

# Adding Timesheets for Additional Hours Worked

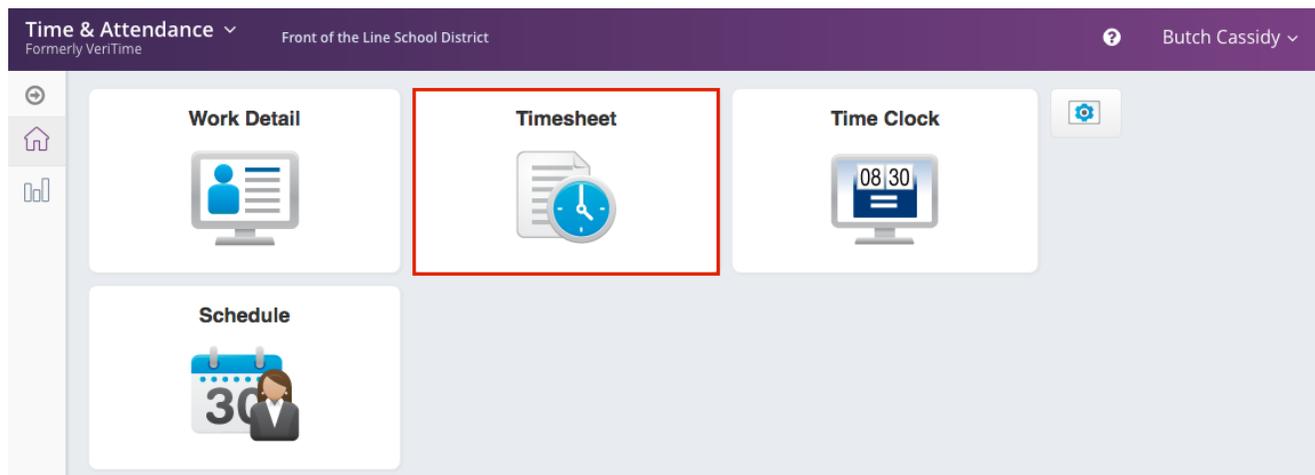
[time-help.frontlineeducation.com/hc/en-us/articles/115003455187-Adding-Timesheets-for-Additional-Hours-Worked](https://time-help.frontlineeducation.com/hc/en-us/articles/115003455187-Adding-Timesheets-for-Additional-Hours-Worked)

## How can we help?

Some employees perform extra duty assignments outside their standard work schedule and these employees must add a timesheet to account for this additional time.

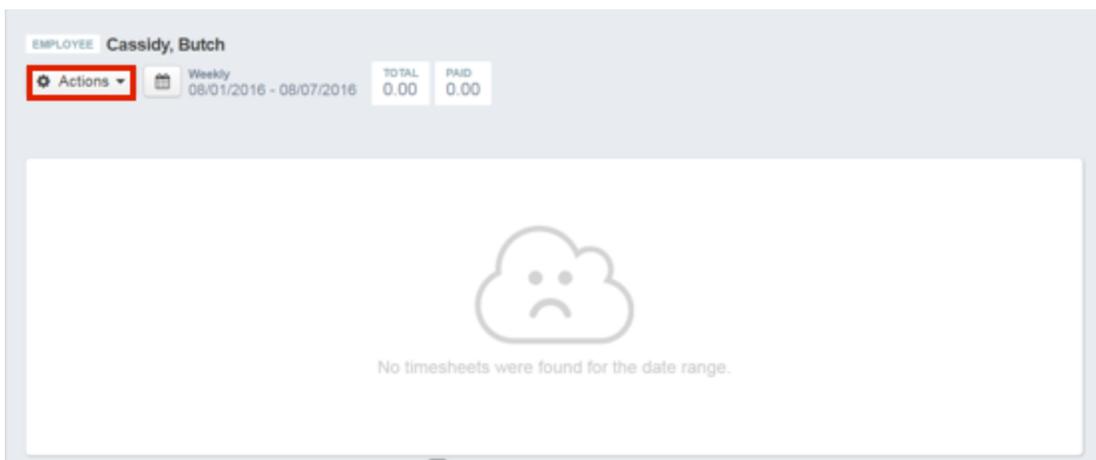
For starters, access the login page at [veritime.aesoponline.com](https://veritime.aesoponline.com) and enter your login ID and PIN. As a reminder, Admins generally assign a phone number as the user ID.

Log in and select the **Timesheet** icon from the homepage.



This timesheet feature records your work time and if granted the proper permissions, you can add or edit additional timesheets.

Click **Actions** and select **Add Timesheet** from the dropdown menu.



A pop-up box will appear. Choose the work date and the extra duty job from the dropdown menus and click **OK** to confirm.

## Add Timesheets

Dates  
Fri, August 05, 2016

Location/Job Types  
Owen J. Roberts Middle School - Classif  
Owen J. Roberts Middle School - Classified Additional Regular Hours  
Owen J. Roberts Middle School - Classified Bank Overtime Comp Hours  
Owen J. Roberts Middle School - Classified Double Time Hours  
Owen J. Roberts Middle School - Classified Overtime Hours

OK

You can then enter the start and end time for the extra hours and provide a comment to explain the created timesheet.

EMPLOYEE Cassidy, Butch

Weekly 08/01/2016 - 08/07/2016 TOTAL + 2.00 PAID + 2.00

Cancel All Changes Save Changes

Expand All Collapse All

FRI August 05, 2016 Total + 2.00 Paid + 2.00

LOCATION	JOB TYPE	DUE	STATUS	
Owen J. Roberts Middle School	Classified Additional Regular Hours	08/07/2016	Pending	Delete Timesheet

Add New Event

TIME EVENTS	Sign In	Sign Out	Total	Paid
Daily Shift	02:00 PM	04:00 PM	+ 2.00	+ 2.00

Special Education Insert Comment Account: -- None Selected -- Change

TIMESHEET COMMENT

Insert Comment + 2.00 + 2.00

Once you are finished, click **Save Changes** to confirm your entry and click **Submit** for timesheet approval.

This action opens a window where you can choose which timesheets to submit. Check the box(es) next to the desired timesheet(s) and click **Continue**.

Submit

Cancel All Changes Save Changes

Expand All Collapse All

**Timesheet Status (1 of 2)** ×

**Action:**  
Submit Pending/Rejected Timesheets

**Select Dates:**

- All Timesheets ⌵
- 08/05/2016 - Friday (1 timesheet)

A second pop-up appears. Include any additional comments for your approver and click **Submit Timesheets**.

**Timesheet Status (2 of 2)** ×

**Action:**  
Submit Pending/Rejected Timesheets

**Comments:**

I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

**Digitally Sign using PIN:**

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