

## SUBSTITUTE EMPLOYEE WEB TIME INSTRUCTIONS

These instructions will show you how to record your time into the Frontline (formerly known as Aesop) system for payroll purposes. The following are critical elements of the process:

### Mission Critical Elements of Entering Time:

1. You must enter your time into Frontline for the week worked by Sunday at 11:59 pm (midnight). For example, if today is Friday, you have 2 more days (Saturday and Sunday until midnight) to record your time.
2. Be sure to verify the assignment detail for each job that you had to ensure that it:
  - a. Reflects the correct date
  - b. Reflects the correct School
  - c. Reflects the correct School Employee (teacher) you replaced

If any of the above are incorrect, contact your branch or the Kelly Scheduling Team and have the assignment corrected.

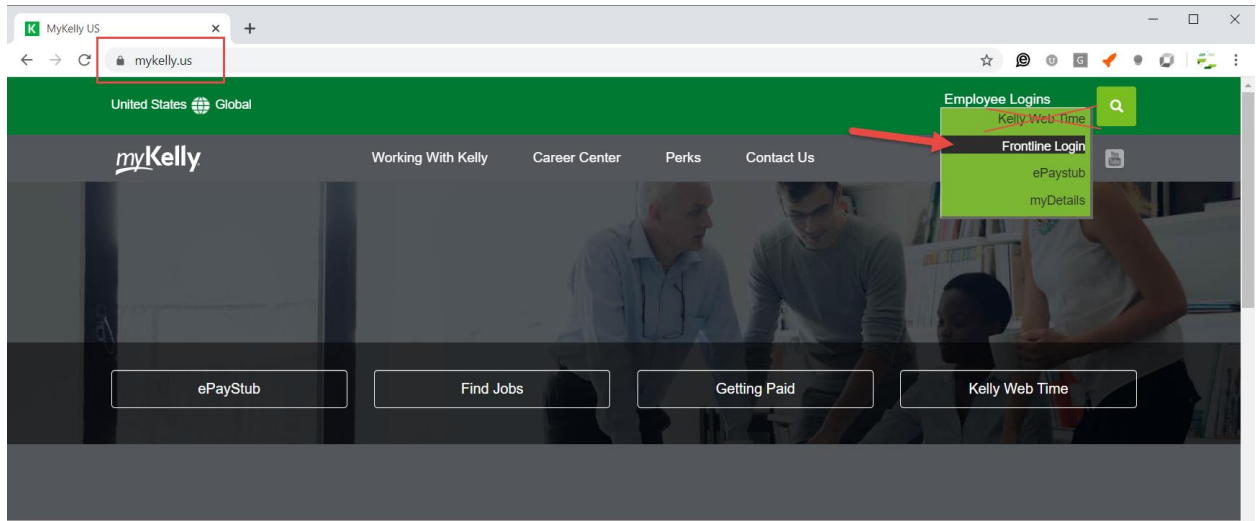
3. Remember to **Save** your time sheets as you record the information

A green rectangular button with a white checkmark icon on the left and the text "Save Time Sheet" in white.

4. Make sure you have an email address recorded in the Preferences area of Frontline so that you are able to receive notifications of time approval, rejections, etc.
5. Best practice: enter your time sheet into the Frontline WebTime area on a daily basis.

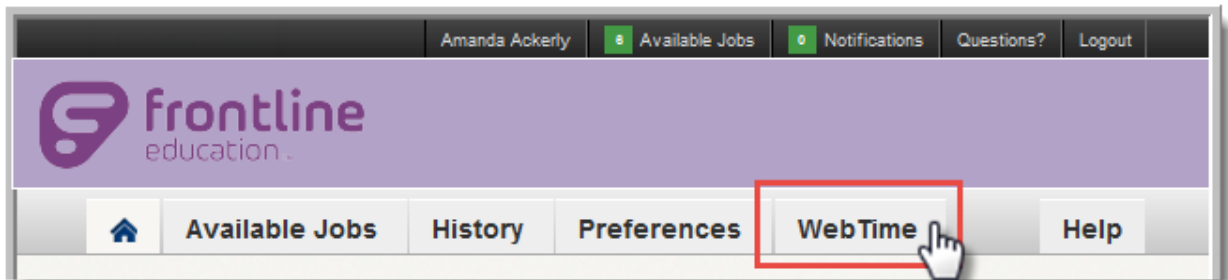
## Recording Time for Payroll (WebTime)

1. Log in to Frontline as you normally would.

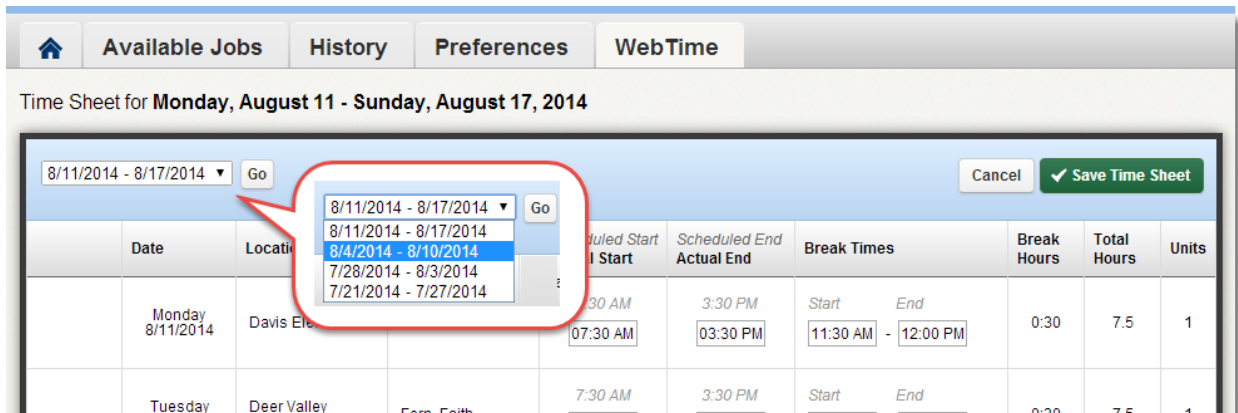


We see what's next, and it's beautiful

2. From the main screen, click the **Webtime** tab



3. By default, the screen displays the current period of pay also known as the *Assignment Record*. Select the desired pay week (if necessary) by clicking the drop down arrow and then click **GO**.



4. Icons next to each job in the *Assignment Record* indicate the status of your submission – the key is shown on the screen for your convenience.

	Date	Location	Employee	Scheduled Start Actual Start	Scheduled End Actual End	Break Times	Break Hours	Total Hours	Units
⚠	Monday 8/11/2014	Davis Elem 0056	Bartlett, Anna	7:30 AM 07:30 AM	3:30 PM 03:30 PM	Start - End -	0:00	0	0
⚠	Tuesday 8/12/2014	Deer Valley Middle School	Fern, Faith	7:30 AM	3:30 PM	Start - End -	0:00	0	0
⚠	Wednesday 8/13/2014		Smith, Cathy	7:30 AM	3:30 PM	Start - End -	0:00	0	0
⚠	Thursday 8/14/2014		Yoeman, Zachary	7:30 AM	3:30 PM	Start - End -	0:00	0	0

indicates the status of your submission

- ✔ This submission has been approved.
- ⚠ No values have been entered for this item.
- ✘ Rejected and needs revision. If the item is not open for input, the maximum number of rejections has been reached. Please contact your administrator.
- ↩ This submission represents time submitted for an assignment that you did not work. If you worked that day there should be a line item for the proper assignment. If that line item isn't showing please contact your administrator to reconcile your payroll.

Time Sheet Comments:

Comments are only available from the time the time sheet is saved up until it is approved.

5. For each job, complete the following:
- Verify that the **Date, Location and Employee** is correct. (i.e., you worked the job listed for that school employee)



**NOTE:** If the assignment record in Frontline does not list the correct teacher you replaced or the correct start and end time, **STOP** - do not enter time for that assignment. Contact your local office or the scheduling team and a Kelly representative will enter the correct teacher or timeframe of your assignment. Once the correction is made you can then enter time for that assignment.

- Enter your **Actual Start** and **Actual End** times of the assignment you worked (hint: the scheduled start and end times are shown in *italics*)
- Enter any **Break Time** you took. If you did not take a break, leave the Break Times fields blank. For example, if you took a lunch break from 11:45 until 12:15 you would enter those times in the Break Times field).

The system will automatically calculate your **Total Hours** and/or assign the proper **Units** based on your input.

	Date	Location	Employee	Scheduled Start Actual Start	Scheduled End Actual End	Break Times	Break Hours	Total Hours	Units
A	Monday 8/11/2014	Davis Elem 0056	Bartlett, Anna	7:30 AM 07:30 AM	3:30 PM 03:30 PM	Start - End -	0:00	8	1

- Repeat steps A, B, and C above for any remaining assignments for that week.
- Be sure to enter the proper AM and PM indicators when recording your time. If you happen to make a mistake, the system will prompt you about the error when you try to save your time sheet. [e.g. The Actual Start Time must be before the Actual End Time]

8/11/2014 - 8/17/2014

**Could not save one or more time sheet items due to the following error(s):**

- Monday 8/11/2014 - The Actual Start Time must be before the Actual End Time.

	Date	Location	Employee	Scheduled Start Actual Start	Scheduled End Actual End	Break Times	Break Hours	Total Hours	Units
	Monday 8/11/2014	Davis Elem 0056	Bartlett, Anna	7:30 AM 07:30 AM	3:30 PM 03:30 AM	Start - End -	0:00	0	0

- Once all your time is entered correctly, click the **Save Time Sheet** button

Time Sheet for **Monday, August 11 - Sunday, August 17, 2014**

8/11/2014 - 8/17/2014

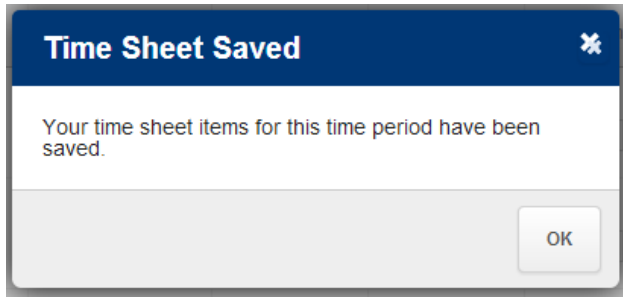
	Date	Location	Employee	Scheduled Start Actual Start	Scheduled End Actual End	Break Times	Break Hours	Total Hours	Units
	Monday 8/11/2014	Davis Elem 0056	Bartlett, Anna	7:30 AM 07:30 AM	3:30 PM 03:30 PM	Start - End -	0:00	8	1
	Tuesday 8/12/2014	Deer Valley Middle School	Fern, Faith	7:30 AM 07:30 AM	3:30 PM 03:30 PM	Start - End 11:30 AM - 12:00 PM	0:30	7.5	1
	Wednesday 8/13/2014	KES Middle School	Smith, Cathy	7:30 AM 07:30 AM	3:30 PM 03:30 PM	Start - End -	0:00	8	1
	Thursday 8/14/2014	Deer Valley Middle School	Yoeman, Zachary	7:30 AM 07:30 AM	3:30 PM 03:30 PM	Start - End -	0:00	8	1

- If you didn't enter a break time for an assignment, the system will prompt you. If you did not take a break that day, click the **Save Anyway** button.

**Break Times Not Entered** ✖

You have not entered a break time for one or more time sheet items. Please check to make sure that is correct.

10. Frontline will advise you that your entry was saved.

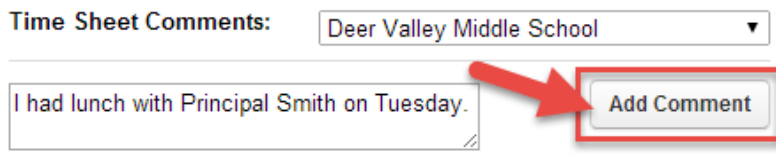


11. Once you have saved your time sheet, Frontline will allow you to enter any necessary **Time Sheet Comments**.



**Note:** Comments are helpful to explain things related to the assignment. For example, you might comment why you took a 1 hour lunch instead of a normal 30 minutes.

To enter comments, select the proper school from the **Time Sheet Comments** drop down menu, type in the comment, then click **Add Comment**.



Your comment will show a status of 'Pending...' up until Sunday at 11:59pm when it automatically gets submitted for approval. You have the option to delete the comment up until that time. Note that any comments from your \*approver will also appear here.

	Date	Location	Employee	Scheduled Start Actual Start	Scheduled End Actual End	Break Times	Break Hours	Total Hours	Units
	Monday 8/11/2014	Davis Elem 0056	Bartlett, Anna	7:30 AM 07:30 AM	3:30 PM 03:30 PM	Start - End [ ] - [ ]	0:00	8	1
	Tuesday 8/12/2014	Deer Valley Middle School	Fern, Faith	7:30 AM 07:30 AM	3:30 PM 03:30 PM	Start - End 11:45 AM - 12:15 PM	0:30	7.5	1
	Wednesday 8/13/2014	KES Middle School	Smith, Cathy	7:30 AM 07:30 AM	3:30 PM 03:30 PM	Start - End [ ] - [ ]	0:00	8	1
	Thursday 8/14/2014	Deer Valley Middle School	Yoeman, Zachary	7:30 AM 07:30 AM	3:30 PM 03:30 PM	Start - End [ ] - [ ]	0:00	8	1

This submission has been approved.

No values have been entered for this item.

Rejected and needs revision. If the item is not open for input, the maximum number of rejections has been reached. Please contact your administrator


**Time Sheet Comments:** Deer Valley Middle School

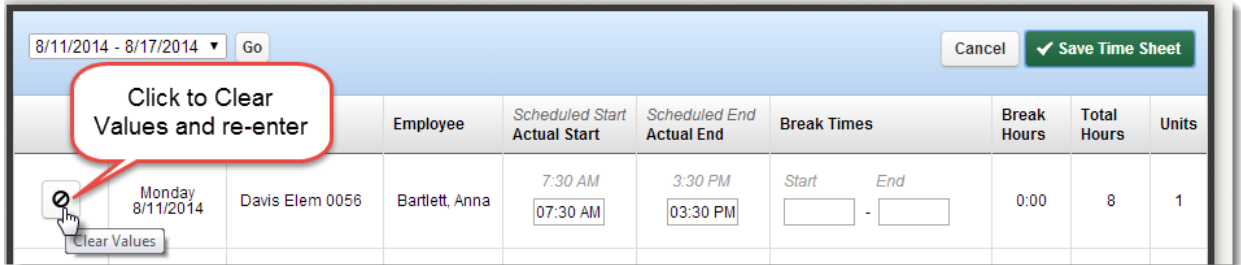
Pending.. Williams Abrams  
I had lunch with Principal Smith on Tuesday.

[ ] [ ] Add Comment

\*comments are also used for explaining rejected time by the approver.


12. Your time sheet will remain in this status until it is sent for approval by an administrator which is **SUNDAY 11:59 PM LOCAL TIME** for the week worked.

Up until Sunday 11:59PM, you can update or edit your timesheet by clicking the "Clear Values" icon [  ] which appears along the left side of the entry.

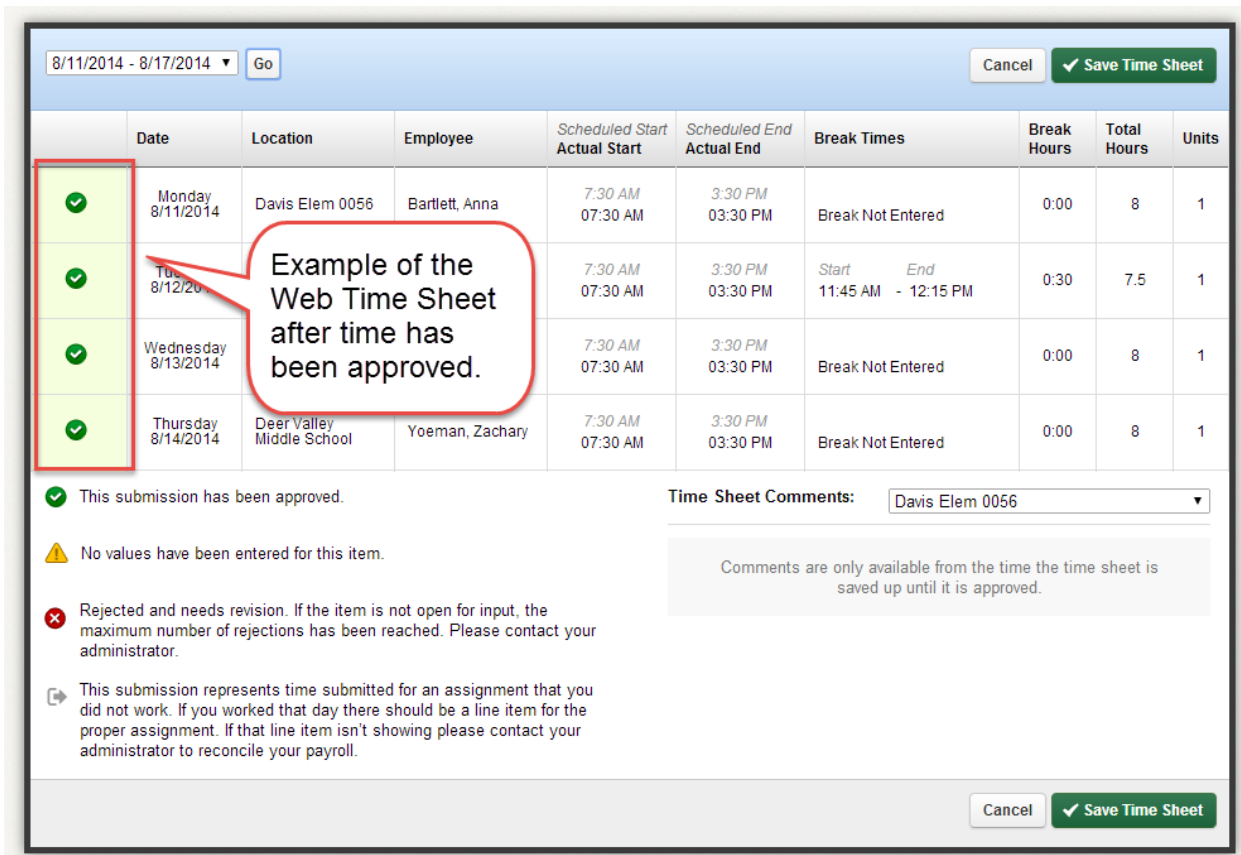


8/11/2014 - 8/17/2014 Go Cancel Save Time Sheet





Click to Clear Values and re-enter

	Date	Location	Employee	Scheduled Start	Actual Start	Scheduled End	Actual End	Break Times	Break Hours	Total Hours	Units
	Monday 8/11/2014	Davis Elem 0056	Bartlett, Anna	7:30 AM	07:30 AM	3:30 PM	03:30 PM	Start - End	0:00	8	1


13. On Sunday around midnight, an email will be sent to your approver who will review and approve (or reject) your timesheet. If you have an email address recorded in Frontline, an email will be sent to you indicating that your time has been approved or if it has been rejected and why. **If your time is rejected, you have the chance to correct it but you must do so by Monday at 11:59 pm (midnight).** Making your correction within this time frame will allow your pay to process in this weeks paycheck; otherwise if you miss the Monday midnight correction deadline, that rejected time may not appear until the following pay period.





8/11/2014 - 8/17/2014 Go Cancel Save Time Sheet


	Date	Location	Employee	Scheduled Start	Actual Start	Scheduled End	Actual End	Break Times	Break Hours	Total Hours	Units
	Monday 8/11/2014	Davis Elem 0056	Bartlett, Anna	7:30 AM	07:30 AM	3:30 PM	03:30 PM	Break Not Entered	0:00	8	1
	Tuesday 8/12/2014			7:30 AM	07:30 AM	3:30 PM	03:30 PM	Start - End 11:45 AM - 12:15 PM	0:30	7.5	1
	Wednesday 8/13/2014			7:30 AM	07:30 AM	3:30 PM	03:30 PM	Break Not Entered	0:00	8	1
	Thursday 8/14/2014	Deer Valley Middle School	Yoeman, Zachary	7:30 AM	07:30 AM	3:30 PM	03:30 PM	Break Not Entered	0:00	8	1

Example of the Web Time Sheet after time has been approved.

 This submission has been approved.

 No values have been entered for this item.

 Rejected and needs revision. If the item is not open for input, the maximum number of rejections has been reached. Please contact your administrator.

 This submission represents time submitted for an assignment that you did not work. If you worked that day there should be a line item for the proper assignment. If that line item isn't showing please contact your administrator to reconcile your payroll.

Time Sheet Comments: Davis Elem 0056

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Cancel Save Time Sheet