

Clocking in Through the Web Clock

time-help.frontlineeducation.com/hc/en-us/articles/115003455087-Clocking-in-Through-the-Web-Clock

A district generally uses a kiosk or web clock to track an employee's individual work times and you must understand how to use your location's designated tool. This article explains the clock in/out process through your time and attendance web clock but you can also learn more about additional kiosk options [here](#).

With the proper permissions, you can access the web clock via your workstation (laptop, tablet, etc.) or through your smartphone!

Workstation

For starters, let's first examine a general workstation.

Access the [login page](#) (veritime.aesonline.com) and enter your user ID and PIN. Once you sign in, you can then select **Time Clock** from the employee homepage.

This selection opens a personalized web clock.

Keep in mind, an Administrator must provide the proper permissions before you can view or access this tool. Please contact your system Admin if you experience any difficulties.

The first column within the web clock specifically indicates your schedule and allows you to review your expected work times. The second column displays any clock in/out times for that day and instantly updates with any sign in/out entries.

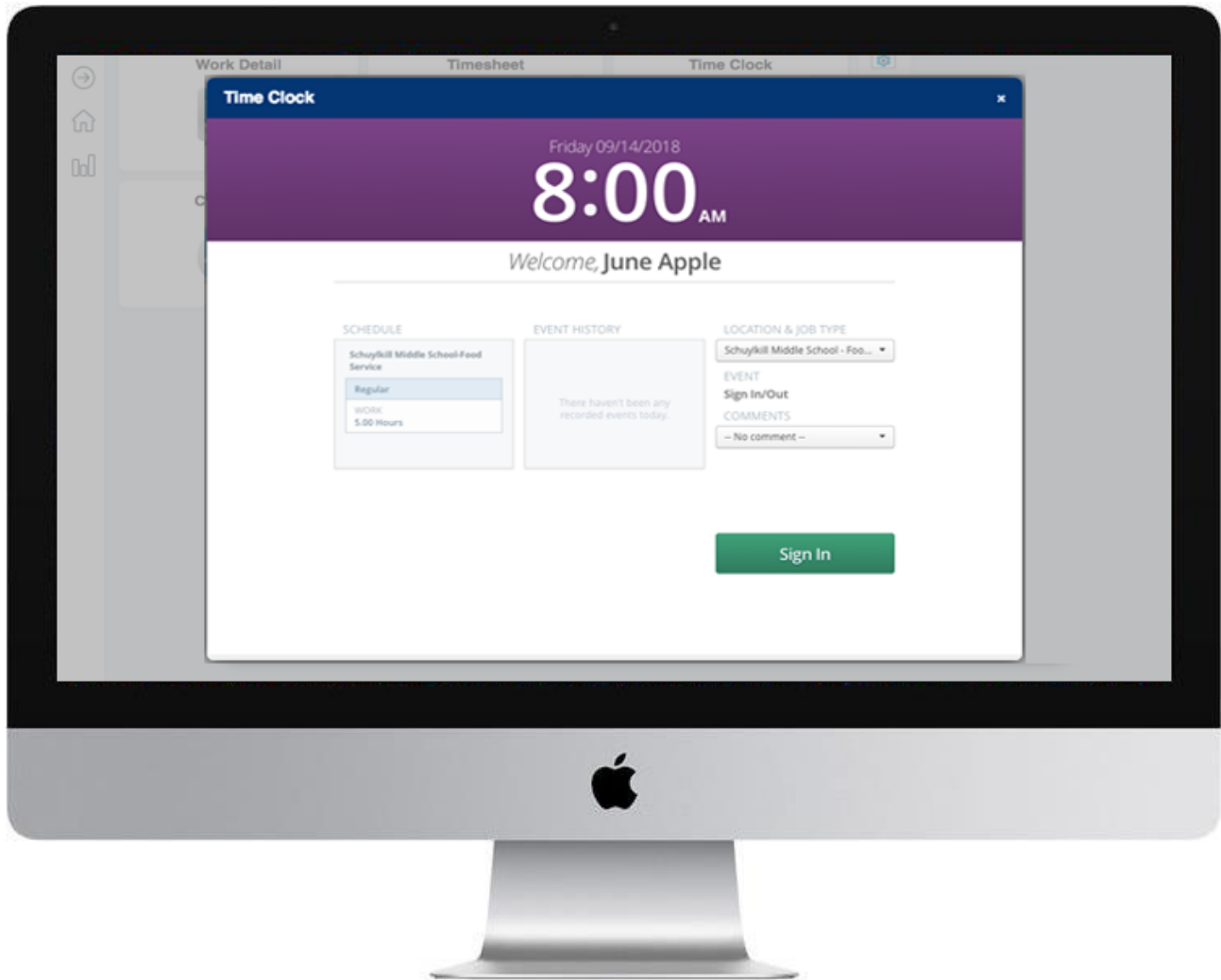
The final section pertains to employees who work at multiple locations or to those who must include a reason for their clock in/out timeframe. Select a work location from the dropdown and if necessary, include a reason for the time clock entry.

The screenshot displays the web clock interface with three main sections:

- SCHEDULE:** Shows the location "Rittenhouse Middle School-Food Service" and a "Regular" shift. The work period is from 08:00 AM to 11:45 AM, totaling 03:45 Hours. A "BREAK" section is also visible.
- EVENT HISTORY:** A message states "There haven't been any recorded events today."
- LOCATION & JOB TYPE:** A dropdown menu is set to "Rittenhouse Middle School - F...". Below it, the "EVENT Shift" and "COMMENTS" dropdowns are both set to "-- No comment --".

At the bottom right, there is a large green button labeled "IN".

Simply click **IN** to sign into the system and click **OUT** once you complete your day.



The system recognizes your clock time entries, provides a confirmation, and records your entry within the "Event History" column.

© Copyright 2017 Frontline Education