

# Using the Timesheet

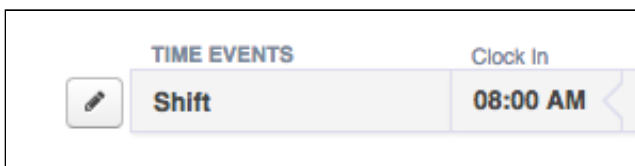
As a VeriTime Campus User, you'll come to know the VeriTime Timesheet pretty well! To help you get started, here's some common actions you'll take in the timesheet.

- [Editing a timesheet](#)
- [Adding a comment](#)
- [Adding a new time event](#)
- [Adding a timesheet](#)
- [Moving time events](#)

Need help finding a timesheet? [Click here!](#)

## Editing a Timesheet

Click on a blue bar to expand a day and see its details. Then, click on the time you want to edit or click the **pencil icon** next to a row of time.



[Return to top of page.](#)

## Adding a Comment

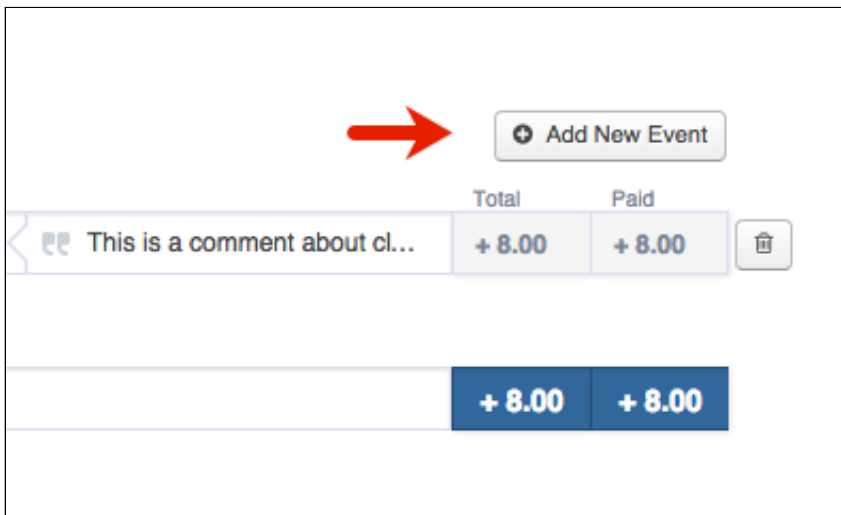
While adding or editing time on a timesheet, you can add comments to individual time events or to the whole day. To add a comment, click in the text box and type your comment. Then, click the green **Save Changes** button at the top right corner of your screen.

TIME EVENTS		Clock In	Clock out	Total	Paid			
<input type="checkbox"/>	Shift	08:00 AM	This is a comment about cl...	04:00 PM	This is a comment about cl...	+ 8.00	+ 8.00	<input type="checkbox"/>
TIMESHEET COMMENT								
<input type="checkbox"/>	This is a comment about the whole day.				+ 8.00	+ 8.00		

[Return to top of page.](#)

## Adding a New Time Event

To add time to a timesheet, click the **Add New Event** button. Then, type in the times and comments as needed.



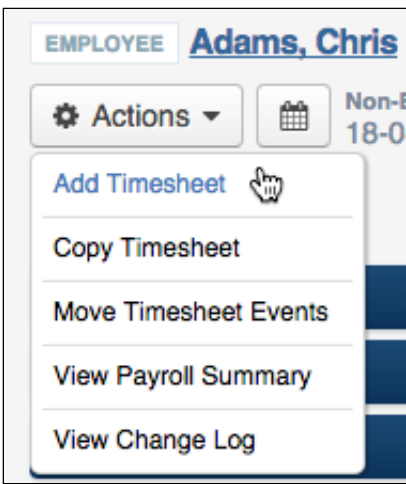
[Return to top of page.](#)

## Adding a Timesheet

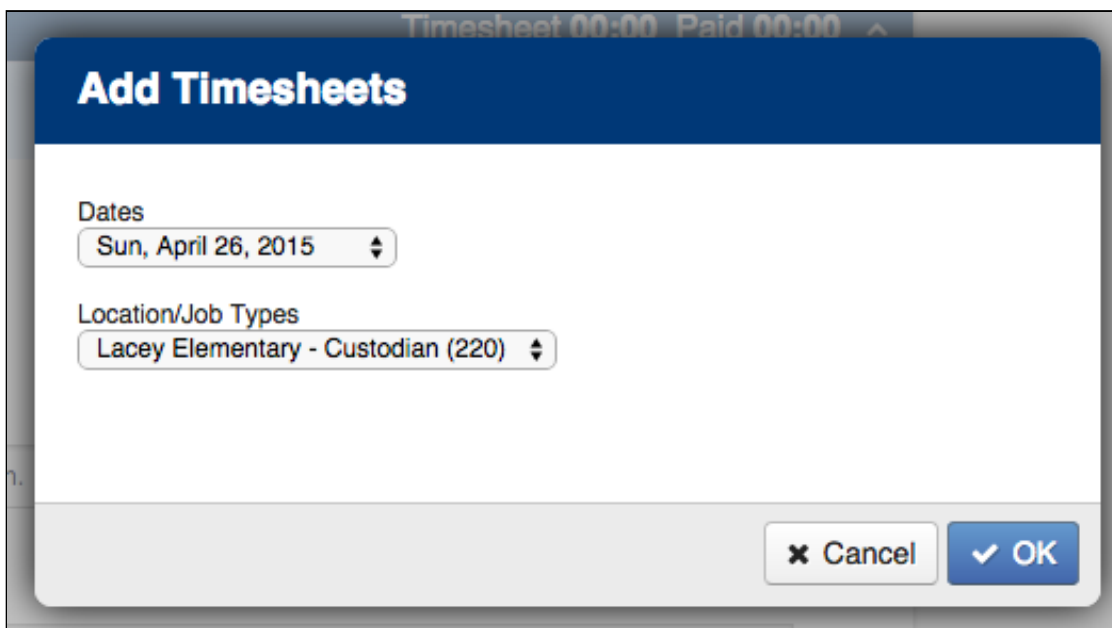
### Watch Video

If you need to record already-worked time to an unscheduled job, you'll need to add a timesheet.

First, click the **Actions** button, then click **Add Timesheet** in the drop-down menu.



Then, in the pop-up window, select the date and location/job type of the timesheet you want to add. Then, click **OK**.



[Return to top of page.](#)

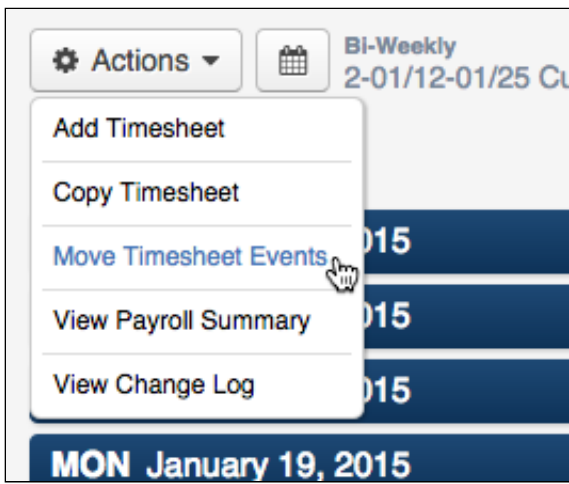
## Moving Time Events

### [Watch Video](#)

If you need to change the job type or location on already-recorded time, you will need to move time events in VeriTime.

Please note that in order to move time events, a date must have at least 2 timesheets in "pending" status with time events. [Click here for more information.](#)

Click the **Actions** button, then click **Move Timesheet Events** in the drop-down menu.



Next, select the date, the timesheet from which you are taking the event, and the timesheet you are placing the event in. Then, check the boxes next to the events you would like to move. Next, click the **Move Events** button.

## Move Timesheet Events



Move an event from one timesheet to a different timesheet on the same day. To begin, please select the day on which the event occurred.

### Select Date:

Tue, January 06, 2015

### From Timesheet:

George Washington Elementary School - Custodian

### To Timesheet:

Rittenhouse Middle School - Food Service

All Events

06:00 AM - 07:59 AM (Shift)

08:00 AM - 04:00 PM (Shift)

Cancel

Move Events →

[Clock out](#)

A "Success!" page should appear. Now, click the **Close Window** button, or click **Move More Events** to continue moving timesheet events.

## Move Timesheet Events ✕

**Success!** The events you selected have been moved.  
**ⓘ** You must save the timesheet for the changes to be permanent.

---

**Date:**  
Tue, January 06, 2015

**From Timesheet:**  
George Washington Elementary School - Custodian

**To Timesheet:**  
Rittenhouse Middle School - Food Service

- 06:00 AM - 07:59 AM (Shift)

[Move More Events...](#) [Close Window](#)

[Return to top of page.](#)

Remember: when you are finished making any changes to a timesheet, click the **Save Changes** button at the top right to save your changes.

[✕ Cancel All Changes](#) [✔ Save Changes](#)

[▼ Expand All](#) [▲ Collapse All](#)

