name	Current Profile Rule
	Administrators	None
	Custodial	Staff Group: Security & Maintenance Term: 07/01/2011 - 06/30/2014 Profile: Maintenance

Job Types

A job type is a label identifying a specific kind of work within the school district and can be defined within the district budget as well as within labor contracts and pay ranges. Job types are applied to positions. An employee can work one or more job types.

- The Job Types web page has been updated
 - The External Id field has been renamed “Job Code”
 - Job Family and Work Year have been added to the grid. The Work Year is a predefined list of working days for a position. Job Family is a required field.



The screenshot shows the 'Job Types' web page interface. At the top, there are navigation tabs: Home, Reports, Configure, and Aesop. Below the tabs is a search bar with a 'Find' input field and a 'Search' button. The search results show 'Find: none' and 'Displaying 1-10 out of 47 total results.' with a 'View All' button. The main content is a table with the following columns: Actions, Name, Job Code, Job Family, Work Year, and Exempt Status. The table contains two rows of job type data.

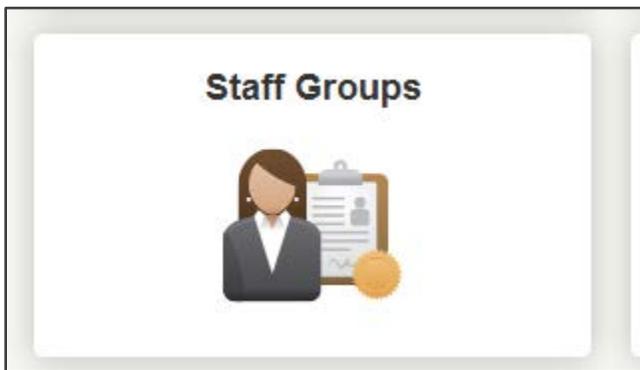
Actions	Name	Job Code	Job Family	Work Year	Exempt Status
					
 	2nd Shift Lead Jockey Hollow	2ndShiftLeadJH	Custodial	12 Month	Nonexempt
 	2nd Shift Lead Masuk	2ndShiftLeadMasuk	Custodial	12 Month	Nonexempt

Staff Groups

A staff group represents district employee policies and/or employee/labor contracts. The staff group has an effective date (Term), which typically refers to the effective date of a Collective Bargaining Agreement, for example. The staff group is a collection of payroll rule profiles.

Note: When naming staff groups, do not be cryptic. Use terminology that is easy to reference and is reflective of your districts employee policies or labor contracts.

- The Staff Groups web page was added
 - This web page allows an administrator to build configurations that match the collective bargaining agreements that districts have with different bargaining units.



Staff Groups		
<input type="text" value="Find"/> <input type="button" value="Search"/>		
Find: none 8 rows were found		
Actions	Name	Description
<input style="background-color: #27ae60; color: white; border: none; padding: 2px 5px; border-radius: 3px;" type="button" value="+"/>		
<input type="button" value="✎"/> <input type="button" value="🗑"/>	Food Service	SEIU Local #272
<input type="button" value="✎"/> <input type="button" value="🗑"/>	Information Technology	Information Technology Union #12

Staff Groups

Step 1 - Name

Name: Description:

Contract Terms

New from

07/01/2011 - 06/30/2014

Staff Groups

Step 1 - Name

Name: UPSEU - United Public Service Employees Union Description: UPSEU - United Public Service Employees Union

Step 2 - Terms

Start Date: End Date:

Profiles

New from

Librarian

Nurses

ParaProfessionals

Secretaries, Unit #42

Profile

A staff group profile represents the policies or payroll rules for a subset of employee classifications defined in a labor contract or district wide employee policy. The profile usually has a date term representing the date of the labor contract. A profile will represent one to many job families. A job family can only be represented by one profile or set of rules within a set date range.

- Each Staff Group has effective dates and one or more “profiles”. Each profile represents a difference in payroll expectations within a contract.

Staff Groups		
Step 1 - Name	Name: UPSEU - United Public Service Employees Union	Description: UPSEU - United Public Service Employees Union
Step 2 - Terms	Start Date: 07/01/2011	End Date: 06/30/2014
Step 3 - Profiles	Profile Name: Secretaries, Unit #42	Rounding Rule: No Rounding - Actual Time
Step 4 - Jobs	Rules	

Rounding Rules

Rounding Rule: No Rounding - Actual Time

- No Rounding - Actual Time
- Round Up To Next Quarter Hour
- Round Up To Next Half Hour
- Round Up To Next Hour
- Round Up To 10 Minute Increment
- Round Up To 5 Minute Increment
- Round Down To Next Quarter Hour
- Round Down To Next Half Hour
- Round Down To Next Hour
- Round Down To 10 Minute Increment
- Round Down To 5 Minute Increment
- Round To Nearest Quarter Hour
- Round To Nearest Half Hour
- Round To Nearest Hour
- Round To Nearest 10 Minute Increment
- Round To Nearest 5 Minute Increment
- Round Up To 6 Minute Increment
- Round Down To 6 Minute Increment
- Round To Nearest 6 Minute Increment

Payroll rules

- All of the existing payroll rules have been transferred to the new system. The full list is:

Weekly Overtime

- Specify time to start weekly OT

Step 3 - Profiles Profile Name: Secretaries, Unit #42 Rounding Rule: No Rounding - Actual Time

Rules

Available	Add Selected	Assigned	Remove Selected
<input type="checkbox"/> Daily Overtime		<input type="checkbox"/> Weekly Overtime	
<input type="checkbox"/> Weekly Double Time		Starts After: 40:00	
<input type="checkbox"/> Daily Double Time			

Daily Overtime

- Specify time to start daily OT

Step 3 - Profiles Profile Name: Secretaries, Unit #42 Rounding Rule: No Rounding - Actual Time

Rules

Available	Add Selected	Assigned	Remove Selected
<input type="checkbox"/> Weekly Double Time		<input type="checkbox"/> Daily Overtime	
<input type="checkbox"/> Daily Double Time		Starts After: 08:00	
<input type="checkbox"/> Mandatory Overtime			

Weekly Double Time

- Specify time to start weekly DT

Step 3 - Profiles Profile Name: Secretaries, Unit #42 Rounding Rule: No Rounding - Actual Time

Rules

Available	Add Selected	Assigned	Remove Selected
<input type="checkbox"/> Daily Double Time		<input type="checkbox"/> Weekly Double Time	
<input type="checkbox"/> Mandatory Overtime		Starts After: 50:00	
<input type="checkbox"/> Mandatory Double Time			

Daily Double Time

- Specify time to start daily DT

Step 3 - Profiles Profile Name: Secretaries, Unit #42 Rounding Rule: No Rounding - Actual Time

Rules

Available	Add Selected	Assigned	Remove Selected
<input type="checkbox"/> Mandatory Overtime		<input type="checkbox"/> Daily Double Time	
<input type="checkbox"/> Mandatory Double Time		Starts After: 12:00	
<input type="checkbox"/> Daily Overtime			

Mandatory Overtime

- Specify days that will be paid at OT

Step 3 - Profiles Profile Name: Secretaries, Unit #42 Rounding Rule: No Rounding - Actual Time

Rules

Available	Add Selected	Assigned	Remove Selected
<input type="checkbox"/> Mandatory Double Time		<input type="checkbox"/> Mandatory Overtime	
<input type="checkbox"/> Consecutive Day Overtime		<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday	
<input type="checkbox"/> Count Time Over Midnight Towards		<input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday	

Mandatory Double Time

- Specify days that will be paid at DT

Step 3 - Profiles Profile Name: Secretaries, Unit #42 Rounding Rule: No Rounding - Actual Time

Rules

Available	Add Selected	Assigned	Remove Selected
<input type="checkbox"/> Consecutive Day Overtime		<input type="checkbox"/> Mandatory Double Time	
<input type="checkbox"/> Count Time Over Midnight Towards Overtime		<input checked="" type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday	
		<input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	

Consecutive Day Overtime

- Force OT after a specific number of consecutive days
- Enforce a minimum number of hours in a week
- Enforce a minimum number of hours in a day
- Specify when double time starts on the consecutive day

Step 3 - Profiles Profile Name: Secretaries, Unit #42 Rounding Rule: No Rounding - Actual Time

Rules

Available	Add Selected	Assigned	Remove Selected
<input type="checkbox"/> Count Time Over Midnight Towards Overtime		<input type="checkbox"/> Consecutive Day Overtime	
<input type="checkbox"/> Count Daily Overtime Towards Weekly Overtime		Force Overtime on day <input type="text"/>	
<input type="checkbox"/> Exception Pay		Minimum Hours in a Week? <input type="text"/>	
<input type="checkbox"/> Swing Differential		Minimum Hours in a Day? <input type="text"/>	
		Force Double Time After? <input type="text"/>	

Count Time Over Midnight Towards Overtime

Step 3 - Profiles	Profile Name: Secretaries, Unit #42	Rounding Rule: No Rounding - Actual Time
Step 4 - Jobs	Rules	
Step 5 - Settings	Available	Assigned
	<input type="checkbox"/> Count Daily Overtime Towards Weekly Overtime	<input type="checkbox"/> Count Time Over Midnight Towards Overtime

Count Daily Overtime Towards Weekly Overtime

Step 3 - Profiles	Profile Name: Secretaries, Unit #42	Rounding Rule: No Rounding - Actual Time
Step 4 - Jobs	Rules	
Step 5 - Settings	Available	Assigned
	<input type="checkbox"/> Exception Pay	<input type="checkbox"/> Count Daily Overtime Towards Weekly Overtime
	<input type="checkbox"/> Swing Differential	

Exception Pay (NEW!!!)

Step 3 - Profiles	Profile Name: Secretaries, Unit #42	Rounding Rule: No Rounding - Actual Time
Step 4 - Jobs	Rules	
Step 5 - Settings	Available	Assigned
	<input type="checkbox"/> Swing Differential	<input type="checkbox"/> Exception Pay
	<input type="checkbox"/> Graveyard Differential	

Swing Differential (NEW!!!)

- Specify the time range for swing
- Enforce the shift starts within swing
- Include prior time up to an hour
- Include all contiguous time after swing

Step 3 - Profiles
Profile Name: Secretaries, Unit #42 Rounding Rule: No Rounding - Actual Time

Rules

Available	Add Selected	Assigned	Remove Selected
<input type="checkbox"/> Graveyard Differential		<input checked="" type="checkbox"/> Swing Differential	
<input type="checkbox"/> Holiday Worked		Starts After: 03:00 PM	
<input type="checkbox"/> Comp Time		Ends After: 10:30 PM	
<input type="checkbox"/> Weekly Overtime		<input type="checkbox"/> Include Prior Time Up To an Hour	
<input type="checkbox"/> Daily Overtime		<input type="checkbox"/> Include All Contiguous Time After Differential	
		<input type="checkbox"/> Shift Must Start Within Differential	

Graveyard Differential (NEW!!!)

- Specify the time range for graveyard
- Enforce the shift starts within graveyard
- Include prior time up to an hour
- Include all contiguous time after graveyard

Step 3 - Profiles
Profile Name: Secretaries, Unit #42 Rounding Rule: No Rounding - Actual Time

Rules

Available	Add Selected	Assigned	Remove Selected
<input type="checkbox"/> Holiday Worked		<input checked="" type="checkbox"/> Graveyard Differential	
<input type="checkbox"/> Comp Time		Starts After: 10:30 PM	
<input type="checkbox"/> Weekly Overtime		Ends After: 06:00 AM	
<input type="checkbox"/> Daily Overtime		<input type="checkbox"/> Include Prior Time Up To an Hour	
<input type="checkbox"/> Weekly Double Time		<input type="checkbox"/> Include All Contiguous Time After Differential	
		<input type="checkbox"/> Shift Must Start Within Differential	

Holiday Worked (NEW!!!)

- Specify the level of premium pay for time worked on a holiday

Step 3 - Profiles Profile Name: Secretaries, Unit #42 Rounding Rule: No Rounding - Actual Time

Rules

Available	Add Selected	Assigned	Remove Selected
<input type="checkbox"/> Comp Time	↑ =	<input type="checkbox"/> Holiday Worked	↑
<input type="checkbox"/> Weekly Overtime		Paid at: REGULAR	
<input type="checkbox"/> Daily Overtime		REGULAR	
<input type="checkbox"/> Weekly Double Time		OT15	
		OT20	

Comp Time (NEW!!!)

- Allow Gap Time not to be part of the Comp Time calculation

Step 3 - Profiles Profile Name: Secretaries, Unit #42 Rounding Rule: No Rounding - Actual Time

Rules

Available	Add Selected	Assigned	Remove Selected
<input type="checkbox"/> Weekly Overtime	↑ =	<input type="checkbox"/> Comp Time	↑
<input type="checkbox"/> Daily Overtime		<input type="checkbox"/> Don't Comp Gap Time	

Job Family Assignment

The job family allows VeriTime to associate job types to a defined set of payroll rules. This provides the ability to easily move employee's within job types and apply payroll rules based on job type rather than individual employees.

- For each profile, a minimum of one job family and event type must be specified

Staff Groups ✕

Step 1 - Name

Name: UPSEU - United Public Service Employees Union

Description: UPSEU - United Public Service Employees Union

Step 2 - Terms

Start Date: 07/01/2011
Profile Name: Secretaries, Unit #42

End Date: 06/30/2014

Step 3 - Profiles

Step 4 - Jobs

Job Families

- Administrators
- Custodial
- Facilities & Support Services
- Food Service
- Information Technology
- Librarian
- Nurses
- Paraprofessionals
- Secretaries
- Security

Event Types

- Daily Shift
- Daily Sign-in
- Lunch

Step 5 - Settings

Next

Absence Reason & Master Calendar Event Rules

- Specifying if an absence is paid and whether it applies to the overtime calculation is available on Step 5 along with specifying if paid master calendar events apply towards the overtime calculations.
- With staff groups being implemented, the old Payroll Profiles have been removed and the “Paid” and “Applies to Overtime Calc” columns have been removed from Aesop’s Absence Reason page.
- With the rounding rule functionality moving to staff groups it has been removed from the individual user’s settings.

Staff Groups



Step 1 - Name

Name: UPSEU - United Public Service Employees Union Description: UPSEU - United Public Service Employees Union

Step 2 - Terms

Start Date: 07/01/2011 End Date: 06/30/2014
Profile Name: Secretaries, Unit #42

Step 3 - Profiles

Step 4 - Jobs

Step 5 - Settings

Leave Reasons	Is Paid	Overtime Rule	Master Calendar Types	Overtime Rule
VeriTime Demo School - Bereavement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Holiday	<input type="checkbox"/>
VeriTime Demo School - Child Rearing	<input type="checkbox"/>	<input type="checkbox"/>	Days Off	<input type="checkbox"/>
VeriTime Demo School - Comp Time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Calamity	<input type="checkbox"/>
VeriTime Demo School - Education	<input type="checkbox"/>	<input type="checkbox"/>	Unscheduled Day	<input type="checkbox"/>
VeriTime Demo School - Extreme Per Hardship	<input type="checkbox"/>	<input type="checkbox"/>	Working Out of Office	<input type="checkbox"/>
VeriTime Demo School - Family Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
VeriTime Demo School - Floating Holiday	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
VeriTime Demo School - FMLA	<input type="checkbox"/>	<input type="checkbox"/>		
VeriTime Demo School - Jury Duty	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
VeriTime Demo School - Military Leave	<input type="checkbox"/>	<input type="checkbox"/>		

Final

Work Schedules

A work schedule is the definition of work and break time patterned for one week. (For example// 8am-5pm with an unpaid break from 12:15 pm – 1:15 pm on M, Tu, W & Th). This work schedule defines a work week of 32 hours. An auto-apply and duration can be assigned to a break. The auto-apply and duration specifies that the duration amount of the defined to and from in the break is to be automatically applied if the working time of the person exceeds what is defined in the duration field. Thus, automatically apply a 1 hour unpaid lunch break if the employee works more than 4 hours. In this situation, the employee does not need to clock-in or clock-out for lunch.

If auto-apply is not turned on for a break and the pay duration for that break is specified as “Unpaid Time”, the break will be reduced from the working schedule duration when shown for an employee. But, the employee must clock-in and clock-out for the break for it to actually reflect on their timesheet.

Note: When naming a work schedule, do not be cryptic. Create a name that is easy to understand and reference when viewing the list of Work Schedules. (Days of week, Schedule time/Break time).

The following is a recommended example:

- M,Tu,W,Th,F 07:00-14:30/10:15-10:45
- M,W,F 07:00-10:30, 14:30-17:00/No Break (Split shift)
- M,W,F 07:00-10:30, Tu,Th 08:00-11:30/No Break

Or

- 07:00-14:30/10:15-10:45 (M,Tu,W,Th,F)
- 07:00-10:30, 14:30-17:00/No Break -Split shift (M,W,F)
- 07:00-10:30/No Break (M,W,F) 08:00-11:30/No Break (Tu,Th)

- The Work Scheduled web page was added
 - In this web page an administrator sets up generic work schedules for groups of users. Each schedule has effective dates and can specify one or more shift times.
 - Each shift section can also have its own days of the week where it applies.
 - Breaks are specified within each shift.
 - Auto-apply (formally known as auto-deduct) is available on each break record with the same “time worked over” functionality that already exists in production.
 - With the auto-apply and break functionality moving to work schedules they have been removed from the individual user’s settings.



Home Reports **Configure** Aesop

Work Schedules

Find Search

Find: none Displaying 1-10 out of 24 total results. [View All](#)

Actions	Name	Description
+		
✎ ✖	30min Lunch	30min Lunch
✎ ✖	AM Bus Run (1a)	M,T,W,T,F 8:00am-9:30am

Work Schedule Wizard

Step 1 - Name

Name:

Description:

Date Ranges

New from

07/01/2011 - 06/30/2099

Step 2 - Shifts

Work Schedule Wizard



Step 1 - Name

Name: M,W,F 7:20am-11:45am / T, Th 12:15pm - 4:15pm

Description: M,W,F 7:20am-11:45am / T, Th 12:15pm - 4:15pm
(21.15Hrs)

Step 2 - Shifts

Start Date:

07/01/2011



End Date:

06/30/2099



Shift Start	Shift End	S	M	T	W	T	F	S
07:20 AM	11:45 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Break From	Break To
09:15 AM	09:30 AM

Rule
Does not affect paid time

Auto Apply
 03:00

Comment

Unpaid time



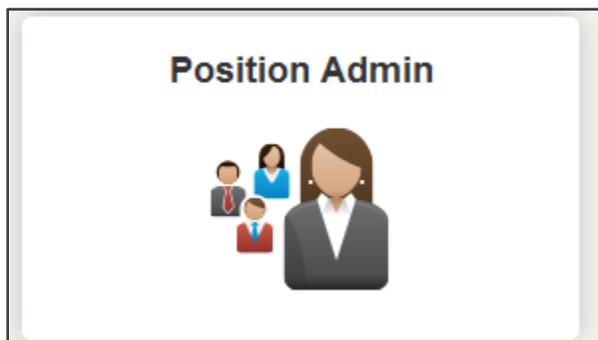
Position Administration

A position is a defined role within a school district which reflects a job type and can reflect budgeted FTE, Location, Work Schedule, Default Account Code and one to many assigned employees. Multiple combinations of (Locations, Work Schedules, Account Codes and FTE) can be assigned to a position definition.

The position is the hub of the wheel, so to speak. The position relates employee to a job type at a location with a work schedule and is to be applied to an account code and fulfills certain budgeted FTE's. A position can be for one employee or represent many employees. The position defines a needed role within the school district and employees are placed within that role.

Note: When naming a position, do not be cryptic. Create a name that is easy to understand and reference when viewing the list of Positions. Also, name the position that is easy to search on. Include the associated job type in the name. If the position is established for a specific location/facility, include the name of that location.

- The Position Admin web page was added
 - This web page will allow administrators to specify positions to be worked within a district. Each position is associated with a job type and has effective dates.
 - Within each position at least one location must be specified, all other features are optional, but specifying a work schedule is highly encouraged. Many of the new payroll features will be limited if a work schedule is not specified.
 - In Step 3, users are assigned to the position by effective date. This allows a user to have the same position at different times during a year.
 - With the introduction of positions, the location and job type area in the user settings web page has been removed. The “default job type” drop down has also been removed. Furthermore, VeriTime will no longer look at Aesop for an employee's locations.



Position Admin ✕

Step 1 - Name

Name: CH-Custodian 1st Shift
Code: CHCP1001

Description: Connally High School - Custodian Pool 1st Shift
Job Type: PF-Custodian

Step 2 - Details

Step 3 - Users

Start Date:

End Date:

Details

Location

- Central Office
- Connally High School
- Fawn Hollow Elementary School
- Jockey Hollow School
- Jockey Hollow STEM Program
- Masuk High School
- Monroe Elementary School
- Stepney Elementary School
- VeriTime Demo School

Existing Remove Selected

Connally High School
M-F, 8:00am-4:00pm (A) (37.5Hrs)

Details

Location

Work Schedule

- 30min Lunch
- AM Bus Run (1a)
- AM Bus Run (1b)
- AM Bus Run (2)
- Custodial 2nd Shift A
- Custodial 3rd Shift A
- M,W,F 720am-1145am / T, Th 1215pm - 415pm
- M,W,F 8am-1130pm
- M-F, 1000am-200pm (25Hrs)
- M-F, 1030am-200pm, No BK (17.5Hrs)
- M-F, 1130am-200pm (17.5Hrs)
- M-F, 330pm-500Pm
- M-F, 630am-230pm No L (40Hrs)
- M-F, 630am-330pm, 1Hr L
- M-F, 700am-230pm L (35Hrs)
- M-F, 700am-200pm (A)

Existing Remove Selected

Connally High School
M-F, 8:00am-4:00pm (A) (37.5Hrs)

Position Admin



Step 1 - Name

Name: CH-Custodian 1st Shift
Code: CHCP1001

Description: Connally High School - Custodian Pool 1st Shift
Job Type: PF-Custodian

Step 2 - Details

Step 3 - Users

Results: [Add Selected](#) | [Select All](#) | [Clear](#)

- SUBSTITUTES
Adams, Reggie (30804)
- EMPLOYEES
ASTRAN, PETER (95847)
- EMPLOYEES
Austen, Shawn (100001)
- SUBSTITUTES
Baker, James (10050)
- SUBSTITUTES
Baltic, Zoe (200001)
- SUBSTITUTES
Barnett, Bill (200002)
- EMPLOYEES
Bell, Burton (100002)
- EMPLOYEES
Blake, Carlton (100003)
- SUBSTITUTES

Assigned: [Remove Selected](#) | [Select All](#) | [Clear](#)

- EMPLOYEES
ASTRAN, PETER (95847)
Start: 01/01/2013 End: 06/30/2099
Start: 09/01/2012 End: 11/30/2012
- EMPLOYEES
Cone, Carin (62869)
Start: 01/01/2013 End: 12/31/9999
- EMPLOYEES
Grand, Susan (99019)
Start: 11/01/2012 End: 12/31/9999

Master Calendar Events

The master calendar is a collection of date/time physical events that apply to school districts activities, but also effect employee's schedules and how employees might get paid. The master calendar is a tool that allows an administrator to apply these events to a group of employees based on location and/or job family.

A master calendar event is a single school district activity that affects employee work schedules and how those employees are to be paid. This event is outside the norm of regularly scheduled school activities.

Note: When naming a calendar event, do not be cryptic. Create a name that is easy to understand and reference when viewing the list of calendar events. Include specific information that will let you easily identify what the event is for and what it does.

- The Master Calendar Events web page was added
 - This web page will allow administrators to specify holidays, days off, and calamities to shorten a user's working time for a day.
 - This page also supports two other specialty features: "Working Out Of Office" and "Unscheduled Day". Working Out Of Office is meant to pay individuals for time when they are not in the office and are not taking an absence. Unscheduled Day allows a day to be rescheduled to another day where some individuals may not be expected to work. This can happen on snow make-up days. If using Unscheduled Day, the administrator will be prompted to specify the day it is replacing.
 - Each master calendar event can apply to different groups of locations and job families. Each group can be separately marked as paid or unpaid.
 - With master calendar events being implemented all future closed days from Aesop will be removed from all VeriTime schedules.
 - The "View As Calendar" button displays the master calendar event dates in a calendar. Clicking the "View As Grid" returns the user to the grid for editing.



Master Calendar Events

View As Calendar

Find: none 9 rows were found

Actions	Name	Description
+		
	2013/01/23 - Snow Day	2013/01/23 - Late Start (Snow)
	ABS - Para 2013/01/11	Abbreviated School Day - 01/11/2013
	MLK	MLK - Food Service, Transportation, Secretaries

Master Calendar Events ✕

Step 1 - Name

Step 2 - Details

Step 3 - Extra

Name:

Description:

Type:

Holiday ▼

- Holiday
- Days Off
- Calamity
- Unscheduled Day
- Working Out of Office

New from ▼

01/01/2013 12:00 AM - 11:59 PM

Master Calendar Events ✕

Step 1 - Name

Name: **NewYears Day**

Type: **Holiday**

Description: **New Years Day**

Step 2 - Details

Date:

From Time:

To Time:

Step 3 - Extra

Options

Location

- All Locations
- Central Office
- Connally High School
- Fawn Hollow Elementary School
- Jockey Hollow School
- Jockey Hollow STEM Program
- Masuk High School
- Monroe Elementary School
- Stepney Elementary School
- VeriTime Demo School

Existing Remove Selected

All Locations
 All Job Families
 Adds to paid time

Next

Master Calendar Events ✕

Step 1 - Name

Name: **NewYears Day**

Type: **Holiday**

Description: **New Years Day**

Step 2 - Details

Date:

From Time:

To Time:

Step 3 - Extra

Options

Location

Job Family

- All Job Families
- Administrators
- Custodial
- Facilities & Support Services
- Food Service
- Information Technology
- Librarian
- Nurses
- Paraprofessionals
- Secretaries
- Security
- Teachers

Existing Remove Selected

All Locations
 All Job Families
 Adds to paid time

Next

<p>Options</p> <p>Location <input type="text"/></p> <p>Job Family <input type="text"/></p> <p>Pay Option <input type="text"/></p> <p>Adds to paid time Unpaid time</p>	<p>Existing Remove Selected</p> <div style="border: 1px solid gray; padding: 5px;"> <input type="checkbox"/> All Locations <input type="checkbox"/> All Job Families Adds to paid time </div>
---	---

Master Calendar Events ✕

Step 1 - Name	Name: NewYears Day	Description: New Years Day
Step 2 - Details	Type: Holiday	
Step 3 - Extra	No additional information is needed for this type of event	

Master Calendar Events View As Grid

◀ ▶ today January 2013
month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31 12:00 am - 11:59 pm New Years Eve	1 12:00 am - 11:59 pm NewYears Day	2	3	4	5
6	7	8	9	10	11 01:30 pm - 03:30 pm ABS - Para 2013/01/11	12
13	14	15	16 05:00 am - 11:00 am Snow Day	17	18 12:00 am - 11:59 pm MLK	19
20	21 12:00 am - 11:59 pm MLK - Jan 21 12:00 am - 11:59 pm MLK-Connolly High	22	23 07:00 am - 10:00 am 2013/01/23 - Snow Day	24	25	26

Holiday Event

The “Holiday” event redefines an employee’s working schedule as a Holiday and whether it is to be a paid or unpaid Holiday. If the time is identified as Holiday to be paid and that employee works on that day, then the payroll rule for Holiday Worked may apply.

Days Off

A “Days Off” event is for closed school days such as Christmas Vacation or Spring Break. The “Days Off” event can, also, be used for early school dismissal, where you can specify a specific time of 2:30 pm to 4:30 pm as the time for school closure and that employee’s schedules are adjusted accordingly.

Calamity

The “Calamity” event allows an administrator to apply time off to account for employees impacted by an unforeseen circumstance. (For example// Snow, Tornadoes, mold, power outages and so forth). The administrator can specify whether the employees can be paid or need to take unpaid time. If the time is defined as unpaid, the employee can still initiate a paid absence to compensate for the unforeseen time off.

Unscheduled Day

An “Unscheduled Day” event allows an administrator to reschedule a missed school day due to an unforeseen event, such as school closure due to snow, floods, mold and so forth. The event sets up a new day’s work schedule based on another days work schedule as a template. (For example// A school needs to makeup a snow day. School normally ends on June 15, but decides to extend to June 16. Work schedules for employees are mass created using June 9 as a template).

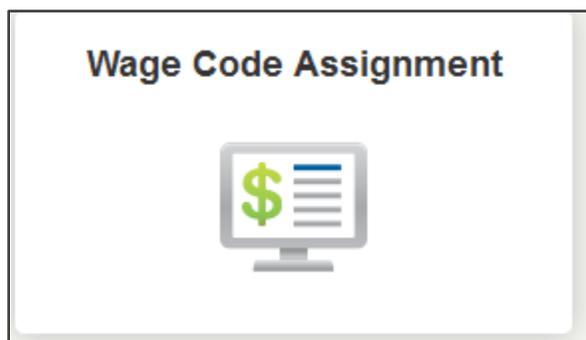
Working Out of Office

“Working out of Office” allows an administrator to clock in a set of employees who may be working offsite or at training. They are working, but do not have access to a kiosk to clock their time. Only applies to employees who are scheduled to work for that day.

Wage Codes

A wage code is a mechanism that allows VeriTime to communicate to a payroll system how an employee’s (work, leave, scheduled) time is to be compensated based on a defined set of payroll rules for the job that employee works.

- The Wage Code Assignment web page was added
 - This web page has two sections:
 - Classifications
 - This grid displays each wage code available in the system and allows an administrator to provide an Interface ID and whether the wage code should be an exception to the district. Exceptions are called out on the Timesheet Review web page. The Interface ID provides administrators a way to link their payroll system codes with VeriTime’s wage codes. Nothing on this grid is required for VeriTime to function.
 - Leave Reasons
 - This grid displays each leave reason available in Aesop and allows an administrator to link that wage reason to a wage code. Each reason must be linked to a wage code. If no code is specified, the system will use the wage code MISC_LEAVE for all absences.



Wage Code Assignment

Classifications ▼

Group	Code	Interface ID	Exception	
Wage	REGULAR	<input type="text" value="Regular"/>	<input type="checkbox"/>	Classifications
Wage	GAP	<input type="text" value="Regular"/>	<input type="checkbox"/>	Leave Reasons
Premium	OT15	<input type="text" value="OverTime1.5"/>	<input checked="" type="checkbox"/>	
Premium	OT20	<input type="text" value="OverTime2.0"/>	<input checked="" type="checkbox"/>	
Leave	SICK	<input type="text" value="Leave_ST"/>	<input type="checkbox"/>	
Leave	VACATION	<input type="text" value="Leave_ST"/>	<input type="checkbox"/>	
Leave	PERSONAL	<input type="text" value="Leave_ST"/>	<input type="checkbox"/>	
Leave	HOLIDAY_PAID	<input type="text" value="Leave_ST"/>	<input type="checkbox"/>	
Premium	HOLIDAY_WORK10	<input type="text" value="Regular"/>	<input checked="" type="checkbox"/>	
Premium	HOLIDAY_WORK15	<input type="text" value="OverTime1.5"/>	<input checked="" type="checkbox"/>	
Premium	HOLIDAY_WORK20	<input type="text" value="OverTime2.0"/>	<input checked="" type="checkbox"/>	
CompTime	CTE10	<input type="text" value="CompTime"/>	<input checked="" type="checkbox"/>	
CompTime	CTE15	<input type="text" value="CompTime"/>	<input checked="" type="checkbox"/>	
CompTime	CTE20	<input type="text" value="CompTime"/>	<input checked="" type="checkbox"/>	

❌ Cancel
💾 Save

The following wage code assignment to leave codes page is for the purpose of assigning Aesop defined Absence Reasons to VeriTime defined leave codes.

Rule: Only one Aesop absence reason can be assigned to CTT – Comp Time Taken.

When an absence reason is assigned to CTT, this initiates the synchronization of comp time balances between Aesop and VeriTime. When an absence reason is unassigned from CTT, the system zeroes out and resets the VeriTime comp time leave balances, as well as turns off balance synchronization between Aesop and VeriTime for comp time leave balances.

Districts have the ability define many varieties of absence reasons, but there typically are only a few set of HR defined Leave reasons that monitor balances. The leave type wage codes communicate to payroll or HR systems the hours related to the balance of a particular kind of HR Leave balance, such as sick, PTO, Vacation, Floating Holiday and so forth.

Wage Code Assignment

Leave Reasons ▼

Location - Leave Reason	Code
VeriTime Demo School - Bereavement	BEREAVE ▼
VeriTime Demo School - Child Rearing	MISC_LEAVE ▼
VeriTime Demo School - Comp Time	CTT ▼
VeriTime Demo School - Education	MISC_LEAVE ▼
VeriTime Demo School - Extreme Per Hardship	MISC_LEAVE ▼
VeriTime Demo School - Family Member	SICK ▼
VeriTime Demo School - Floating Holiday	HOLIDAY_PAID ▼
VeriTime Demo School - FMLA	LWOP ▼
VeriTime Demo School - Jury Duty	MISC_LEAVE ▼
VeriTime Demo School - Military Leave	LWOP ▼
VeriTime Demo School - Personal Days	PERSONAL ▼
VeriTime Demo School - Personal Sick	SICK ▼
VeriTime Demo School - Religious Holiday	HOLIDAY_PAID ▼
VeriTime Demo School - Unpaid Leave	MISC_LEAVE ▼

Cancel Save

The wage code group is a classification of wage codes that have similar behaviors.

The Interface ID is a code that relates the VeriTime wage code to pay codes in a 3rd party payroll system.

The exception check-box can be used to identify those payroll related hours as exception for the purpose of differing approval, review and reporting needs.

An exception wage code can represent two different things. The ability to flag a wage code as an exception, allows supervisors or payroll manager to more easily identify hours or pay items that need further scrutiny. An exception wage code can, also, be a means to communicate to a payroll system, whether an employee has under or over worked their scheduled hours. Under or over worked their scheduled hours is pertinent for districts who pay their non-twelve month employees on an annualized frequency. These employees have a base contracted set of hours per week scheduled to work and/or be paid.

Wage Code Definitions

Wage Code Group	Wage Code		Description
Wage	REGULAR	Straight Time Pay @ 1.0x (ST)	Straight Time Pay
Wage	GAP	Gap Time	Hours above Schedule, but less than Overtime @ 1.5x threshold. Paid @ 1.0x
Premium	OT15	Overtime hours paid @ 1.5x (OT)	Overtime hours paid @ 1.5x
Premium	OT20	Overtime hours paid @ 2.0x (DT)	Overtime hours paid @ 2.0x
Leave	SICK	Sick Leave	Sick Leave hours paid @ Straight time
Leave	VACATION	Vacation Leave	Vacation Leave hours paid @ Straight time
Leave	PERSONAL	Personal Days Off	Personal Days Off paid @ Straight time
Leave	HOLIDAY	Holiday - Paid Leave	Paid Leave for a Holiday @ straight time, when scheduled to work
Leave	HOLIDAY_UNPAID	Holiday - UnPaid Leave	Unpaid Leave for a Holiday.
Premium	HOLIDAY_WORK10	Holiday Worked @ ST	Paid time at Straight Time, if employee works on a Holiday.
Premium	HOLIDAY_WORK15	Holiday Worked @ OT	Paid time at 1.5x (time and a half), if employee works on a Holiday.
Premium	HOLIDAY_WORK20	Holiday Worked @ DT	Paid time at 2.0x (double time), if employee works on a Holiday.
Differential	SHIFT_DIFF_SWING	Shift Diff Swing	Hourly incremental pay increase for working late afternoon/evening hours.
Differential	SHIFT_DIFF_GY	Shift Diff Graveyard	Hourly incremental pay increase for working night shift, typically hours that cross mid-night.
Leave	MISC_LEAVE	Miscellaneous Leave	A catch-all bucket for a variety of paid leaves as negotiated in employee contracts. Ex// Jury Duty.
Leave	LWOP	Leave With Out Pay	Leave With Out Pay

Exception	EXCEPTION_UNDER	Exception Pay – Under Schedule	Specifies the number of hours an employee worked less than they were scheduled for a specific job for a week.
Exception	EXCEPTION_OVER	Exception Pay – Over Schedule	Specifies the number of hours an employee worked more than they were scheduled for a specific job for a week.
CompTime	CTE10	Comp Time Earned @ ST	Comp Time earned at a straight time rate.
CompTime	CTE15	Comp Time Earned @ OT	Comp Time earned at time and one-half
CompTime	CTE20	Comp Time Earned @ DT	Comp Time earned at double time rate.
Leave	CTT	Comp Time Taken	Comp Time Taken. Leave being used against an employee's comp time accrued balance.
Leave	DAYOFF_PAID	Day Off – Paid Leave	Paid leave for an administrative approved time.
Leave	DAYOFF_UNPAID	Day Off – Unpaid Leave	Unpaid leave for an administrative defined time off.
Leave	CALAMITY_PAID	Calamity – Paid Leave	Paid leave for a calamity event.
Leave	CALAMITY_UNPAID	Calamity – Unpaid Leave	Unpaid leave for a calamity event.
Leave	FLOAT_HOLIDAY	Floating Holiday	Leave for a floating holiday.
Leave	MILITARY	Military Time Off	Leave for Military related time off.
Leave	RELIG_HOLIDAY	Religious Holiday	Leave for a religious holiday.
Leave	BEREAVE	Bereavement Leave	Leave for bereavement reasons.
Leave	WORK_COMP	Workers Comp	Leave for workers compensation reasons.
Leave	FMLA	FMLA	Leave for Family Medical Leave Act reasons.
Wage	WORKING_OOO	Working Out of Office	Paid time identified by a working out of office event.

Note: A feature has been added pertaining to comp time functionality. If comp time is turned on for an employee's job type that they work and they work more hours than scheduled on a given day, they will initially earn Comp Time @ 1.0x. If that employee decides to leave early for the day later within that

week and does not initiate an Absence, VeriTime will generate a Comp Time Taken record in their Payroll Summary to reflect the hours not worked under schedule. At the end of the week, a weekly process will conduct another examination of comp time hours earned and taken to determine if comp time has been earned in lieu of overtime @ 1.5x or 2.0x.

Wage Options

Wage option is a tool that allows VeriTime to associate an employee to a specific pay rate, based on job type, pay range and seniority step. The pay rate type can be hourly, monthly or a fixed stipend. The second page of the wage options wizard allows an administrator to assign 3rd party interface codes and apply pay rates to different wage codes. One to many employees can be assigned the same wage option definition. One to many wage options can be assigned to an employee, but only one wage option per job type can be assigned to an employee. Thus, an employee cannot have multiple pay rates for the same job type assigned to them.

Note: When naming a wage option, use terminology that is easy to understand and reference. Include Job Type, Pay Range and Step as part of the naming convention.

- The Wage Options web page was added
 - This web page allows administrators to specify different wages available in VeriTime.
 - The Name, Job Type, and Rate Type are the only required fields but the other fields if completed can be accessed in Report Writer.
 - Each wage option can specify a different Custom ID and/or Rate per Wage Code. This replaces and expands the current Pay Code functionality available in production. Specifying Custom IDs and Rates is an optional feature.
 - With this change, the Pay Codes web page has been removed.



Wage Options

Find: none

9 rows were found

Actions	Name	Job Type	Pay Range	Step	Rate Type
	WO-Bus Driver, A1, 1	Bus Driver	A01	1	Hourly
	WO-ClericalAide, P02, 1	Clerical Aide	P02	1	Hourly
	WO-Custodian, A02, 4	Custodian	A02	4	Hourly
	WO-Maint1, A03, 2	Maintenance 1	A03	2	Hourly

Wage Option

Step 1 - General

Step 2 - Wage Info

Name:

Job Type:

Rate Type:

Pay Range:

Step:

Wage Option

Step 1 - General

Name: WO-Maint1, A03, 2

Job Type: Maintenance 1

Step: 2

Rate Type: Hourly

Step 2 - Wage Info

Wage Code Assignment (Optional):

Wage Code	Custom ID	Custom Rate
REGULAR	<input type="text"/>	<input type="text"/>
GAP	<input type="text"/>	<input type="text"/>
OT15	<input type="text"/>	<input type="text"/>
OT20	<input type="text"/>	<input type="text"/>
SICK	<input type="text"/>	<input type="text"/>

Data Migration

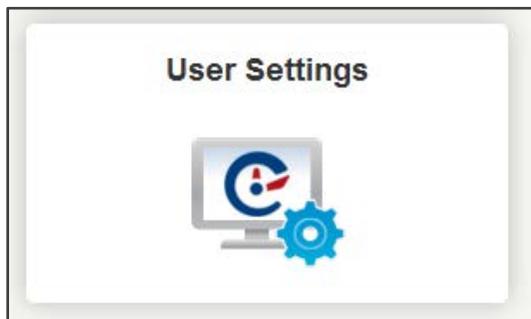
99% of users should see a seamless integration from the old VeriTime structure to the new structure. Jason Francis has a short list of individuals whose configuration has changed due to an incompatibility with the new system. The following is a high level explanation at how the data will be migrated

- All payroll data will be migrated to the new wage code structure. All regular time will be migrated over as “REGULAR”. All overtime will be migrated over as “OT15” and all double time will be migrated over as “OT20”. All absences will be migrated over as “MISC_LEAVE”.
- All existing orgs will have “OT15” and “OT20” turned on as “exceptional” to start. This does not apply to new orgs from this point forward.
- For each job type, a mirroring job family will be created and assigned to the job type.
- One staff group per district will be created. One date range per staff group will be created. One profile will be created for each unique combination of payroll profile, job types, event types, and rounding rules assigned to users. All existing payroll rules will be copied over to the new profiles. All profiles will receive the same “Is Paid” and “Applies to Overtime Calc” rules specified in Aesop’s Absence Reason web page.
- Work schedules with one common date range will be created for each unique combination of From Time, To Time, Days of the Week, Break (in VeriTime or from a schedule entry with a mismatched duration), and Auto Deduct options assigned to users.
- Positions
 - For employees
 - Positions with one common date range will be created for each unique combination of Location, Job Type (either assigned or default), Work Schedule, and Accounting Code. Users will be assigned to these positions for different date ranges based on their existing recurring schedule. Each schedule change will be represented as a new timeframe assigned to the user.
 - For substitutes
 - One position will be created for each utilized job type by a substitute for an org. This utilization can come from an assigned job type or the default job type. That position will receive all locations within the org with no work schedules. Each sub having that job type will be assigned to the position.
-
- Wage Options will be created for each unique combination of job type and pay code found in VeriTime. These wage options will then be assigned to each applicable user.

User Settings

The User Settings web page was added

- This web page replaces Aesop’s version of the VeriTime user settings page.
- The following features have been retained in the new page:
 - Is Active
 - Show Clock On Portal
 - Show Timesheet On Portal
 - Auto Submit Timesheet
 - Can View Work Detail Report
 - Can View Schedule
 - Include in Payroll Extract
 - Auto-Populate Schedule Hours
 - Timesheet Approver
 - Email Notifications
- All other features have been moved to other areas of VeriTime.
- The “View Schedule” link was removed as it is available on the global search.



User Settings

Find: none

Displaying 1-10 out of 75 total results.

Actions	Last Name	First Name	Identifier	User Type	Status
	Adams	Reggie	30804	Substitutes	Aesop: Active VeriTime: Active
	ASTRAN	PETER	95847	Employees	Aesop: Active VeriTime: Active
	Austen	Shawn	100001	Employees	Aesop: Active VeriTime: Active
	Baker	James	10050	Substitutes	Aesop: Active VeriTime: Active
	Aesop: Active

User Settings



Step 1 - User

First: Reggie

Last: Adams

Type: Substitutes

Identifier: 30804

Step 2 - Wage Info

Active In VeriTime

Settings

Available

Add Selected

Assigned

Remove Selected

Auto Submit Timesheets

Auto Populate Scheduled Hours

Does Not Accrue Comp Time

Approve Timesheets

Email - Timesheets Require Submission

Email - Timesheet Approved

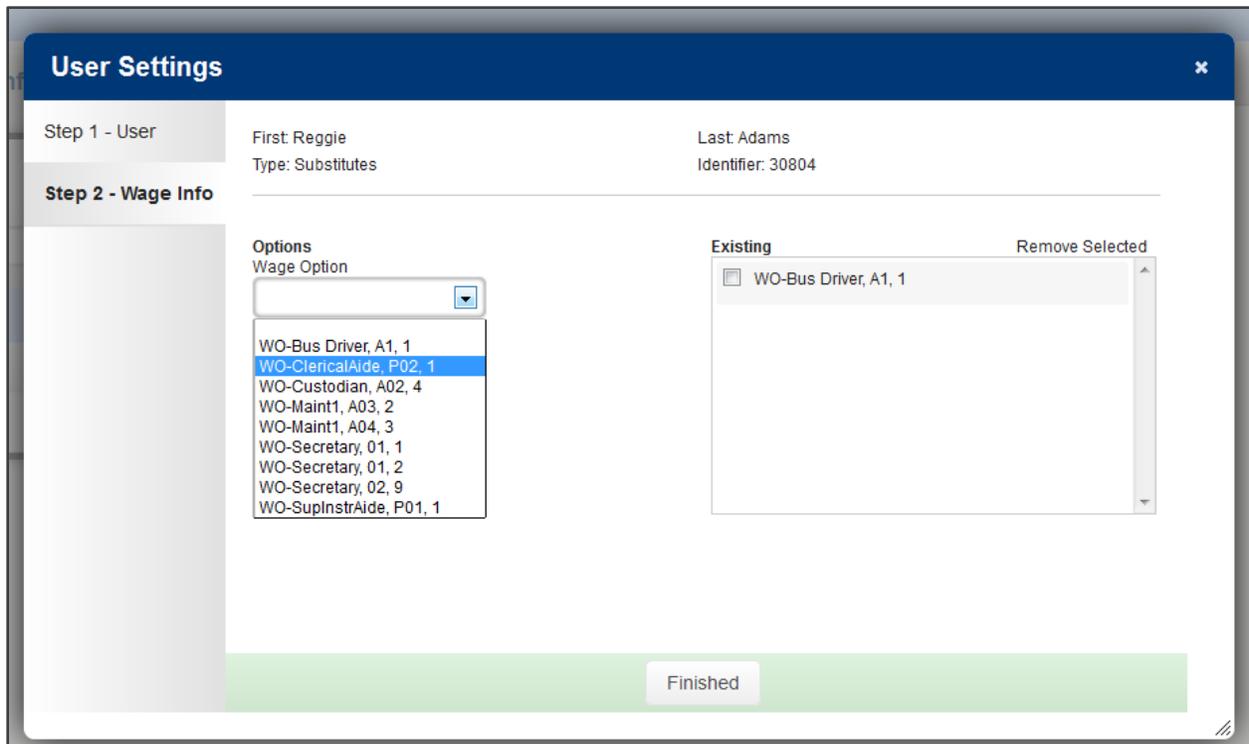
Clock On Portal

Timesheet On Portal

View Work Detail Report

View Users Schedule

Include In Payroll Extract



User Schedule

The User Schedule page has been updated

- A link to the Schedule Summary page will be available to the right of the user's name. This will load the schedule summary filtering the data by the user and the date range being viewed on the calendar.
- When viewing a specific day, clicking on an event pops the event up in a separate window for full viewing. This helps the viewing of details for events with small durations.
- When events are applied to a user's schedule, they follow an ordered precedence. If times overlap the event with the higher precedence is given that overlapping time. The order is located below:
 - 1 – Employee Absence
 - 2 – Substitute Covering Absence
 - 3 – Holiday
 - 4 – Day Off
 - 5 – Calamity
 - 6 – Working Out Of Office
 - 7 – Unscheduled Day
 - 8 – Regular Day
- The event details section has been updated to include

- For absences
 - If the item was paid or not
- For master calendar events
 - If the event was paid or not
 - The name of the master calendar event
 - The type of master calendar event (holiday, day off, calamity, etc.)
- if an absence or master calendar event is paid an
- The recurring schedules section has been removed. This has been replaced with work schedules assigned to positions.
- The translation of absences from Aesop to VeriTime has changed:
 - For employees
 - If the user does not have a schedule
 - The system will look for a position assigned to the employee that matches the location of the absence. If found, the system will use the first Job Type it finds.
 - If no position matches the location, the system will not transfer the absence to VeriTime.
 - If the user has a schedule
 - The system will use the time from the absence and see how much of that time overlaps the user's schedule. The system will convert the overlapping time to an absence and link the schedule records to the absence. The system will use the location and job type assigned to the schedule. It will not use the location from the absence.
 - If no time from the absence overlaps the user's schedule, the system will not transfer the absence to VeriTime.
 - For substitutes
 - If the substitute has an assigned schedule with the location of the absence, the system will use the first job type in that position.
 - If the substitute has no position, the system will look for the absence's location within the employee's position and use that job type. If the absence times fall within a user's scheduled times, the system will use the job type for the largest crossing duration.
 - If the location cannot be found under the substitute or the employee's position, the system will not transfer the absence to VeriTime

Boone Martin's Schedule

[View Schedule Summary](#)

today January 2013 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
	08:00 am - 11:30 am Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Para Reg Education	01:00 pm - 03:00 pm Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Para Reg Education Holiday	08:00 am - 11:30 am Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Para Reg Education	01:00 pm - 03:00 pm Connally High School - Secretary 03:00 pm - 03:30 pm Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Para Reg Education	08:00 am - 11:30 am Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Para Reg Education	
6	7	8	9	10	11	12

13	14	15	16	17	18	19
	08:00 am - 11:30 am Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Para Reg Education	01:00 pm - 03:00 pm Connally High School - Secretary 03:00 pm - 03:30 pm Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Para Reg Education	08:00 am - 11:30 am Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Para Reg Education	01:00 pm - 03:00 pm Connally High School - Secretary Vacation Leave 03:30 pm - 05:00 pm Connally High School - Secretary Vacation Leave 03:30 pm - 05:00 pm Connally High School - Para Reg Education Vacation Leave	08:00 am - 11:30 am Connally High School - Secretary Holiday 03:30 pm - 05:00 pm Connally High School - Para Reg Education	
20	21	22	23	24	25	26
	08:00 am - 11:30 am Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Para Reg Education	01:00 pm - 03:00 pm Connally High School - Secretary 03:00 pm - 03:30 pm Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Para Reg Education	08:00 am - 10:00 am Connally High School - Secretary Calamity 10:00 am - 11:30 am Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Para Reg Education	01:00 pm - 03:00 pm Connally High School - Secretary 03:00 pm - 03:30 pm Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Para Reg Education	08:00 am - 11:30 am Connally High School - Secretary 03:30 pm - 05:00 pm Connally High School - Para Reg Education	
27	28	29	30	31	1	2

Boone Martin's Schedule

[View Schedule Summary](#)

◀ ▶ today

Friday, Jan 18, 2013

month week day

Friday 1/18

08:00 am

08:00 am - 11:30 am

Connally High School - Secretary

Type: Holiday

Name: MLK

Is Paid: Yes

Total Duration: 03:30

09:00 am

10:00 am

11:00 am

Payroll Summary Report

The Payroll Summary page has been updated

- This page has been completely redesigned to accommodate the new concept of wage codes. The date range drop down has been removed. The system will now display the entire timespan at once.
- The page is broken up into three sections. The top section provides different filtering and grouping options. The second section provides a summary of payroll information by job type and wage code. The third section provides a detailed list of payroll information by job type, date, location and wage code.
- The “Exception Usage Types Only” radio button will limit the wage codes to only “exception” wage codes assigned in the wage code assignment screen.
- The “Group By” option allows a user to view the payroll data by VeriTime’s wage codes or by a combination of Interface ID and Custom ID. The system will attempt to use the Custom ID provided in the Wage Option screen. If that does not exist, the system will use the Interface ID provided on the Wage Code Assignment screen. If that does not exist, the system will default to use VeriTime’s wage code. This can provide the payroll data in manner more familiar to a district.

Payroll Summary ✕

Duration Format: Time Duration Group By: Wage Code Interface ID

Display: All Exception Usage Types Only

Summary

Job Type	Wage Code	Wage Duration	Total Duration
Para Reg Education	EXCEPTION_UNDER *	15:00	15:00
Secretary	REGULAR	07:00	07:00
	VACATION *	03:30	03:30
	HOLIDAY_PAID	03:30	03:30
	CTT	36:00	36:00
	EXCEPTION_UNDER *	21:00	21:00
	CALAMITY_PAID *	02:00	02:00

* Does not apply toward overtime

Details

Job Type	Date	Location	Wage Code	Wage Duration	Total Duration
Para Reg Education	01/15/2013	N/A	EXCEPTION_UNDER *	07:30	07:30
	01/22/2013	N/A	EXCEPTION_UNDER *	07:30	07:30
Secretary	01/15/2013	N/A	EXCEPTION_UNDER *	17:30	17:30
		Connally High School	CTT	25:00	25:00

Payroll Summary



Duration Format: Time Duration

Group By: Wage Code Interface ID

Display: All Exception Usage Types Only

Summary

Job Type	Interface ID	Wage Duration	Total Duration
Para Reg Education	EXCEPTION_UNDER *	15:00	15:00
Secretary	Regular	07:00	07:00
	Leave_ST *	05:30	05:30
	Leave_ST	39:30	39:30
	EXCEPTION_UNDER *	21:00	21:00

* Does not apply toward overtime

Details

Job Type	Date	Location	Interface ID	Wage Duration	Total Duration
Para Reg Education	01/15/2013	N/A	EXCEPTION_UNDER *	07:30	07:30
	01/22/2013	N/A	EXCEPTION_UNDER *	07:30	07:30
Secretary	01/15/2013	N/A	EXCEPTION_UNDER *	17:30	17:30
		Connally High School	Leave_ST	25:00	25:00
	01/17/2013	Connally High School	Leave_ST *	03:30	03:30
	01/18/2013	Connally High School	Leave_ST	03:30	03:30

Payroll Review Report

Payroll Review web page was added

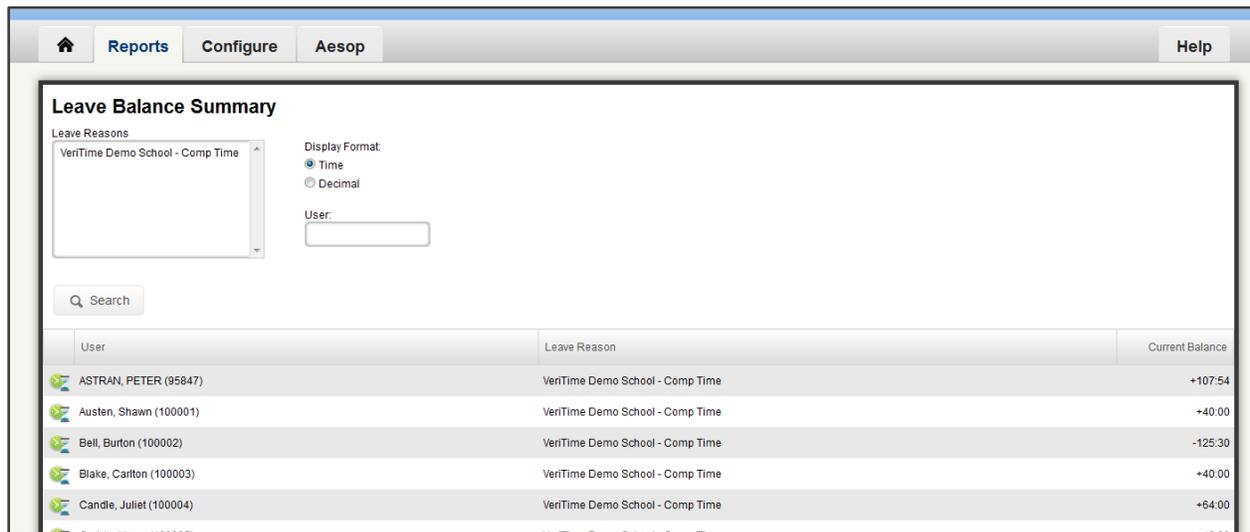
- This web page is tailored towards payroll individuals. It groups the payroll data by user, job type, and wage code.
- Icons that open the timesheet and payroll summary are available for each user.
- The screen can be limited by date, user type, job type, or wage code. The default date range is 14 days. Any selections of user type, job type, or wage codes will be saved and reselected when a user revisits the web page.

Payroll Review						
Range:		User Types:	Job Types:	Wage Codes:		
01/15/2013	01/28/2013	Employees Substitutes	2nd Shift Lead Jockey Hollow 2nd Shift Lead Masuk Addnl Teaching Period After School Meetings Braille Assistant Bus Driver Cafeteria Manager Cafeteria Worker 1 Cafeteria Worker 2 Clerical Aide	REGULAR GAP OT15 OT20 SICK VACATION PERSONAL HOLIDAY_PAID HOLIDAY_WORK10 HOLIDAY_WORK15		
User:		Display Format				
<input type="text"/>		<input checked="" type="radio"/> Time <input type="radio"/> Decimal				
<input type="button" value="Search"/>						
User	User Type	Job Type	Wage Code	Wage Duration	Total Duration	
ASTRAN, PETER (95847)	Employees	PF-Custodian	CALAMITY_PAID	02:00	02:00	
			CTE20	02:00	04:00	
			CTT	00:08	00:08	
			HOLIDAY_PAID	07:30	07:30	
			PERSONAL	07:30	07:30	
Austen, Shawn (100001)	Employees	Bus Driver	REGULAR	36:52	36:52	
			EXCEPTION_UNDER	03:00	03:00	
			HOLIDAY_PAID	03:00	03:00	
Bell, Burton (100002)	Employees	Cafeteria Manager	REGULAR	24:00	24:00	
			CTE10	00:45	00:45	
			CTT	11:30	11:30	
			EXCEPTION_OVER	00:15	00:15	

Leave Balance Summary Report

Leave Balance Summary web page was added

- This web page displays the leave balances being tracked by VeriTime. This page will not function unless the org is using Comp Time. Once the Comp Time Taken (CTT) wage code is assigned to a leave reason, this page will display the balances for all users for that specific leave reason.
- The grid displays one row per person, per leave reason.



User	Leave Reason	Current Balance
 ASTRAN, PETER (95847)	VeriTime Demo School - Comp Time	+107.54
 Austen, Shawn (100001)	VeriTime Demo School - Comp Time	+40.00
 Bell, Burton (100002)	VeriTime Demo School - Comp Time	-125.30
 Blake, Carlton (100003)	VeriTime Demo School - Comp Time	+40.00
 Candle, Juliet (100004)	VeriTime Demo School - Comp Time	+64.00
 ...	VeriTime Demo School - Comp Time	...

Leave Balance History Page

Beside each name is a history icon which pops up a leave balance history web page.

- The leave balance history page displays all historical changes that have been applied to a balance for the time period specified. The default date range is 14 days.
- For each row, the grid displays information about what made the change and displays a running balance.
- The following are the possible “Areas” that can affect a balance:
 - System
 - Manual Aesop Update
 - Aesop Absence
 - Manual VeriTime Update
 - VeriTime Timesheet

Leave Balance History

Range: 01/15/2013 01/28/2013

Leave Reason: VeriTime Demo School - Comp Time

Display Format: Time Decimal

Search

PETER ASTRAN (95847) Change Balance

Date	Area	Origination	Change +/-	Running Balance
1/25/2013 1:08:27 PM	Payroll	CTT on 01/22/2013 for Week of 01/16/2013 - 01/22/2013	-00:08	+107:54
1/25/2013 1:08:27 PM	Timesheet	01/20/2013 - Connally High School-PF-Custodian	+04:00	+108:02
1/25/2013 1:08:27 PM	Payroll	Payroll Recalculation	+00:08	+104:02
1/25/2013 1:08:27 PM	Timesheet	01/20/2013 - Connally High School-PF-Custodian	-04:00	+103:54
1/25/2013 8:43:07 AM	Payroll	CTT on 01/22/2013 for Week of 01/16/2013 - 01/22/2013	-00:08	+107:54
1/25/2013 8:43:07 AM	Timesheet	01/20/2013 - Connally High School-PF-Custodian	+04:00	+108:02
1/25/2013 8:43:07 AM	Payroll	Payroll Recalculation	+00:08	+104:02

VeriTime Demo School - Comp Time

- The “Change Balance” button allows an administrator (by special permission) to provide a new balance along with a reason for the change. This update will propagate to Aesop if a balance exists.

Leave Balance History

Range: 01/15/2013 - 01/28/2013

Leave Reason: VeriTime Demo School - Comp Time

Search

PETER ASTRAN (95847) Change Balance

Date	Area	Change +/-	Running Balance
1/25/2013 1:08:27 PM	Payroll	-00:08	+107:54
1/25/2013 1:08:27 PM	Timesheet	+04:00	+108:02
1/25/2013 1:08:27 PM	Payroll	+00:08	+104:02
1/25/2013 1:08:27 PM	Timesheet	-04:00	+103:54
1/25/2013 8:43:07 AM	Payroll	-00:08	+107:54
1/25/2013 8:43:07 AM	Timesheet	+04:00	+108:02
1/25/2013 8:43:07 AM	Payroll	+00:08	+104:02

Edit Balance

Leave Reason: VeriTime Demo School - Comp Time

Reason for change: Audit Adjustment

Current Balance: +107:54

New Balance: 110.00

Cancel Submit

VeriTime Demo School - Comp Time

Leave Balance History

Range: 01/15/2013 - 01/28/2013

Leave Reason: VeriTime Demo School - Comp Time

Display Format: Time Decimal

Search

PETER ASTRAN (95847) Change Balance

Date	Area	Origination	Change +/-	Running Balance
1/28/2013 3:22:53 PM	VeriTime Admin	Reason: Missed a decimal point By: Michael Murdock	+118:40	+120:00
1/28/2013 3:22:32 PM	VeriTime Admin	Reason: Aesop Update By: Michael Murdock	-108:40	+01:20
1/28/2013 3:16:47 PM	VeriTime Admin	Reason: Audit Adjustment By: Michael Murdock	+02:06	+110:00

Leave Balance Summary

Leave Reasons
 VeriTime Demo School - Comp Time

Display Format
 Time
 Decimal

User:

Q Search

User	Leave Reason	Current Balance
ASTRAN, PETER (95847)	VeriTime Demo School - Comp Time	+120:00

CREATE ABSENCE | CREATE VACANCY | ABSENCE REQUEST | DAILY REPORT | VERITIME | SCHOOL | FIND EMPLOYEE | FIND SUBSTITUTE | LIVE HELP

Aesop Edge Classes **Local User Groups**

General Information Permission Configuration Settings Absence Reasons Preferred Substitutes Reports

[Select Another Employee](#) | [Create an Absence](#) | [Add Employee](#) | [Send Letter/Email](#)

Employee: **ASTRAN, PETER**

Values in the fields below will update all Absence Reasons that are selected in the action column.

As of Date Add Balance to existing balance

Add Absence Reasons

Absence Reasons	Tracking Type	Initial Balance	As Of	Time Used	Current Balance	Time From Pending Absences	Action	Delete	Log
Comp Time	Hourly	*120	01/22/2013	0	120	0	<input type="checkbox"/>	<input type="checkbox"/>	Log

Fields marked with an asterisk * are required.

Schedule Summary Report

The Schedule Summary report will show the work schedule(s) for an employee. This will allow an administrator to view schedule overlaps, monitor multiple job situations and identify employees who are over certain benefit thresholds.

- Schedule Summary web page was added
 - This web page will display the work schedules applicable for a group of users. Unlike other reports, this report will not preload. A search must be performed first.
 - The system will display any conflicting times in red.
 - The Filter drop down contains the option “Only Conflicts” which will reduce the grid to only users with schedule conflicts. If a single conflict for a user is found, the user’s entire schedule is displayed.
 - The results from the search are broken down by user and then date range. Based on the date range searched, the system will display as many applicable changes to a user’s schedule during that period.
 - A link to view the user’s full schedule is also available in each results section. This can be helpful because the schedule summary page does not take into account absences and master calendar events.
 - The Min and Max Duration fields allow a user to filter down the results to only include users who are scheduled within the minimum and maximum time range specified.

Schedule Summary

Range:

12/30/2012

02/02/2013

Display Format

Time

Decimal

Filter:

None

Locations:

- Central Office
- Connally High School
- Fawn Hollow Elementary School
- Jockey Hollow School
- Jockey Hollow STEM Program
- Masuk High School
- Monroe Elementary School
- Stepney Elementary School
- VenTime Demo School

Job Types:

- 2nd Shift Lead Jockey Hollow
- 2nd Shift Lead Masuk
- Addtl Teaching Period
- After School Meetings
- Braille Assistant
- Bus Driver
- Cafeteria Manager
- Cafeteria Worker 1
- Cafeteria Worker 2
- Clerical Aide

Scheduled Time for Week

Min Duration:

Max Duration:

■ Denotes Schedule Conflict

Martin, Boone (10052) [View User Schedule](#)

12/30/2012 - 02/02/2013

	M	Tu	W	Th	F	Sa	Su	Total
Connally High School - Para Reg Education Position: CH - Para Reg Education #002 WorkSchedule: M-F, 3:30pm-5:00Pm	Reg: 03:30 PM-05:00 PM	Reg: 03:30 PM-05:00 PM	Reg: 03:30 PM-05:00 PM	Reg: 03:30 PM-05:00 PM	Reg: 03:30 PM-05:00 PM			07:30
Connally High School - Secretary Position: CH - Secretary #001 WorkSchedule: M,W,F 8am-11:30pm	Reg: 08:00 AM-11:30 AM	Reg: 01:00 PM-05:00 PM Break: 03:00 PM-03:30 PM	Reg: 08:00 AM-11:30 AM	Reg: 01:00 PM-05:00 PM Break: 03:00 PM-03:30 PM	Reg: 08:00 AM-11:30 AM			17:30
								Total: 25:00

Schedule Summary

Range: 01/01/2013 - 02/10/2013

Display Format: Time Decimal

User:

Filter:

Locations:

- Central Office
- Connally High School
- Fawn Hollow Elementary School
- Jockey Hollow School
- Jockey Hollow STEM Program
- Masuk High School
- Monroe Elementary School
- Stepney Elementary School
- VeriTime Demo School

Job Types:

- 2nd Shift Lead Jockey Hollow
- 2nd Shift Lead Masuk
- Addnl Teaching Period
- After School Meetings
- Braille Assistant
- Bus Driver
- Cafeteria Manager
- Cafeteria Worker 1
- Cafeteria Worker 2
- Clerical Aide

Scheduled Time for Week

Min Duration: 28:00

Max Duration: 35:00

Denotes Schedule Conflict

Faraday, Enzo (10016) [View User Schedule](#)

01/01/2013 - 01/31/2013

	M	Tu	W	Th	F	Sa	Su	Total
Central Office - Network Support #1 Position: CO-Network Support #1 WorkSchedule: M-F, 7:00am-2:30pm L (35Hrs)	Reg: 07:00 AM-02:30 PM Break: 11:00 AM-11:30 AM			35:00				
								Total: 35:00

Global Search

The Global Search page has been updated

- A link to the “Leave Balance Summary” web page has been added for employees and substitutes.
- The search has been updated to limit the users’ visible by the administrator’s visibility and the users’ positions.

FRONTLINE Search Michael Murdock Logout

VeriTime

Home Reports Configure Aesop Help

Search

Search: Search

78 search results for '' Only the first 50 records were displayed. Please refine your search.

Recent Searches

- 78 results found
- 78 results found
- 12 results found
- 12 results found
- 12 results found

SUBSTITUTE
Adams, Reggie
 Identifier: 30804 | Phone: 4842229003

EMPLOYEE
ASTRAN, PETER
 Identifier: 95847 | Phone: 5129643840

Event Types

The Event Types web page has been updated

- The “Apply To All Users” option has been removed because event types are now assigned in Staff Groups.

The screenshot displays the VeriTime web application interface. At the top, there is a navigation bar with the VeriTime logo and tabs for Reports, Configure, and Aesop. The main content area is titled "Event Types" and features a table with columns for Actions, Description, In, Out, Format, and Duration Rule. The table lists three event types: Daily Sign-in, Daily Shift, and Lunch. An "Edit" modal window is open over the table, showing configuration options for the selected event type. The modal includes fields for Description, In, Out, Format, Duration Rule, Schedule, Min/Early Threshold, and Max/Late Threshold. The "Close" and "Save" buttons are visible at the bottom of the modal.

Actions	Description	In	Out	Format	Duration Rule
	Daily Sign-in	Sign-In	Sign-Out	Time	Adds to p
	Daily Shift	Clock-In	Clock-Out	Time	Adds to p
	Lunch	Lunch-In	Lunch-Out	Time	Unpaid t

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1, 12.178.218.196, ORG: 12325, 1.0.4776.25348, 1.0.4776.25348

Tag Admin

The Tag Admin web page has been updated

- The search for users has been simplified to a single user textbox. This replaces the location/employee type/user type filtering options.

VeriTime

Home Reports

Tag Admin

Tag Groups: General Search

Actions

Edit

Name: Description:

a Search

Results: Add Selected | Select All | Clear

- SUBSTITUTES **Adams, Reggie (30804)**
- EMPLOYEES **ASTRAN, PETER (95847)**
- EMPLOYEES **Austen, Shawn (100001)**
- SUBSTITUTES **Baker, James (10050)**
- SUBSTITUTES **Baltic, Zoe (200001)**
- SUBSTITUTES **Barnett, Bill (200002)**
- EMPLOYEES **Blake, Carlton (100003)**
- SUBSTITUTES **Brown, Galus (200003)**

Assigned: Remove Selected | Select All | Clear

- EMPLOYEES **Austen, Shawn (100001)**

Cancel Save

Organizational Settings

The Organization Settings web page was updated

- The following features were removed from the org level:
 - Timespan Rounding Rules (part of staff groups)
 - Standard Work Week (no longer needed)
 - Auto Deduct (part of work schedules)

Organization Settings

General Settings

<input type="checkbox"/> Enforce Kiosk IP Blocking	Formatting of Time	Standard Time (hh:mm AM/PM) ▾
<input checked="" type="checkbox"/> Enable Kiosk Scanning	Max Overnight Duration	00:00
<input type="checkbox"/> Enforce In/Out on Timesheets		
<input type="checkbox"/> Enable Hours To Units Conversion		
<input type="checkbox"/> Enable Subs to Add Timesheets		
<input type="checkbox"/> Enable Subs/Emps to View PayrollSummary		
<input type="checkbox"/> Enable Subs to Enter Timesheets Before Leave End		
<input checked="" type="checkbox"/> Enable Copy Timesheet Feature		
<input type="checkbox"/> Enable Timesheet Tacit Approval		
<input type="checkbox"/> Disallow Overlapping Clock Events for Different Jobs		
<input type="checkbox"/> Max Sub Timesheet Diff vs. Schedule		

Schedule Settings

Start of Work Week

Timesheet Settings

Timesheets Due After (Days)

Time Period Recurrence Inception

Timesheet Review

Timesheet Review has been updated

- The filter “Overtime/Double Time” has been replaced with “Payroll Exceptions”. This new filter will only return users who have payroll records that were marked as exceptional in the Wage Option Assignment web page.
- The “Max Pay” column has been removed.
- A new payroll summary icon has been added beside the timesheet icon. When clicked, it will open the payroll summary window in a popup. If the icon has a red asterisk, that timesheet data has an exceptional wage code on it.

Timesheet Review

Approve, Reject or Reset Timesheets

Range:

Filter:

Sort:

[Advanced Options](#)

Page 1 of 3
Displaying 1 - 10 (Total: 23)

User	User Type	Total Scheduled	Total Time	Net Difference	Status
PETER ASTRAN (95847)	Employees	37.30	39.22	01:52	
Shawn Austen (100001)	Employees	15.00	15.00	00:00	
Burton Bell (100002)	Employees	27.30	27.45	00:15	
Carlton Blake (100003)	Employees	40.00	40.00	00:00	
Juliet Candle (100004)	Employees	30.00	00.00	-30.00	
Henry Carlyle (100005)	Employees	35.00	32.30	-02:30	
Jon Chang (100006)	Employees	00.00	09.00	09.00	
Jon Chang (100006)	Substitutes	00.00	09.00	09.00	
Carin Cone (62869)	Employees	37.30	07.30	-30.00	
Ana Lucia Cortez (10053)	Employees	35.00	35.00	00.00	

LEGEND | Approved Partially Approved Rejected Partially Rejected Waiting Submitted Partially Submitted Pending

Payroll Wizard

Payroll Wizard has been updated

- The wizard has been updated to have the same look and feel as the other wizards available in VeriTime.
- Job Families has been added as a required field to Step 1 of the payroll wizard.
- The informational validation steps have been removed from Step 2.
- On Step 3, the “Work Detail” and “Work Summary” reports have been replaced with a link to the “Payroll Review” canned report.

Payroll Wizard

Step 1 - Dates Range: 01/01/2013 - 01/31/2013 Last User: **Murdock, Michael**
Last Touched: 01/18/2013 12:10 pm Status: **In Process**

Step 2 - Validate
Step 3 - Reports

From: 01/01/2013 To: 01/31/2013

Locations:

- Central Office
- Connally High School
- Fawn Hollow Elementary School
- Jockey Hollow School
- Jockey Hollow STEM Program
- Masuk High School
- Monroe Elementary School
- Stepney Elementary School
- VeriTime Demo School

Job Families:

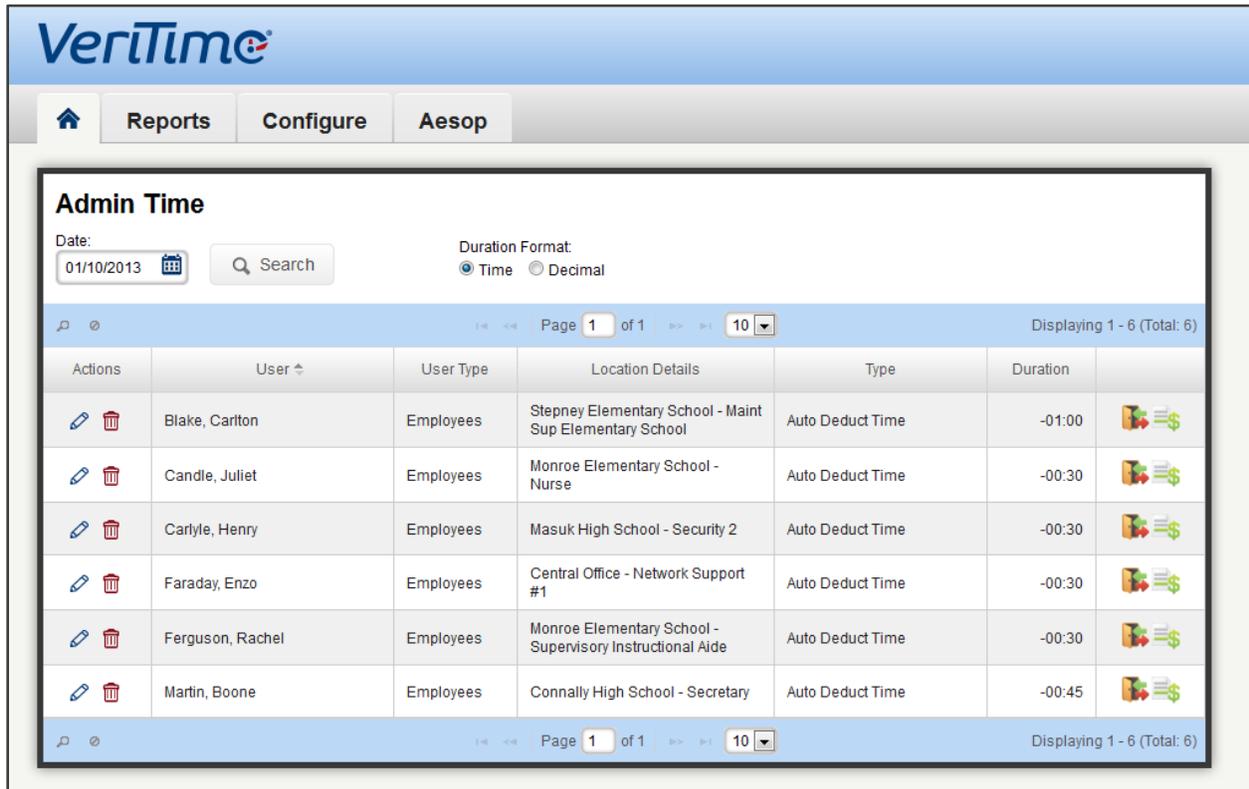
- Administrators
- Custodial
- Facilities & Support Services
- Food Service
- Information Technology
- Librarian
- Nurses
- Paraprofessionals
- Secretaries
- Security
- Teachers
- Transportation
- X-Coaches
- X-Extra Duty

Unlock Next

Admin Time

Admin Time has been updated

- The “Employee Type” column has been removed from the grid.
- The “Mass Apply” feature has been removed from VeriTime. Adding time for groups of users will now be accomplished through Master Calendar Events.



The screenshot displays the VeriTime Admin Time interface. At the top, the VeriTime logo is visible. Below the logo, there are navigation tabs: Home, Reports, Configure, and Aesop. The main content area is titled "Admin Time" and includes a date selector set to 01/10/2013, a search button, and a duration format selector (Time is selected, Decimal is unselected). The interface shows a table with 6 rows of data, each representing an employee's time entry. The table columns are: Actions, User, User Type, Location Details, Type, Duration, and a final column with icons. The data rows are as follows:

Actions	User	User Type	Location Details	Type	Duration	Icons
	Blake, Carlton	Employees	Stepney Elementary School - Maint Sup Elementary School	Auto Deduct Time	-01:00	
	Candle, Juliet	Employees	Monroe Elementary School - Nurse	Auto Deduct Time	-00:30	
	Carlyle, Henry	Employees	Masuk High School - Security 2	Auto Deduct Time	-00:30	
	Faraday, Enzo	Employees	Central Office - Network Support #1	Auto Deduct Time	-00:30	
	Ferguson, Rachel	Employees	Monroe Elementary School - Supervisory Instructional Aide	Auto Deduct Time	-00:30	
	Martin, Boone	Employees	Connally High School - Secretary	Auto Deduct Time	-00:45	

At the bottom of the table, there is a pagination bar showing "Page 1 of 1" and "Displaying 1 - 6 (Total: 6)".

Work Summary Report

Work Summary has been updated

- The following filters have been removed “Overtime”, “Double Time”, and “Overtime/Double Time”.
- The following columns have been removed “Regular Time”, “Overtime”, “Double Time”, and “Total Paid”.
- The “Absence Time” column has been renamed to “Leave Time” and will include absences and master calendar events (Holiday, Day Off, Calamity, and Working Out of Office) on a user’s schedule.

Work Summary

Range: 01/22/2013 to 01/28/2013
 Options: None
 Columns: Identifier, Working Time, Leave Time, Total Time, Total Scheduled, Net Difference
 Locations: Central Office, Connally High School, Fawn Hollow Elementary School, Jockey Hollow School, Jockey Hollow STEM Program, Massuk High School, Monroe Elementary School, Stepney Elementary School, VertTime Demo School
 Job Types: 2nd Shift Lead Jockey Hollow, 2nd Shift Lead Massuk, Adult Teaching Period, After School Meetings, Braille Assistant, Bus Driver, Cafeteria Manager, Cafeteria Worker 1, Cafeteria Worker 2, Clerical Aide

Duration Format: Time (selected), Decimal

Page 1 of 2

Name	Identifier	Working Time	Leave Time	Total Time	Total Scheduled	Net Difference
ASTRAN, PETER	95847	14:22	09:30	23:52	37:30	-13:38
Austen, Shawn	100001	12:00	00:00	12:00	15:00	-03:00
Bell, Burton	100002	20:00	00:00	20:00	27:30	-07:30
Blake, Carlton	100003	28:00	04:00	32:00	40:00	-08:00
Candle, Juliet	100004	00:00	00:00	00:00	30:00	-30:00
Carfite, Henry	100005	28:00	00:00	28:00	35:00	-08:00
Cone, Cain	62869	14:00	02:00	16:00	39:00	-23:00
Cortez, Ana Lucia	10053	28:00	00:00	28:00	35:00	-07:00
DOMINGUEZ, AURORA	85206	06:30	02:00	08:30	17:30	-09:00
Faraday, Enzo	10016	28:00	00:00	28:00	35:00	-08:00
Grand Total		291:22	21:30	312:52	619:00	-306:08

Work Detail

User: ASTRAN, PETER (95847)

01/22/2013 - 01/22/2013

01/22/2013

Connally High School - PF-Custodian Total Scheduled: 07:30

Type	Details	Net Duration	Paid Duration
Admin Time	Auto Deduct Time	-00:30	-00:30
Event	Daily Shift: 08:03 am - 03:55 pm	07:52	07:52
Total:		07:22	07:22
Sub Total:		07:22	07:22

01/23/2013 - 01/28/2013

01/23/2013

Connally High School - PF-Custodian Total Scheduled: 07:30

Type	Details	Net Duration	Paid Duration
Calamity	2013/01/23 - Snow Day	02:00	02:00
Total:		02:00	02:00
Sub Total:		02:00	02:00

01/24/2013

Work Detail Report

Work Detail has been updated

- The following columns have been removed “Regular Time”, “Overtime”, “Double Time”, and “Total Paid”.
- A link to the payroll summary popup will be available directly after the “schedule” link.
- The following master calendar events will be displayed in the results: Holiday, Day Off, Calamity, and Working Out of Office.

The screenshot displays the 'Work Detail' report interface. At the top, there are filter sections for 'Range' (01/22/2013 to 01/28/2013), 'Locations' (listing schools like Connally High School), 'Job Types' (listing roles like 2nd Shift Lead), and 'Duration Format' (Time selected). Below these are 'Options' for signature lines and summaries. A search bar is present. The main content area shows 'User: ASTRAN, PETER (95847) - Schedule - Payroll' for the period 01/22/2013 - 01/22/2013. A 'Timesheet' table is shown for 'Connally High School - PF-Custodian' with a 'Total Scheduled: 07:30'. The table includes columns for Type, Details, Net Duration, and Paid Duration.

Type	Details	Net Duration	Paid Duration
Admin Time	Auto Deduct Time	-00:30	-00:30
Event	Daily Shift: 08:03 am - 03:55 pm	07:52	07:52
Total:		07:22	07:22
Sub Total:		07:22	07:22

Customer Support

A new “Uploads” page has been added to the customer support website

- This web page allows a user to select the type of upload to be performed (currently the only option is “Payroll Recalc”). An example of the file format is available for download. The upload file must be in a CSV (comma delimited format). This file allows a customer service rep to upload a series of days to be recalculated by payroll. This feature should only be used in special cases with approval by Jason.

Barcodes

The Barcode Creator web page has been updated to look at positions to build barcodes.

Report Writer

- The following Report Writer reports have been removed:
 - VeriTime User Job Types
 - VeriTime User Events
 - VeriTime Recurring Schedule
- The Payroll By Row and Payroll By Column reports have been updated to look at the new payroll. The Payroll By Column report is very limited in its functionality (No Wage Code, Interface, or Wage Option Custom IDs information) but the Payroll By Row report the full set of functionality available.
- Report Writer has been updated to stop removing duplicate row for VeriTime Report Writer reports. This is very important for payroll reports.

Org Super User

When logging in as an Org Super User, the following web pages will not be available

- Timesheet Review
- People Locator
- Work Summary
- Work Detail
- Clock Log
- Clock Exceptions
- Change Log
- System Activity
- Payroll Review
- Leave Balance Summary
- Schedule Summary

Timesheet

The Timesheet has been updated

- The “Add Timesheet” functionality has been updated to look at the available positions for the user on the date selected. Previously the system only showed the currently active location and job type combinations.
- The schedule section has been updated to include if an absence was paid or not

The screenshot shows the VeriTime Timesheet interface for Boone Martin. The header includes the VeriTime logo and the user's name. The range is set to 01/16/2013 - 01/22/2013, and the hours are 15:30. The selected date is January 17, 2013, for 05:00 hours, with a due date of 01/22/2013. The location is Connally High School - Secretary. A table lists two absence entries:

Type	From	To	Duration	Comments
Absence	01:00 PM	03:00 PM	02:00	Leave Reason: Vacation Leave, Paid: Yes
Absence	03:30 PM	05:00 PM	01:30	Leave Reason: Vacation Leave, Paid: Yes

Below the table is an "Events" section.

- The schedule section was also updated to include master calendar events include the name of the master calendar event, the type of event and if it is paid or not.

The screenshot shows the VeriTime Timesheet interface for Boone Martin on January 18, 2013, for 03:30 hours, with a due date of 01/22/2013. The location is Connally High School - Secretary. A table lists one holiday entry:

Type	From	To	Duration	Comments
Holiday	08:00 AM	11:30 AM	03:30	Type: Holiday, Paid: Yes, Name: MLK

Below the table is an "Events" section with a "Daily Shift" dropdown menu and "Clock-In" and "Clock-Out" input fields.

Time Clock

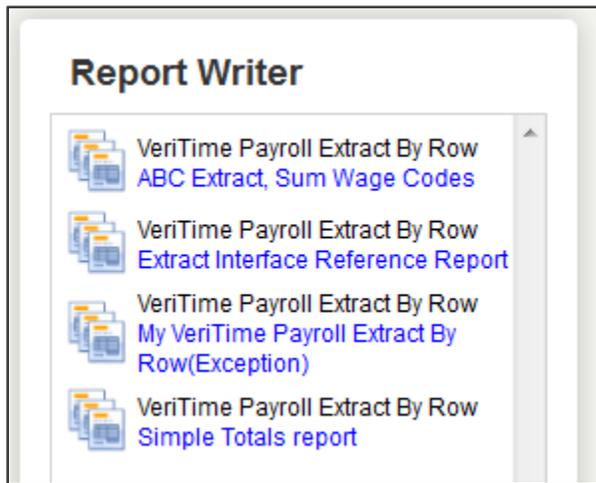
The Time Clock has been updated

- The location/job type drop down list has been updated to pull the list of location and job types from the position for the date. It also still pulls any missing location/job type combinations that are found in existing timesheets for the day.

The screenshot shows a web-based time clock application. At the top, there is a blue header with the text "Time Clock" and a close button (X). The main content area features a large digital clock displaying "10 13 am". Below the clock, the date "Thursday, February 07, 2013" is shown, followed by a personalized greeting "Welcome PETER!". A dropdown menu is open, showing three options: "Connally High School - PF-Custodian" (selected), "Connally High School - PF-Custodian", and "Masuk High School - PF-Custodian". Below the dropdown, a list of work periods is displayed: "Regular Work - 08:45 AM - 12:15 PM (03:45)", "Break - 11:45 AM - 12:15 PM (00:30)", and "Regular Work - 12:15 PM - 04:00 PM (03:45)". At the bottom of the interface, there are three buttons: "Daily Shift" with a dropdown arrow, "Clock-In", and "Clock-Out". The footer contains copyright information: "Copyright 2013 Frontline Technologies, Inc. All rights reserved." and a list of IP addresses: "1, 12.178.219.195, , 1.0.4785.15417, 1.0.4785.15419, 1.0.4785.15425".

Report Writer

- The Payroll By Row and Payroll By Column reports have been updated to look at the new payroll. The Payroll By Column report is very limited in its functionality (No Wage Code, Interface, or Wage Option Custom IDs information) but the Payroll By Row report the full set of functionality available.
- Report Writer has been updated to stop removing duplicate row for VeriTime Report Writer reports. This is very important for payroll reports.



Aesop REPORTwriter Configure Report Template

VeriTime Payroll Extract By Row Private Published Public

Report Name: My VeriTime Payroll Extract By Row(Exception) Template ID: New Save as New

Report Configuration

Available Fields: Static | Combo | Branch

Search for a field

Common Fields

- Payroll Run Date (F G S)
- Date (F G S)
- Payroll Start Date (G S)
- Payroll End Date (G S)
- Employee Login Id (F G S)
- User Type (F G S)
- Employee Full Name (F G S)
- Substitute Full Name (F G S)
- Substitute Login Id (F G S)
- Job Type Description (F G S)
- Location (F G S)

Other Fields

Report Fields | Filter, Group, Sort

Field	Column Label	Align	Function	Length
Payroll Run Date		<input checked="" type="radio"/> Left <input type="radio"/> Right	---	10
Employee Full Name		<input checked="" type="radio"/> Left <input type="radio"/> Right	---	90
Job Type Description		<input checked="" type="radio"/> Left <input type="radio"/> Right	---	256
Payroll Duration		<input type="radio"/> Left <input checked="" type="radio"/> Right	---	50
Branch	-	<input type="radio"/> Left <input checked="" type="radio"/> Right	---	50
Pad Character: Value if blank: Assign values to ranges: <input type="checkbox"/> Details				
Wage Code		<input checked="" type="radio"/> Left <input type="radio"/> Right	---	256
Static		<input checked="" type="radio"/> Left <input type="radio"/> Right	---	1
Pad Character: Value: -99				