VeriTime®

The Two Minute Overview

VeriTime is a time and attendance management system that shares select data with Aesop. You can capture time electronically, monitor attendance data in one place, and improve compliance with labor laws.

Objective 1 // Capture Time

The first and most basic function of VeriTime is to accurately capture time worked. This data is obtained via two primary methods:

Web Clock

Centralized Kiosk – Optionally integrate the use of barcode scanners, proximity card readers, etc

Employee Web Portal - Allow employees to clock in at their own workstations

Electronic Timesheet

Autopopulating timesheets – Primarily automated based upon expected working schedule

Manually entered time – The digital equivalent of paper timesheets, always accessible via the web

Objective 2 // Calculate & Classify Time

This is where we add "smarts" to the time captured. Built to handle the unique rules of K-12, VeriTime allows you to set up and manage payroll rules based on labor contracts and district policies. Different rules and pay rates are then automatically applied to different employee classifications, including comp time, shift differentials and exception pay.

Objective 3 // Manage Schedules

Set up and adjust work schedules for your employees, including the automation of unpaid breaks. The schedule pulls in absence data from Aesop and district-wide events from a master calendar, giving you a more complete picture of time.

Objective 4 // Approve Time

See all user time in one place, including leave from Aesop. Review both paid and unpaid time, make adjustments, and easily approve or reject time.

Objective 5 // Report on Time

Knowledge is power. Predesigned reporting tools in VeriTime better inform employee management decisions. Custom reporting through Report Writer gives you the ability to track labor expenditures, increase employee accountability and improve labor law compliance.

Objective 6 // Transfer Time to Payroll

VeriTime provides tools to help you get employee time into payroll quickly and accurately. The Payroll Wizard will notify you of outstanding issues, and you can use Report Writer to pull extract reports for payroll.

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