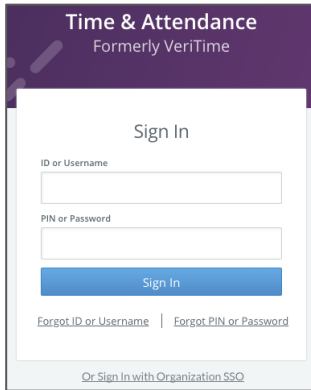Time and Attendance places absences captured in Absence Management alongside time worked in the Time and Attendance system and helps school districts manage staff and ensure accurate pay for hours worked.

LOGGING IN ON THE WEB

Type signin.frontlineeducation.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.
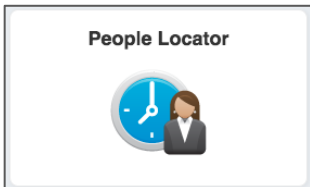
If you experience trouble while logging in, click "**Forgot ID or PIN?**" for further assistance.

CONNECTING TO ABSENCE MANAGEMENT

Time and Attendance allows you to access the Absence Management system directly from the homepage. Select the **Menu Grid** in the top left corner and select **Absence Management**.
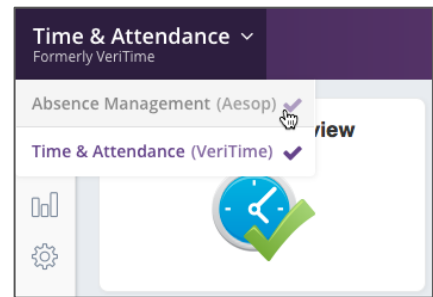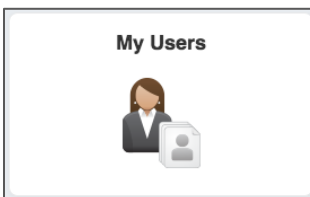
THE PEOPLE LOCATOR

The People Locator is intended for kiosk users only and provides real time insight into users currently signed in and "on the clock." Reference "Using the People Locator" article and video in the Learning Center to learn more about this helpful resource.

FINDING A USER

Click **My Users** on the homepage to view a list of all Time and Attendance users within your visibility or use the search bar at the top of the page to locate a particular user. You can then select a user to view their work schedule, applicable payroll reports, and timesheet.
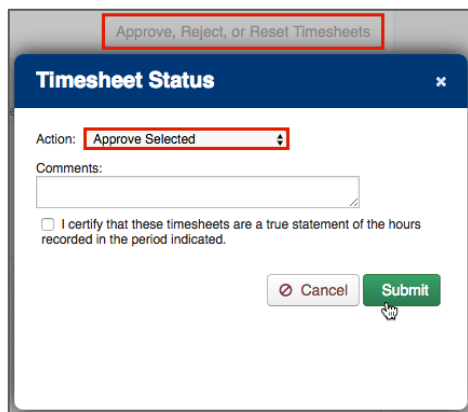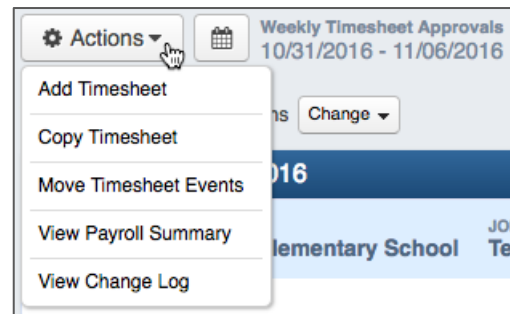
REVIEWING TIMESHEETS

Once a user submits a timesheet, Admins with the proper permissions must review the timesheet for accuracy. Time and Attendance hosts the Work Summary, Work Detail, and Payroll Review report to assist with this need. Consider referencing the Reviewing and Approving Timesheets article to learn more about the time review process.

FINDING MISSED PUNCHES

The Clock Exceptions report proves vital to ensuring your user's times are properly reflected prior to approval. It allows you to see potential missed punches on a timesheet, identifies whether staff members consistently clock in on time, etc. Reference Using the Clock Exceptions Report for additional details.

EDITING TIMESHEETS

Time and attendance records a person's work time, absence time, and leave time within the timesheet. Reference Getting to Know the Timesheet to become familiar with the timesheet's look and functionality. The date range tool at the top of the timesheet allows you to select the range of time you wish to edit and the Actions button beside it gives you options to add timesheets or move time events. You can then simply click within the IN or OUT box each day to edit the timesheet.

APPROVING TIMESHEETS

You can approve time once you review and edit your users' timesheets. Simply select the checkbox beside the users you wish to approve from the Timesheet Review report and click **Approve, Reject, or Reset Timesheets**. Then, choose **Approve Selected** from the Actions dropdown and click **Submit**. You can reference the Reviewing and Approving Timesheets article to learn more about this process.

MAKING CHANGES AFTER APPROVAL

Some timesheets may occasionally require changes following an approval. You must reset the timesheet to "Pending" because you cannot modify a timesheet with an approved status. In Timesheet Review, select the users which require changes and click **Approve, Reject, or Reset Timesheets**. Then, choose **Reset Selected to Pending** from the Actions dropdown and click **Submit**.
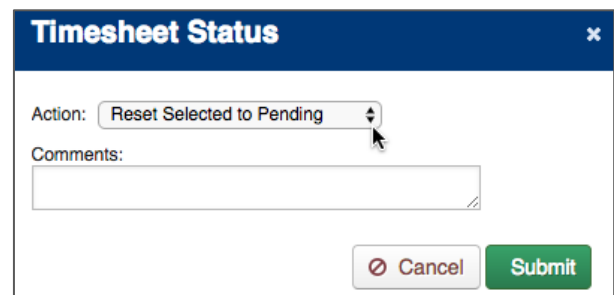
CHANGING YOUR PIN

Click on your name at the top of the page and select **Change PIN** from the dropdown menu. A new page appears where you can enter the new PIN.

Getting Help and Training

Select the "**?**" in the top bar and click **Learning Center** to access additional help-related materials.

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