

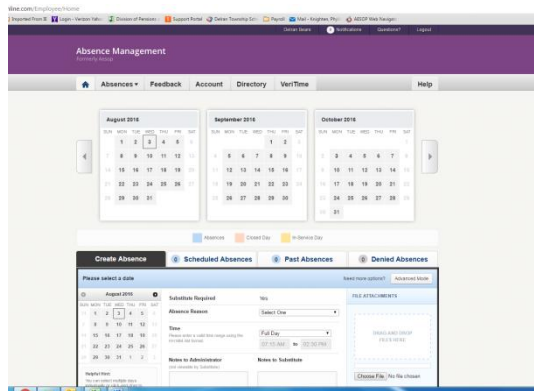
## Instructions for entering hours worked or activity completed:

In order to be paid for hours/work you will need to enter that time during the pay period that the work was completed in and on the correct timesheet **To be compliant with the Federal Legislation reporting, you must enter your timesheets in a timely manner. The payroll will be locked after each pay period to accurately report to the Feds. The practice of not reporting work in a timely manner to create a larger check is in violation of the legislation and may cause the District to pay a huge fine which would be approximately \$1.2 million.**

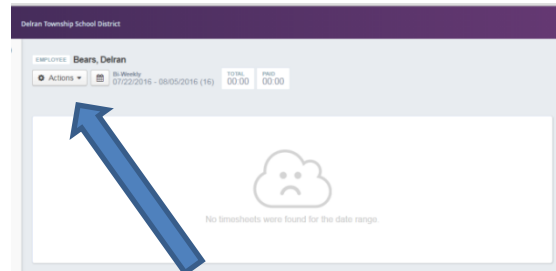
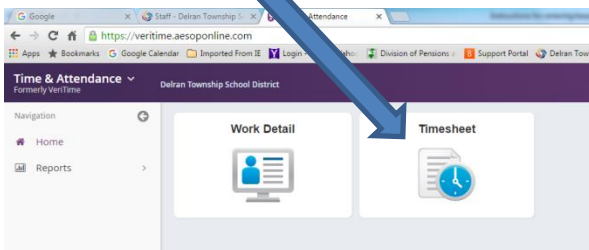
You can access the timesheet program via the Delran Website <http://www.delranschools.com/staff>  
Click on Time & Attendance (Aesop/VeriTime).

Your **log in** is the phone number you provided to the Superintendent's office upon hire and your PIN is the last 4 digits of your social security number.

Once you log in to **Aesop** (now known as Absence Management) you will go to **VeriTime** (now known as Time & Attendance). From here you can start entering your hours.

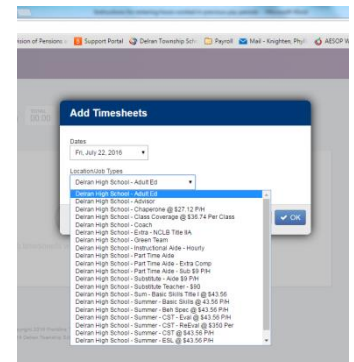


### Click on Timesheet

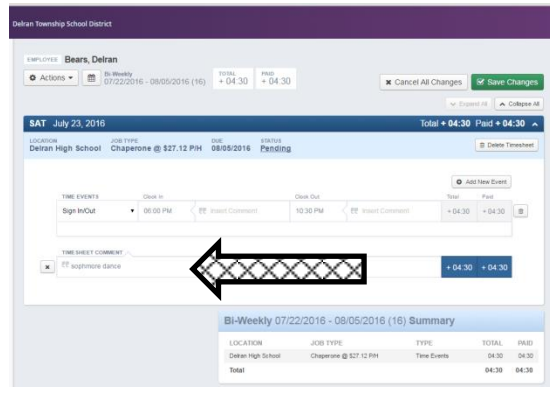
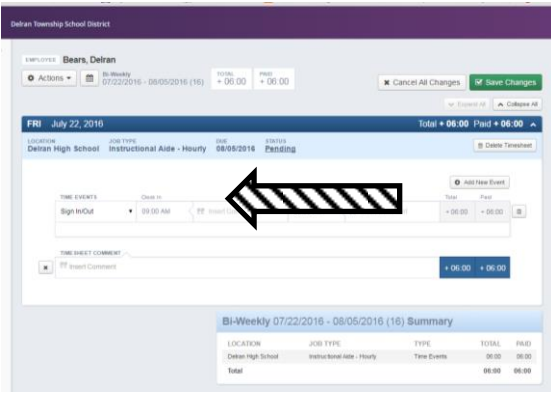


*A sad cloud only means you have no current timesheets entered. The dates should be correct for the upcoming paydate.*

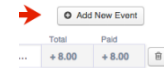
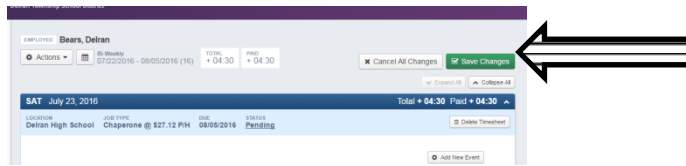
1. Click the **"Action"** button to **"Add"** a timesheet. This will open another window. (Be sure you do not have pop-ups blocked)
2. Be sure to choose the correct **"position"** timesheet. If you were Board approved for a position/activity there should be a matching timesheet for that position/activity. If there is not one, or if you do not know what time sheet to use notify [payroll@delranschools.org](mailto:payroll@delranschools.org) in order for one to be set up or access provided. Provide your board approved position and if possible, the agenda that you were approved on. **If you choose a random timesheet, you will not be paid for that time on the current payroll because the timesheet will not be routed thru the correct approval process.**



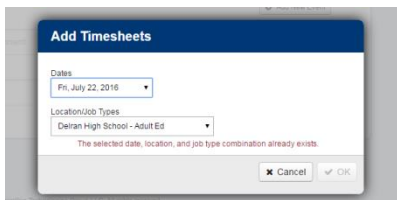
- On the timesheet, enter the **time in / time out**. Use the *“Timesheet Comment”* box to make any notes regarding the activity you are submitting time for that would be helpful to your approver or to Payroll.



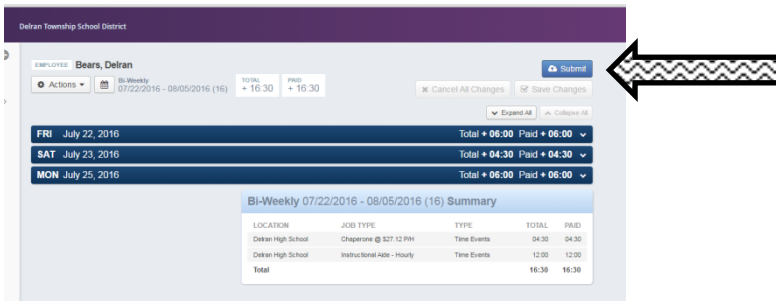
- You can save your entries at any time by clicking on the **“Save Changes”** button on the right top of the timesheet.



- You can add additional *hours* on the same day, by clicking **“Add a new event”**
- Add additional *days* worked by adding additional timesheets. Click **“Action” – “Add Timesheet”**
- You will see that there is a *warning* keeping you from using the same date and timesheet again.



- Repeat the process above (Steps 5-7)
- Once all your time is noted on the current timesheet, you need to **SUBMIT** the timesheet. If you do not click SUBMIT, the timesheet will not be forwarded to the appropriate approver.



- Once approved by your approver, the timesheet will be forwarded to payroll and the hours will be paid on the next available payday (as long as everything has been board approved.).

If you have any additional questions or do not understand any part of the process, check out the videos and instructions available on VeriTime [http://help1.frontlinek12.com/customer/en/portal/articles/2075829-adding-a-timesheet-video-?b\\_id=3557](http://help1.frontlinek12.com/customer/en/portal/articles/2075829-adding-a-timesheet-video-?b_id=3557)