

# Frontline Time and Attendance

## Time Sheet Guide

When you log in to Frontline, you are automatically brought to the Absence Management screen. To switch to Time and Attendance, you will select the words “Absence Management” in the top left of the screen and select “Time & Attendance” from the drop down:

The screenshot displays the Frontline Absence Management interface. The top navigation bar includes the text "Absence Management" (circled in red), "Seaside School District", and the user's name "Stephanie Wheatley" with the role "Employee (HUMAN RESOURCES SPECIALIST)". A left-hand navigation menu lists "Home", "Absences", "Account", "Directory", and "Resource Library". The main content area features three monthly calendars for August, September, and October 2022. Below the calendars are tabs for "Create Absence", "2 Scheduled Absences", "3 Past Absences", and "0 Denied Absences". The "Create Absence" tab is active, showing a form with fields for "Substitute Required" (set to "No"), "Absence Reason" (a dropdown menu), "Time" (set to "Full Day" with a time range of "08:00 AM" to "04:30 PM"), and "Notes to Administrator" (a text area with a 255-character limit). A "Helpful Hint" is visible in the bottom left of the form area. The bottom of the screen shows a Windows taskbar with the search bar, task icons, and system tray information including "64°F Cloudy" and "10:59 AM 8/1/2022".

# Frontline Time and Attendance

## Time Sheet Guide

This will bring you to the Time and Attendance side of Frontline. It will give you three options: Work Detail, Timesheet, and Change Pin. You will select Timesheet. This will bring you to your timesheet. On this screen, you can see which week you're working on, what position you are scheduled to work, and how many hours you're schedule to work.

The screenshot shows the Frontline Timesheet interface for Stephanie Wheatley. The interface includes a navigation sidebar on the left with options for Home, Reports, and Resource Library. The main content area displays the employee's name, a weekly schedule for 07/31/2022 - 08/06/2022, and a table for the date MON August 01, 2022. The table shows a regular work schedule with a duration of 8.00 hours. The interface also includes buttons for Submit, Cancel All Changes, Save Changes, Expand All, Collapse All, and Delete Timesheet.

EMPLOYEE: **WHEATLEY, STEPHANIE**

Weekly 07/31/2022 - 08/06/2022 TOTAL 0.00 PAID 0.00

MON August 01, 2022 Total 0.00 Paid 0.00

LOCATION	JOB TYPE	DUE	STATUS
Fiscal Services Department	Human Resources Specialist	08/06/2022	Pending

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	--	--	8.00	--

TIME EVENTS

Duration	Total	Paid
Duration	0.00	0.00

TIMESHEET COMMENT

Insert Comment	Total	Paid
Insert Comment	0.00	0.00

# Frontline Time and Attendance

## Time Sheet Guide

To enter time, you will type in the “Duration” box the number of hours you have worked. Once you have done this, you will select the green “Save Changes” box in the top right.

*Note: Each day you’re scheduled to work will appear that night at midnight. Therefore, you will not see the whole Monday – Friday week if you are entering time on Monday.*

The screenshot displays the Frontline Time and Attendance system interface for employee Stephanie Wheatley. The interface includes a navigation sidebar on the left with options for Home, Reports, and Resource Library. The main content area shows the employee's name, a weekly schedule for 07/31/2022 - 08/06/2022, and a table for time events. The 'Duration' input field in the 'TIME EVENTS' table is circled in red. The 'Save Changes' button in the top right corner is also circled in red. A summary table at the bottom right shows the weekly total for 07/31/2022 - 08/06/2022.

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Fiscal Services Department	Human Resources Specialist	Time Events	8.00	8.00
<b>Total</b>			<b>8.00</b>	<b>8.00</b>

# Frontline Time and Attendance

## Time Sheet Guide

If you are entering time for a position/day that is not your regular position, such as a licensed staff entering extra duty time, or a classified staff entering time on a day they're not typically scheduled, you will need to add a timesheet. To do this, you will select "Actions" in the top left and select "Add Timesheet".

*Note: If you are entering time for prior weeks, you will need to select the small calendar icon next to the Actions drop down. When that appears, you will select the date range drop down and select the range that you need to enter time for.*

The screenshot shows a modal window titled "Add Timesheets". It contains two dropdown menus. The first is labeled "Dates" and shows "Sun, July 31, 2022". The second is labeled "Location/Job Types" and shows a list of options: "District Office Administration - Summer School" (highlighted), "Fiscal Services Department - Extra Duty", and "Fiscal Services Department - Human Resources Specialist". There are "Cancel" and "OK" buttons at the bottom right.

You will need to select which date you worked the non-regular position/date, then you will need to select the job type you worked. Then select "OK".

*Examples: Licensed staff that worked Monday as extra duty subbing for one hour will select Mon, August 1, and School – Extra Duty.  
An Educational Assistant that worked Saturday for an event at the school will select Saturday, August 6, and School – Educational Assistant.*

# Frontline Time and Attendance

## Time Sheet Guide

A new date will appear on your time sheet, showing the date and position.

The screenshot displays the Frontline Time and Attendance interface for Seaside School District. The main content area is for employee WHEATLEY, STEPHANIE, showing a weekly timesheet for the period 07/31/2022 - 08/06/2022. The total hours are 0.00 and the amount paid is 0.00. The interface includes a navigation menu on the left with options for Home, Reports, and Resource Library. The main content area features a date selector for 'SUN July 31, 2022', a job type dropdown set to 'Extra Duty', and a table for 'TIME EVENTS' with columns for 'Duration', 'Total', and 'Paid'. The 'JOB TYPE' 'Extra Duty' and the date 'SUN July 31, 2022' are circled in red.

You will add any hours worked into the duration box, enter a comment, then select save. You can enter a comment into any of the comment boxes. In your comment, please clarify why you worked these extra hours, extra duty, odd day, etc.