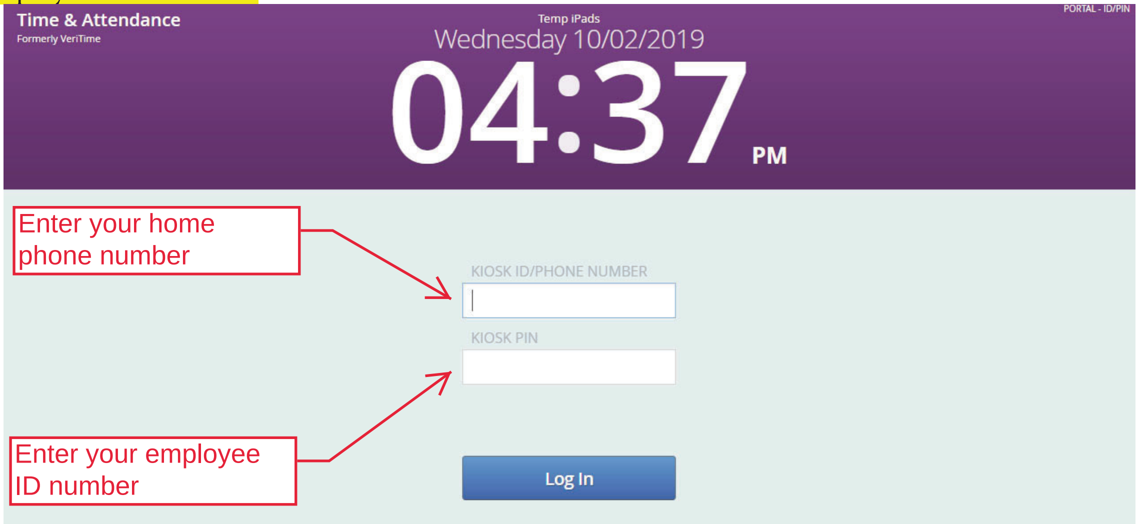
FRONTLINE TIME AND ATTENDANCE USER GUIDE

CLOCKING IN AND OUT ON A KIOSK

Using a Kiosk is easy! IPad kiosks are located in the main office of each building and in several other locations throughout your school.

First enter your ID and PIN. Then click the **Log In** icon to manually enter your credentials.

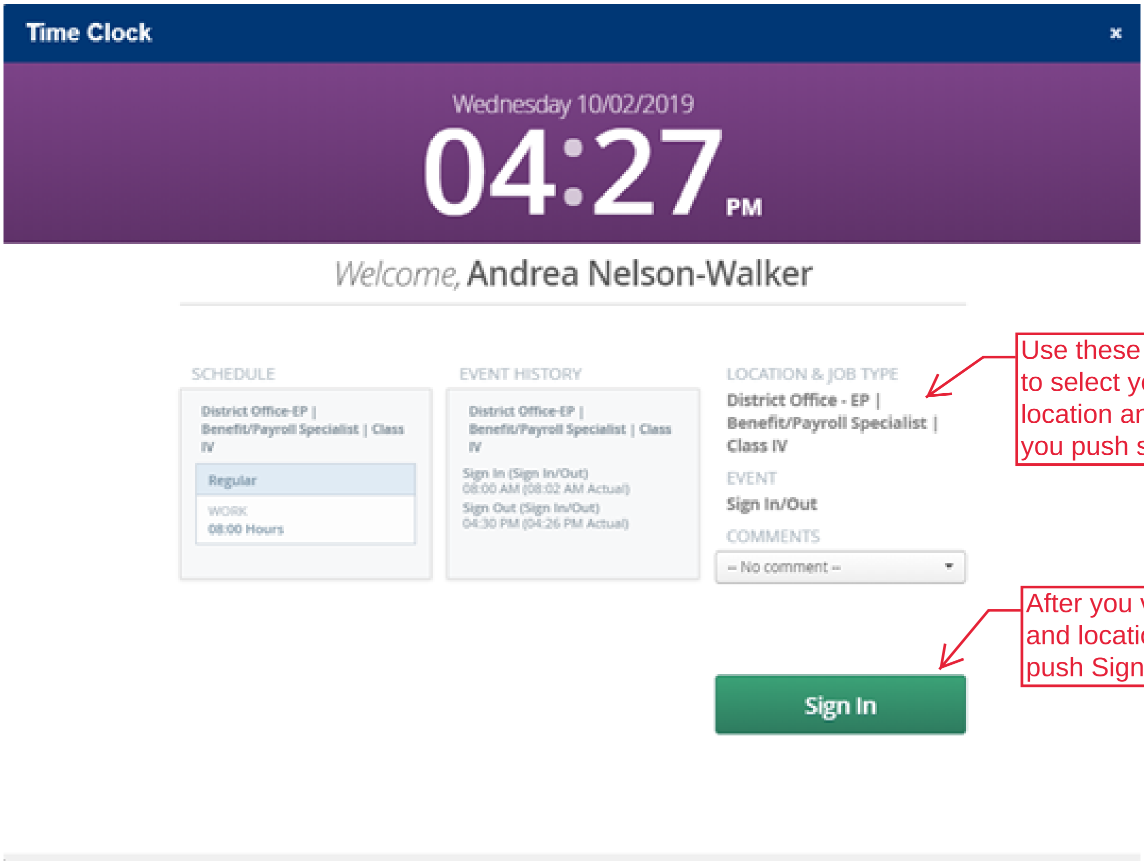
ID-Your Home Phone Number
PIN-Your Employee ID Number


Time & Attendance
Formerly VeriTime
Temp iPads
PORTAL - ID/PIN
Wednesday 10/02/2019
04:37 PM
KIOSK ID/PHONE NUMBER
KIOSK PIN
Log In

Enter your home phone number

Enter your employee ID number

If you have multiple positions or you work at multiple locations, you will be required to specify your duties and location of work each time you clock in. After your position and location are established click the **Sign In** icon to start work. When you are done working or you need to change positions you can click the **Sign Out** icon from this same window.


Time Clock
×
Wednesday 10/02/2019
04:27 PM
SCHEDULE
EVENT HISTORY
LOCATION & JOB TYPE
EVENT
COMMENTS
-- No comment --
Sign In

Welcome, Andrea Nelson-Walker

SCHEDULE: District Office-EP | Benefit/Payroll Specialist | Class IV — Regular — WORK 08:00 Hours

EVENT HISTORY: District Office-EP | Benefit/Payroll Specialist | Class IV
Sign In (Sign In/Out) 08:00 AM (08:02 AM Actual)
Sign Out (Sign In/Out) 04:30 PM (04:26 PM Actual)

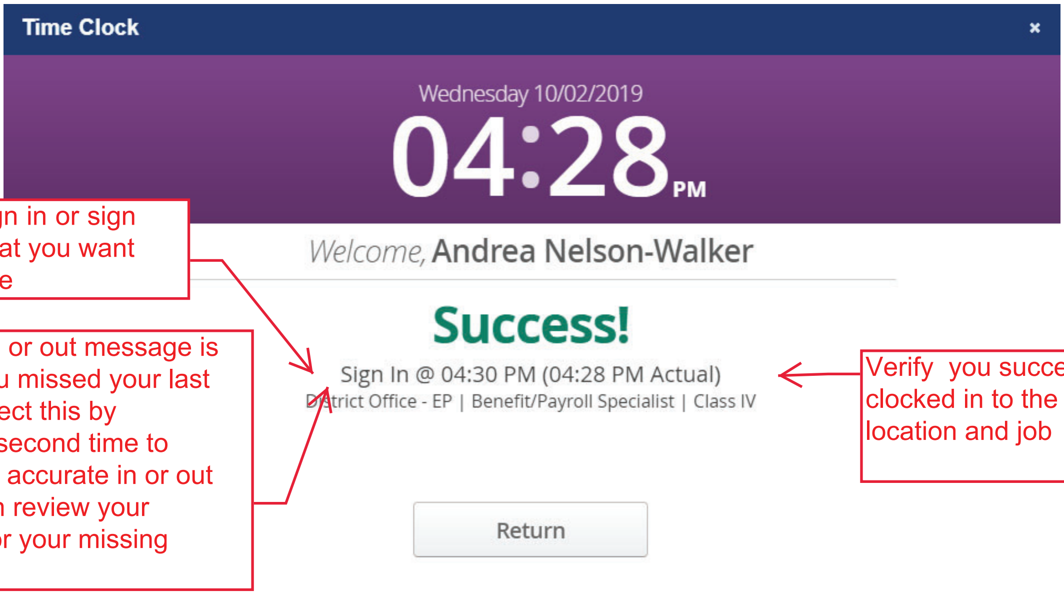
LOCATION & JOB TYPE: District Office - EP | Benefit/Payroll Specialist | Class IV

EVENT: Sign In/Out

Use these drop downs to select your correct location and job before you push sign in

After you verify your job and location are correct push Sign In

If your sign in was successful, you will see a "Success!" message with the location and job type you are working.


Time Clock

Wednesday 10/02/2019

04:28 PM

Welcome, Andrea Nelson-Walker

Success!

Sign In @ 04:30 PM (04:28 PM Actual)

District Office - EP | Benefit/Payroll Specialist | Class IV

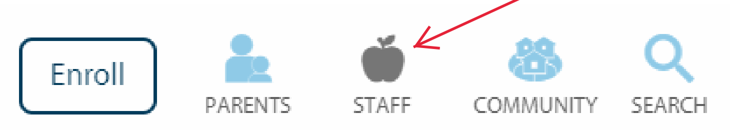
Verify sign in or sign out is what you want to do here

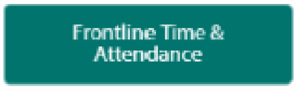
If the sign in or out message is incorrect you missed your last punch. Correct this by punching a second time to generate an accurate in or out punch. Then review your timesheet for your missing punch.

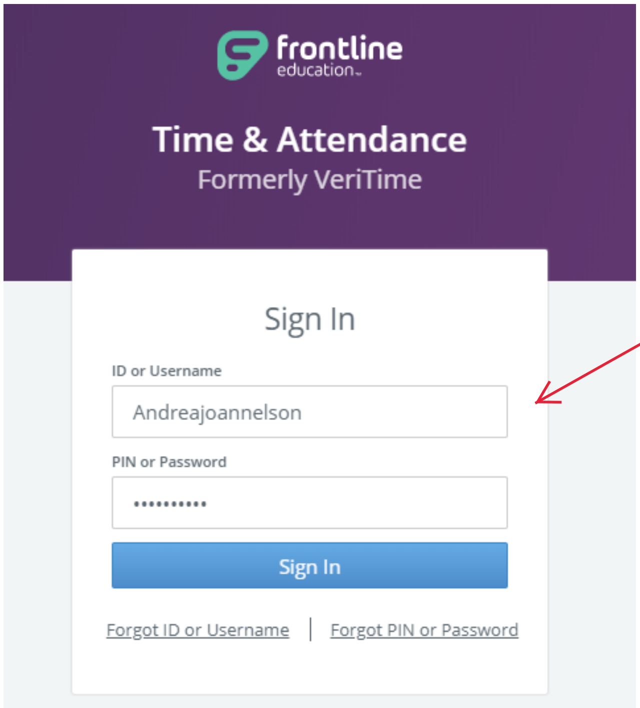
Verify you successfully clocked in to the correct location and job

USING FRONTLINE'S WEB BASED SYSTEMS

If you prefer to clock from a school computer or non-kiosk ipad or you like to approve your Timesheet from home you can go to the **NorthfieldSchools.org** website. Click the **Staff Apple** icon in the upper right hand corner of the page. Then scroll down the page and click the **Frontline Time and Attendance** icon.


Enroll
PARENTS
STAFF
COMMUNITY
SEARCH


Frontline Time & Attendance


frontline
education

Time & Attendance

Formerly VeriTime

Sign In

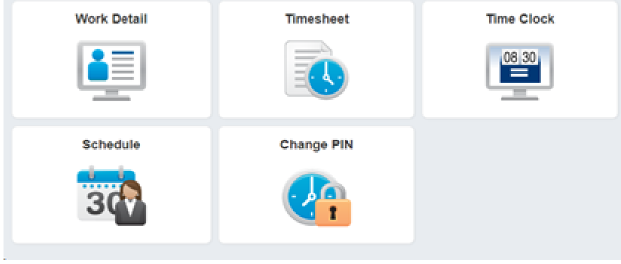
ID or Username: Andreajoannelson

PIN or Password: ••••••••••

Sign In
Forgot ID or Username | Forgot PIN or Password

Your ID or Username and Password are the ones you chose and the same ones you use for the Frontline Absence Management System (AESOP). You may have chosen a different user name for this system than the home phone number you use on the kiosk.

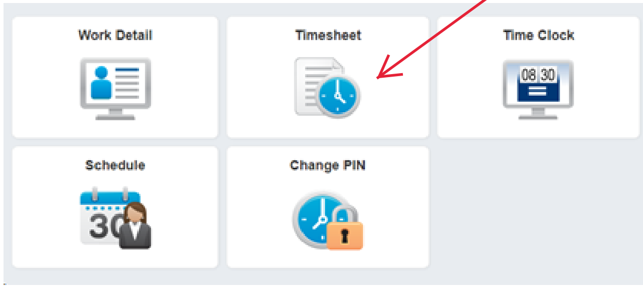
To clock in or out from the web based platform choose the **Time Clock** icon. Then follow the same steps outlined for clocking on a kiosk, on pages 1 and 2 of this guide, to select your correct job code and location, making sure to verify you clocked in or out as you intended.



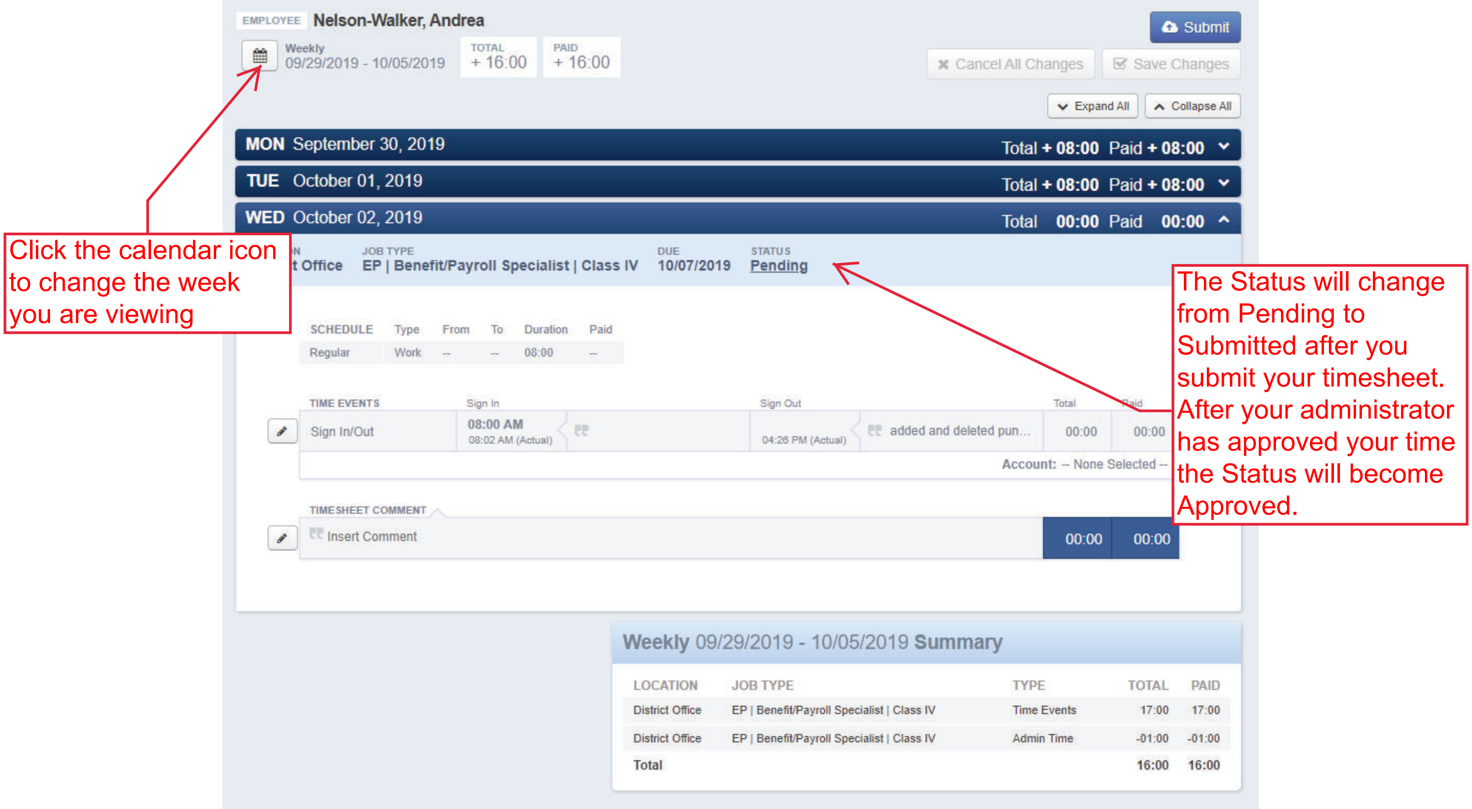
REVIEWING THEN SUBMITTING TIMESHEETS

Timesheets must be reviewed and submitted by the end of day on Monday for the previous week. Never submit your Timesheet until you have verified it is accurate. You must be clocked out of a day before you can submit that day.

First, log into the web based Time and Attendance system. Then click the **Timesheet** icon.



This will bring up the current week for you to view. To view the previous week click the calendar icon on the screen and select the dates you need to review.



EMPLOYEE Nelson-Walker, Andrea

Weekly 09/29/2019 - 10/05/2019 TOTAL + 16:00 PAID + 16:00

MON September 30, 2019 Total + 08:00 Paid + 08:00

TUE October 01, 2019 Total + 08:00 Paid + 08:00

WED October 02, 2019 Total 00:00 Paid 00:00

N t Office JOB TYPE EP | Benefit/Payroll Specialist | Class IV DUE 10/07/2019 STATUS Pending

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	--	--	08:00	--

TIME EVENTS	Sign In		Sign Out		Total	Paid
Sign In/Out	08:00 AM 08:02 AM (Actual)		04:26 PM (Actual)	added and deleted pun...	00:00	00:00

Account: -- None Selected --

TIMESHEET COMMENT

Insert Comment 00:00 00:00

Weekly 09/29/2019 - 10/05/2019 Summary

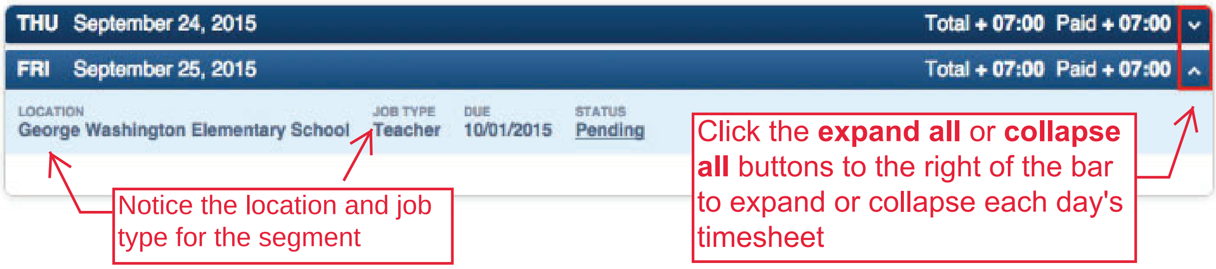
LOCATION	JOB TYPE	TYPE	TOTAL	PAID
District Office	EP | Benefit/Payroll Specialist | Class IV	Time Events	17:00	17:00
District Office	EP | Benefit/Payroll Specialist | Class IV	Admin Time	-01:00	-01:00
Total			16:00	16:00

Click the calendar icon to change the week you are viewing

The Status will change from Pending to Submitted after you submit your timesheet. After your administrator has approved your time the Status will become Approved.

Use the Timesheet to view records of scheduled time, entries of time worked, leave time, and a summary of time collected for the week. The days of the week appear as blue bars. The darker blue bar is the day you have selected.When you select a day, the job location and type will appear directly underneath the bar. Your scheduled time is listed underneath that. The individual calendar days appear as blue bars, and the current day's timesheet will be expanded by default.

The Weekly Summary window gives you the details of all your days for the week when combined together.



THU September 24, 2015 Total + 07:00 Paid + 07:00

FRI September 25, 2015 Total + 07:00 Paid + 07:00

LOCATION	JOB TYPE	DUE	STATUS
George Washington Elementary School	Teacher	10/01/2015	Pending

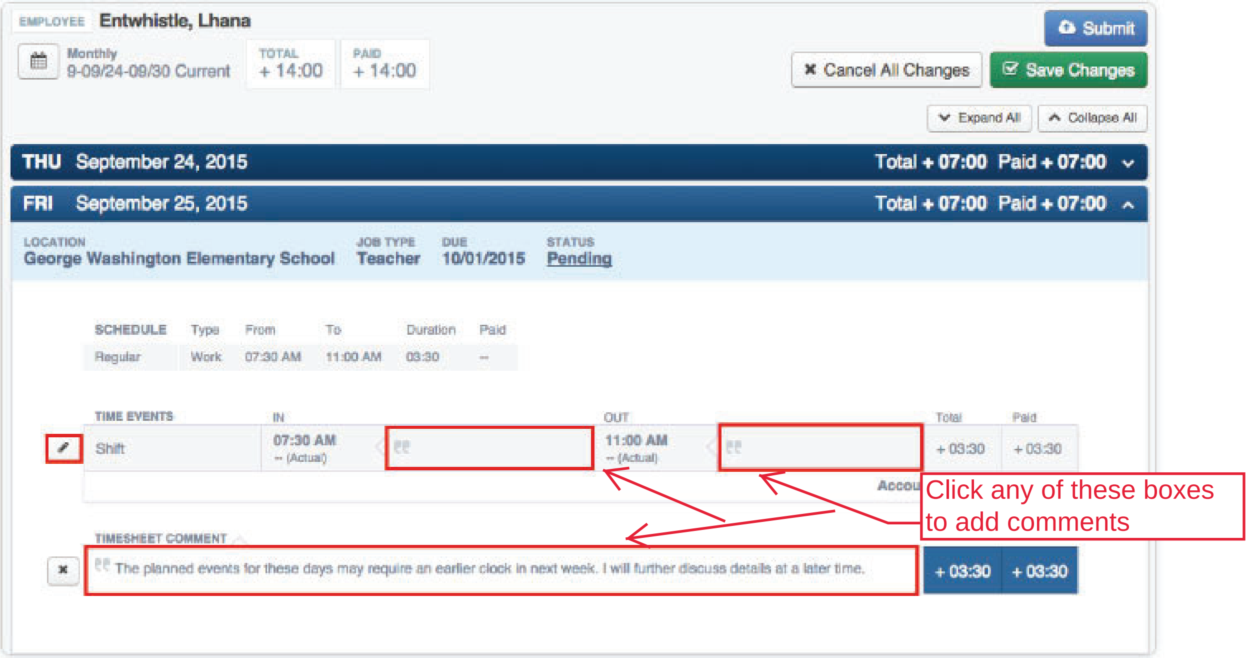
Notice the location and job type for the segment

Click the **expand all** or **collapse all** buttons to the right of the bar to expand or collapse each day's timesheet

When you select a day, the job location and type will appear directly underneath the bar. You will then find your scheduled time in the following section. Each day of the timesheet will show your assigned work schedule as well as your actual clock in and out events.

LEAVING COMMENTS

A user can leave optional comments on un-submitted timesheets. These comments can be made within the "Time Events" and "Timesheet Comments" section(s). Click the Pencil icon, or click directly within the comment box to write your remark. Click the **Save Changes icon** to save your comments or **Cancel All Changes** to delete your comments. Comments are encouraged if your hours vary from your normal schedule or are unusual. After a timesheet has been submitted you can only add comments in the Submit field and not on the actual timesheet.



EMPLOYEE Entwhistle, Lhana

Monthly 9-09/24-09/30 Current

TOTAL + 14:00

PAID + 14:00

THU September 24, 2015 Total + 07:00 Paid + 07:00

FRI September 25, 2015 Total + 07:00 Paid + 07:00

LOCATION	JOB TYPE	DUE	STATUS
George Washington Elementary School	Teacher	10/01/2015	Pending

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:30 AM	11:00 AM	03:30	--

TIME EVENTS	IN		OUT		Total	Paid
Shift	07:30 AM -- (Actual)		11:00 AM -- (Actual)		+ 03:30	+ 03:30

Accou

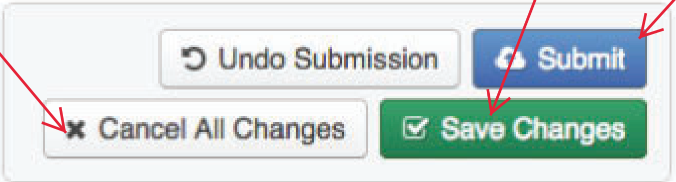
TIMESHEET COMMENT

The planned events for these days may require an earlier clock in next week. I will further discuss details at a later time.

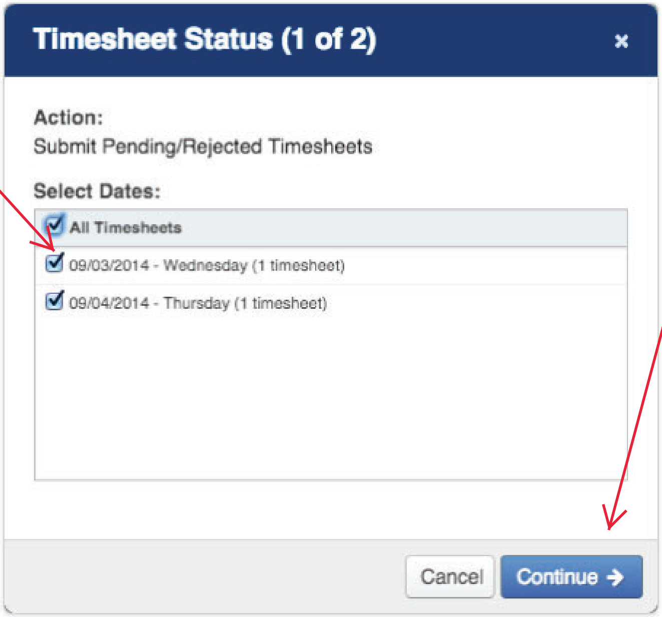
+ 03:30 + 03:30

Click any of these boxes to add comments

When you are satisfied with your timesheet, you can submit it for approval by clicking the blue **Submit** icon at the top of the page. To save your timesheet without submitting it for approval, click the **Save Changes** icon. To discard any changes, click the **Cancel All Changes icon.**



Clicking **Submit** will open a window where you can choose which timesheets to submit. Check the boxes next to the timesheets you would like to submit, then click **Continue**. Another pop-up window will appear where you can type comments for your approver to see. When you are finished, click **Submit Timesheet.**



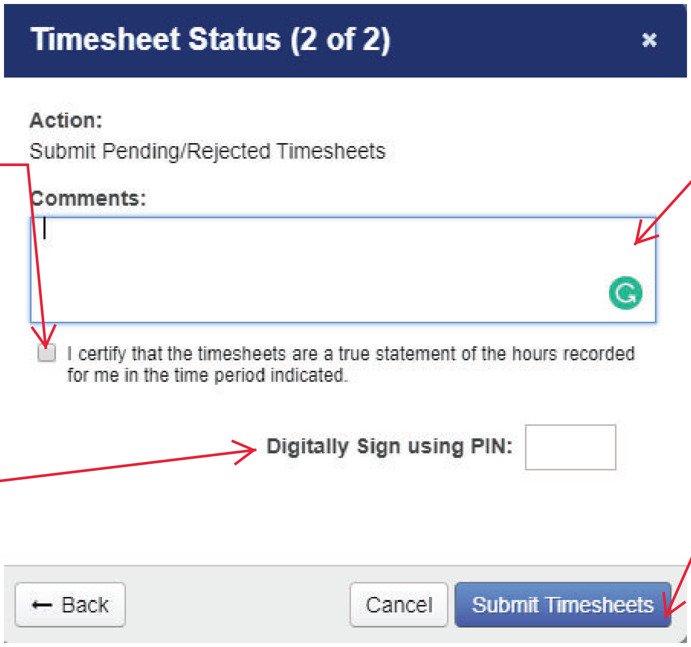
Timesheet Status (1 of 2)

Action:
Submit Pending/Rejected Timesheets

Select Dates:
☑ All Timesheets
☑ 09/03/2014 - Wednesday (1 timesheet)
☑ 09/04/2014 - Thursday (1 timesheet)

Uncheck boxes for days you do not want to submit

Click continue after verifying the dates you want to submit



Timesheet Status (2 of 2)

Action:
Submit Pending/Rejected Timesheets

Comments:

☐ I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

Digitally Sign using PIN:

You will not be able to submit if you have not checked the I certify box

This is the final place you can add comments about your time worked

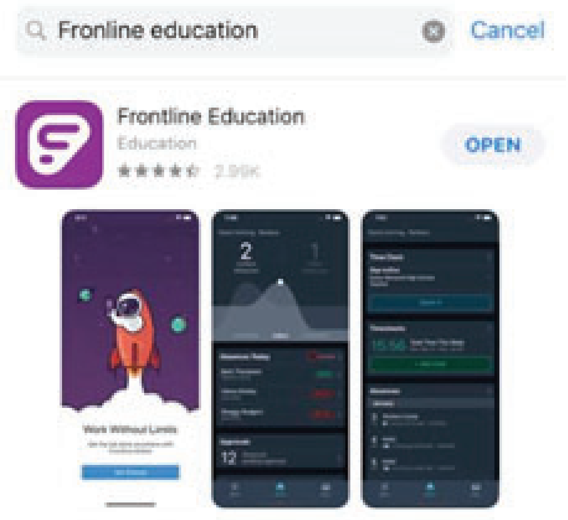
The signature PIN is your employee ID number

Your process is complete after you click Submit Timesheet

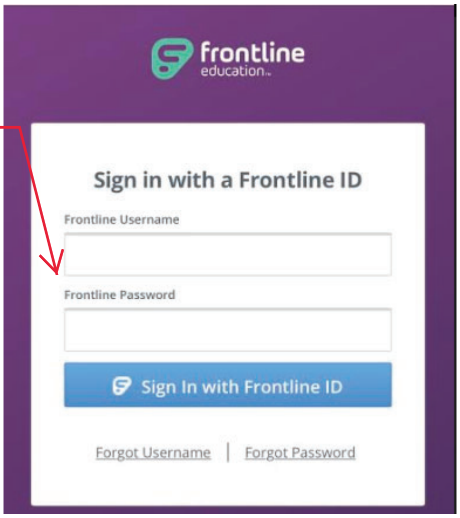
USING THE FRONTLINE MOBILE APP

The Frontline Mobile app will allow you to clock and approve time from your phone or tablet. To start using this search Frontline Education in your app store.

The district mobile code is: 7354. You will need to enter this number the first time you use the app. It will link you to the correct district. You do not need to enter this number every time you use the app.

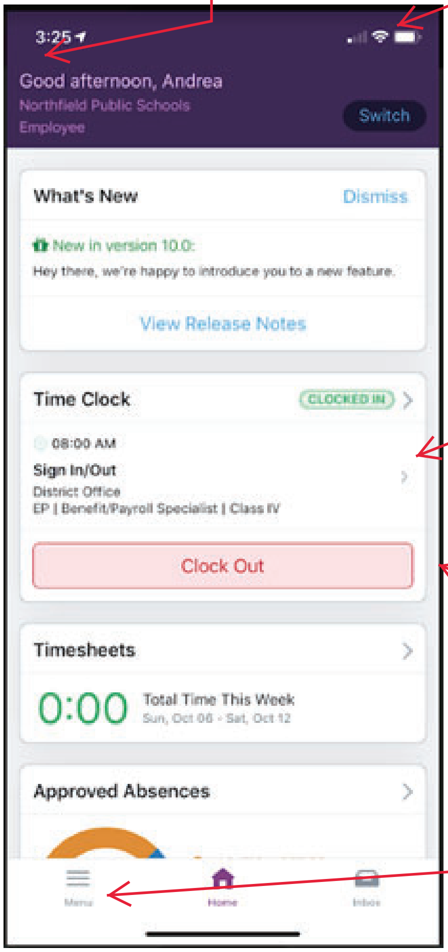

Fronline education
Cancel
Frontline Education
Education
OPEN

Your username and password are the same ones you use to access this program through the district website. After installation you can quickly sign in with thumb print or face recognition if your device has these features.


frontline
education
Sign in with a Frontline ID
Frontline Username
Frontline Password
Sign In with Frontline ID
Forgot Username
Forgot Password

You will only be able to clock with the app if you are connected to the district guest network unless you have been assigned a special job that allows you to clock while off campus. You can approve your time sheet with the mobile app from any location-only clocking is location restricted.

Mobile App Home Screen


3:25

Good afternoon, Andrea

Northfield Public Schools

Employee

Switch

What's New Dismiss

New in version 10.0:

Hey there, we're happy to introduce you to a new feature.

View Release Notes

Time Clock CLOCKED IN

08:00 AM

Sign In/Out

District Office

EP | Benefit/Payroll Specialist | Class IV

Clock Out

Timesheets

0:00 Total Time This Week

Sun, Oct 06 - Sat, Oct 12

Approved Absences

Menu Home Inbox

When clocking, make sure you are connected to the district guest network. The clock only works when connected to this IP address unless you have special job duties.

Schedule absences and view past absences

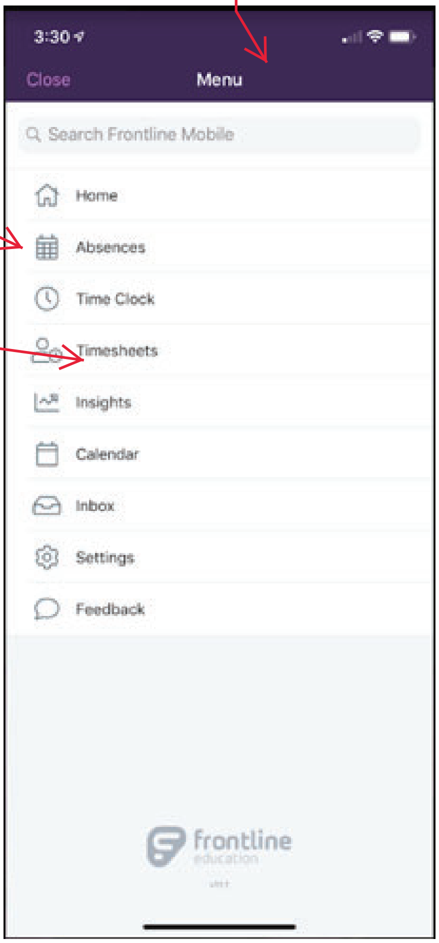
View and submit your Timesheet from any location

Use gray arrow to change your job or location before clocking in

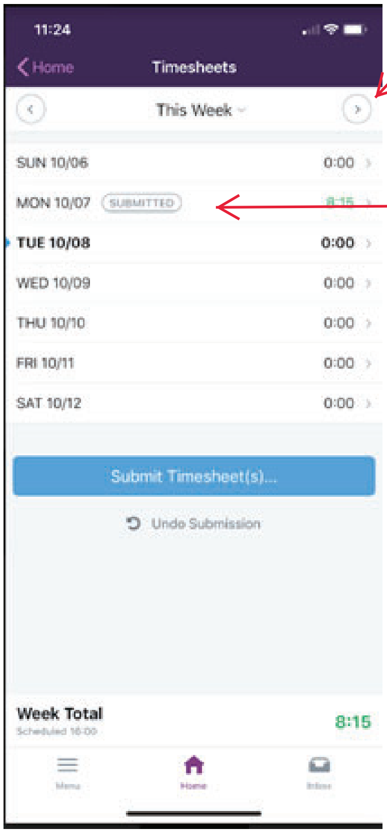
Quickly clock in and out with the one click icon on the home screen

Use the menu icon to toggle to other areas of Frontline

Mobile App Menu Page


3:30
Close
Menu
Search Frontline Mobile
Home
Absences
Time Clock
Timesheets
Insights
Calendar
Inbox
Settings
Feedback
frontline
education

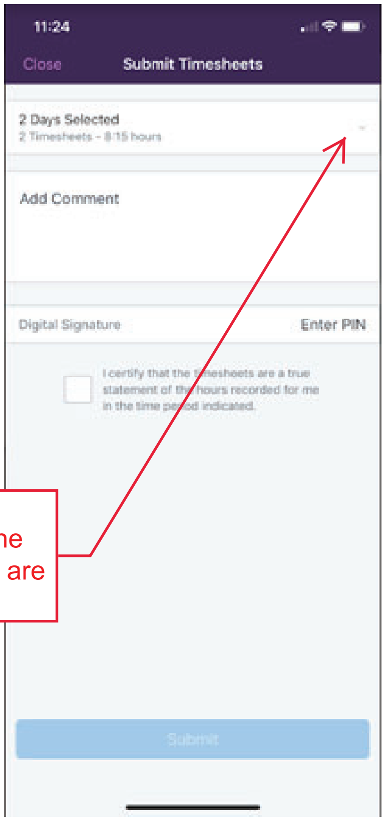
To submit your Timesheet through the mobile app follow the numbered steps and pictures below. First select the **Menu** icon and choose the **Timesheets** option. Use the **right and left arrows** to select the week you want to submit. Then press the blue **Submit Timesheets** icon. If you do not want to submit all the days in the current week you can use the **small gray arrow** to create a drop down list of the days in the week. Then **un-check** any day you do not want to submit. Next press the **Confirm Selection** icon. The final step is to follow the prompts to electronically sign your Timesheet.


11:24
Home
Timesheets
This Week
SUN 10/06 0:00
MON 10/07 SUBMITTED 8:15
TUE 10/08 0:00
WED 10/09 0:00
THU 10/10 0:00
FRI 10/11 0:00
SAT 10/12 0:00
Submit Timesheet(s)...
Undo Submission
Week Total 8:15
Scheduled 16:00
Menu
Home
Inbox

1. Use the gray arrows to select the week you want to submit

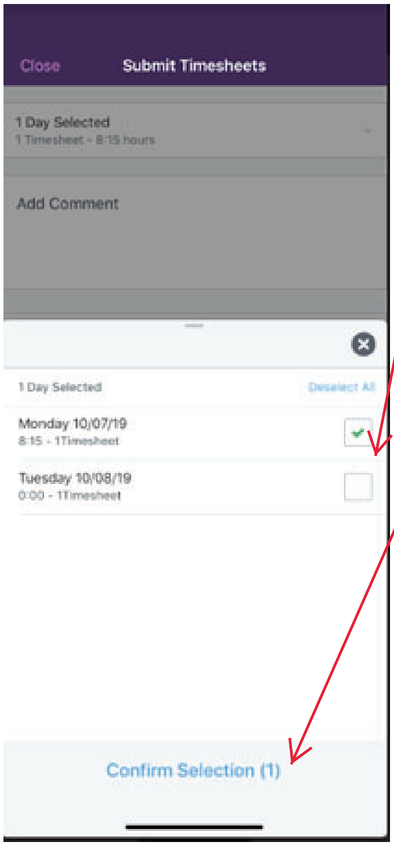
Notice, after your have successfully submitted a Timesheet "Submitted" will appear next to all finalized days. This will change to "Approved" after your administrator has approved your Timesheet.

2. Press Submit Timesheets after you have selected the correct week


11:24
Close
Submit Timesheets
2 Days Selected
2 Timesheets - 8:15 hours
Add Comment
Digital Signature
Enter PIN
Submit

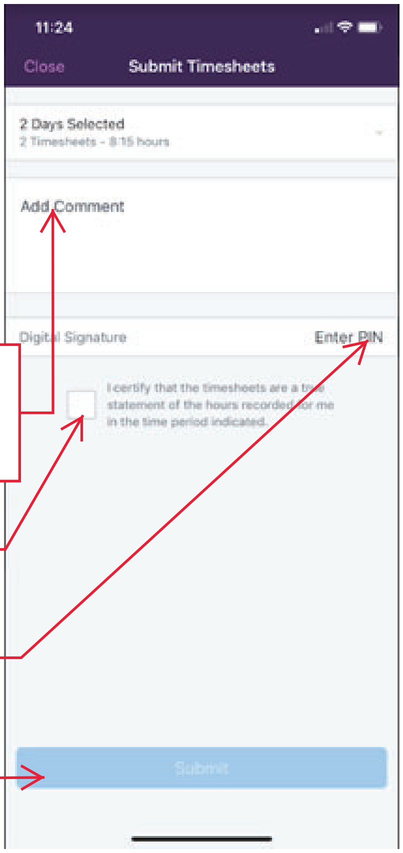
☐ I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

3. Use the gray drop down arrow to view the days in the week you are going to submit.


Close
Submit Timesheets
1 Day Selected
1 Timesheet - 8:15 hours
Add Comment
1 Day Selected
Deselect All
Monday 10/07/19
8:15 - 1Timesheet
Tuesday 10/08/19
0:00 - 1Timesheet
Confirm Selection (1)

4. Uncheck boxes for days you do not want to submit. Make sure you do not submit a day until you have clocked out.

5. Press Confirm Selection after reviewing and selecting the dates to submit


11:24
Close
Submit Timesheets
2 Days Selected
2 Timesheets - 8:15 hours
Add Comment
Digital Signature
Enter PIN
Submit

☐ I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

6. Add comments if your timesheet is unusual or you did not work your normally scheduled hours

7. Check the box to certify your Timesheet is true and accurate

8. Your pin is your employee ID number

9. Press submit to finalize your Timesheet Submission

IMPORTANT REMINDERS

*Timesheets must be submitted weekly by Monday for the week prior. You may not be paid on time if your Timesheet is not submitted by the deadline. If you have completed clocking for the week you can submit time sheets before Monday.

*Do not submit your Timesheet for time that you have not completed working. You will not be able to clock out later if you have already submitted the day.

*The time clock system will not allow you to clock from a device that is not connected to the school or school guest network unless you have been assigned special off campus job duties.

*If you forget to clock in or out you will not be able to add this yourself. You will need to request a correction from your program administrator or their administrative assistant.

*If you miss a punch all following in and out punches will be incorrect until the problem is identified and corrected. For example, if you miss an out punch, when you clock in for your next segment the clock will read that as the out punch you were missing instead of as your next in punch. If you punch and notice it went in as the wrong type you can punch a second time to generate the correct punch. Then ask your administrator or administrative assistant to help correct your missing punch/punches.

*When you clock on a kiosk your user name will be your home phone number. When you clock on a computer, non-kiosk tablet, or mobile device your user name will be the same user name you use when logging into the Absence Management (AESOP) side of Frontline.

*****Your time is your responsibility. Please ensure your hours and job types are accurate*****