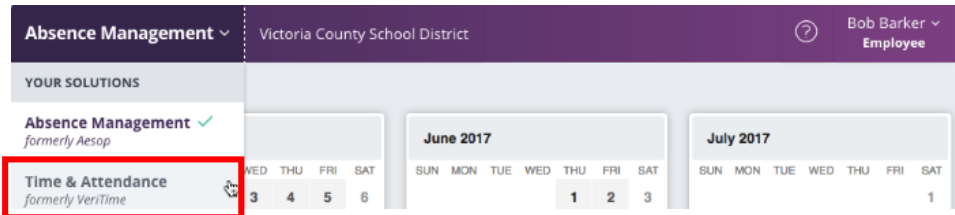


Frontline Time and Attendance

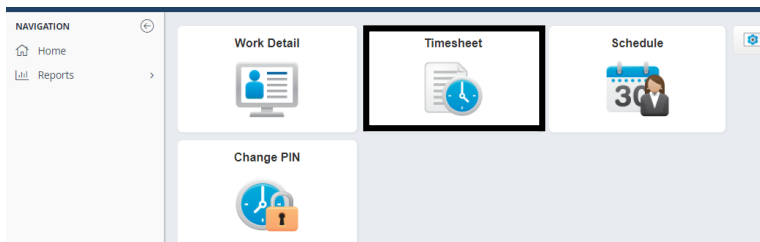
Viewing Your Timesheets

Access Time and Attendance through Frontline Absence Management.

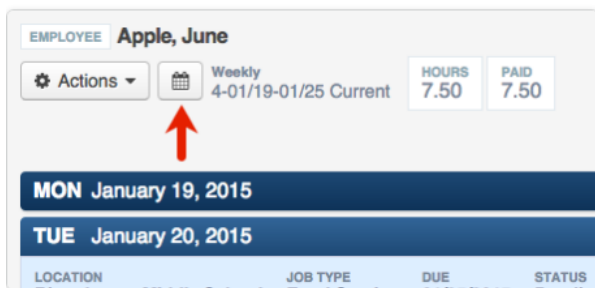
Once logged into the Absence Management system, on the upper left hand side use the drop down arrow next to Absence Management and click on Time & Attendance.



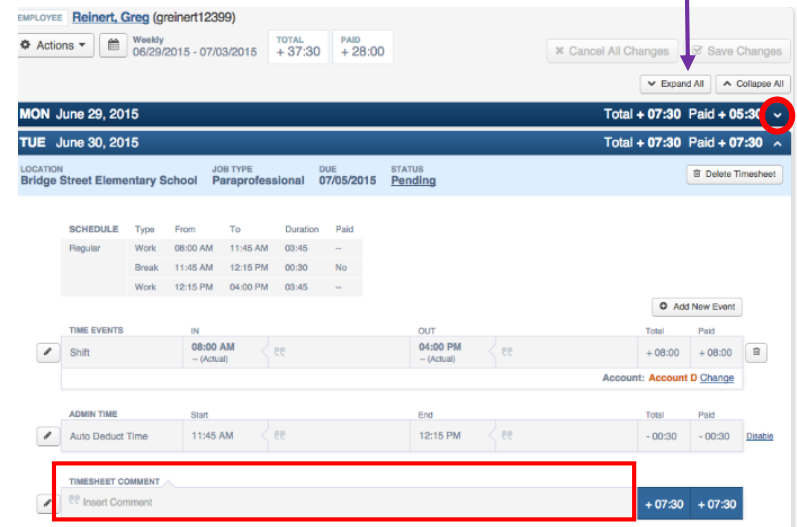
1. Click on Timesheet to review your timesheets.



2. Click on the Calendar to choose the current payroll period.



3. Click on the carat to view individual days or click on Expand All to view all timesheets in the payroll period.



a. Timesheet Comment – an employee can enter a comment on their timesheet for their supervisor

4. Work Detail – Another view of worked time.

5. Schedule – Employees can view their work schedule, if their job requires a schedule.

Frontline Time and Attendance Submitting Your Timesheets

6. Submitting Timesheets – Employees will need to submit their timesheets before their supervisor will be allowed to approve their timesheets. Timesheets can be approved each day after clocking out for the day, weekly or by pay period.

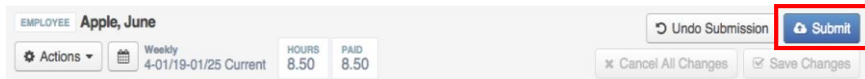
See Payroll Schedule for submittal dates.

- a. Frontline Education will send an email to the employee if they have not submitted their timesheet. It will be sent the next day after the submittal date.

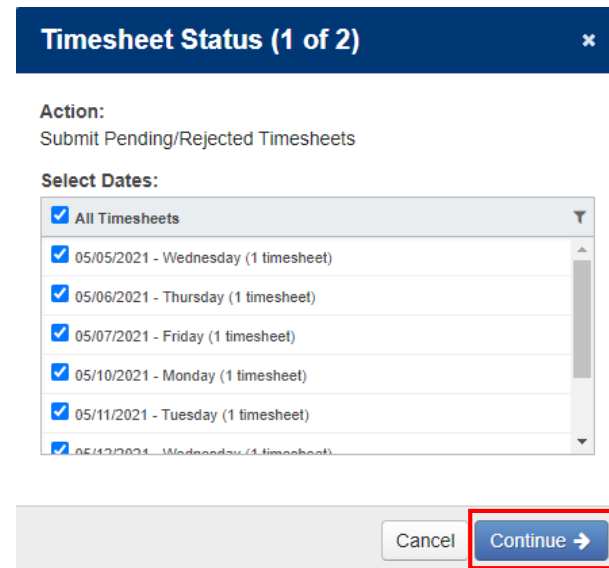
Example of email

Frontline Education		Timesheets Requiring Submission	
Your timesheets were due to be submitted on 5/5/2021. Please login to and submit all your time for the following.			
Location	Date	Status	
School District Building/Office	04/20/2021	Pending	
School District Building/Office	04/21/2021	Pending	
School District Building/Office	04/22/2021	Pending	
School District Building/Office	04/23/2021	Pending	
School District Building/Office	04/26/2021	Pending	
School District Building/Office	04/27/2021	Pending	
School District Building/Office	04/28/2021	Pending	
School District Building/Office	04/29/2021	Pending	
School District Building/Office	04/30/2021	Pending	
School District Building/Office	05/03/2021	Pending	
School District Building/Office	05/04/2021	Pending	

- b. Review the timesheets to make sure there are no missing clock in/out times.
- c. Click the blue **Submit** button at the top of the timesheets.



7. A window will appear asking what days to approve. Make sure all the days are checked that are in the pay period. Click the blue Continue button.



8. If a timesheet is rejected by the supervisor, an email will be sent to the employee from Frontline stating it has been rejected.
- a. Employee should review their timesheets
- b. Contact the building office and/or supervisor to have the corrections made to the timesheet in questioned.
- c. After corrections have been made, the employee will need to **Resubmit** their timesheets again.