

# Time and Attendance - Training for BTSD Staff

There are two different ways to access Time and Attendance:

- On the web - <https://veritime.aesoponline.com>
- On the Mobile App

Accessing Time and Attendance through the Website on a Computer

- [Accessing Time and Attendance](#)
- [Frontline Time and Attendance Training Video for BTSD Staff - Adding a Timesheet \[Video\]](#)
- [Adding Timesheets for Additional Hours Worked in Frontline Time and Attendance](#)
- [Reviewing and Commenting on Time Worked – Frontline Absence and Time](#)

Clocking In Through the Mobile App:

- [Downloading and Accessing the Frontline Mobile App](#) - (When using the app for the first time you will be required to put in an ID. The ID # is 7354)
- [Clocking In Through the Mobile App \[Video\]](#)
- [Clocking in Through the Frontline Mobile App – Frontline Absence & Time](#)
- [Reviewing and Submitting Timesheets Through the Frontline Mobile App – Frontline Absence & Time](#)

Once you submit your timesheet it will go to the appropriate approver. Once approved by your approver, the timesheet will be forwarded to payroll and the hours will be paid.

There are some great resources in the Learning Center: Help and Training Resources area of Frontline. Log in to your Employee's account, and select the Help tab to open the Learning Center.

If you have any additional questions or do not understand any part of the process, please complete this [Frontline Time and Attendance Request Form](#) for more assistance.

## **Important Reminders:**

- When to submit timesheets?
  - All timesheets should be submitted no later than the Monday following the week of service. The timesheets are then sent for approval and then locked. Corrections to submitted timesheets and additional timesheets not entered into a locked period can only be done by using the [Frontline Time and Attendance Request Form](#).
- Important to remember to pick the correct job type based on the work you are doing. The job type you pick is linked to the rate of pay, account it will hit, and who it will go to for approval.
- Required to leave a comment for certain assignments.
- Be careful when putting in time to type in AM or PM based on the time you are working.