

VERITIME EMPLOYEE TIMESHEET ENTRY INSTRUCTIONS

1. Log into Frontline.
2. Click the "Timesheet" icon.
3. The system will display the current day and work week (click the calendar icon to change weeks).
4. You must enter your **actual** start time and end times, regardless of what you may or may not be scheduled to work.
5. Start and end times must be in AM and/or PM format (12:00 noon is PM) – examples of how time can be entered are as follows:
 - a. 7a or 700a or 7:00a (will display as 7:00 AM)
 - b. 815a or 8:15a (will display as 8:15 AM)
 - c. 12p or 1200p or 12:00p (will display as 12:00 PM)
 - d. 230p or 2:30p (will display as 2:30 PM)
6. Please remember that all time worked in excess of your scheduled hours must be pre-approved, in writing, by your supervisor. A comment explaining the reason for the overage must be entered on the timesheet.
7. Click the "Save Changes" icon at the top of the page before exiting timesheet entry or all changes will be lost.
8. Click the "Submit" button at the top of the page when all time worked has been entered for the week and the weekly summary at the bottom has been confirmed for accuracy – this sends the timesheet for approval.
9. Timesheets must be submitted weekly, **no later than 8AM Monday** of the following work week (the work week runs Monday through Sunday).
10. A timesheet may be rejected and sent back to you to correct the following errors:
 - a. Duplicate time (i.e. work time entered at the same time as an absence)
 - b. Hours Worked = Hours Paid (time entered on timesheet was not the actual hours worked)
 - c. Inclement Weather (time was entered incorrectly on an inclement weather day)
 - d. Missing Time (days or times may be missing from the timesheet)
 - e. Unscheduled Day (time was entered on a day you were not scheduled to work)