## Using the VeriTime Kiosk

1. When clocking in or out at a VeriTime kiosk, you should see this screen.



- 2. Click 'Use ID/PIN,' and enter your Aesop Login ID (phone number) and 4-5 digit PIN.
- 3. This page will appear:

FRONTLINE		
VeriTime	In/Out - Scan or ID/PIN Thursday 04/02/2015	IN/OUT - SCAN'OR ID/PIN
	<b>06:27</b>	
	Waiting for scan	
	Welcome, Butch Cassidy	
	Success! Clock Out @ 06:30 AM (06:27 AM Actual) Hunger High - Bus Driver	
	Dismiss	

- 4. If required by your Time & Attendance Administrator, click the Add a Comment button and add a comment to that clock event.
- 5. If you work multiple assignments, click on the Job Type drop down and select the assignment that you are working that day.
- 6. The screen will automatically reset for the next employee or click the Dismiss button.
- 7. Complete this same process when clocking out at the end of the day.



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