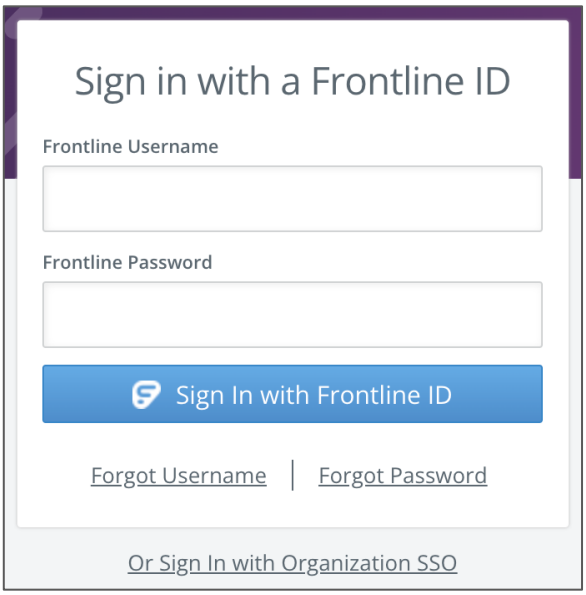
Time & Attendance

Your Frontline Time & Attendance system shares select data with your Absence Management system. Campus Users can electronically capture time, monitor attendance data, and improve compliance with labor laws, all in one place. Let's examine some uses for Time & Attendance!



SIGNING IN

Go to app.frontlineeducation.com. Enter your username and password and click **Sign In**. Or, if applicable, use the Org. SSO link. If you cannot recall your credentials, use the recovery options provided.

KEY ITEMS IN TOP NAVIGATION BAR

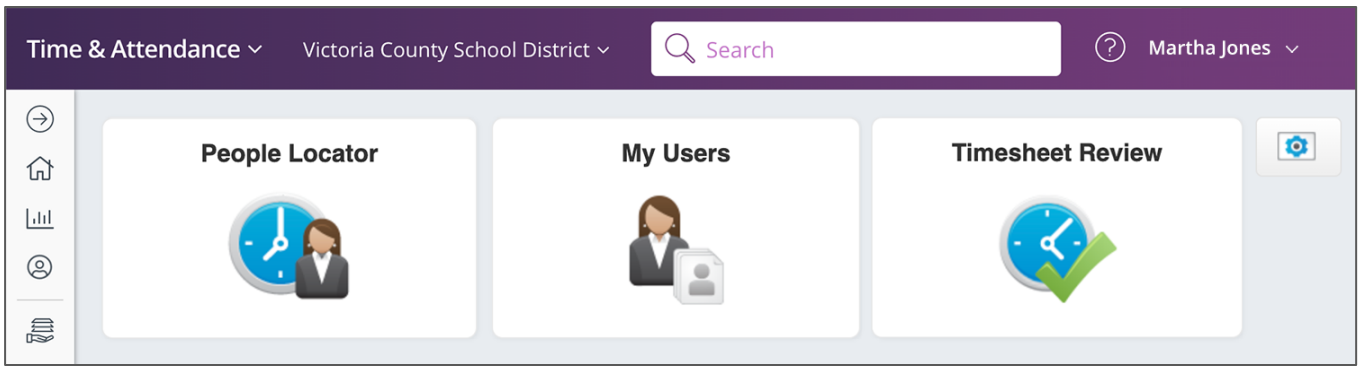
- Select the app switcher in the top bar to access Absence Management or other Frontline applications.
- Select the "**?**"in the top bar and click Learning Center to access additional help-related materials.
- Select your name to view account settings or sign out of the application.

PEOPLE LOCATOR WIDGET

Click **People Locator** on the homepage to view real time insight into kiosk users who are currently signed in and on the clock. Search "People Locator" in the Learning Center to learn more.

MY USERS WIDGET

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



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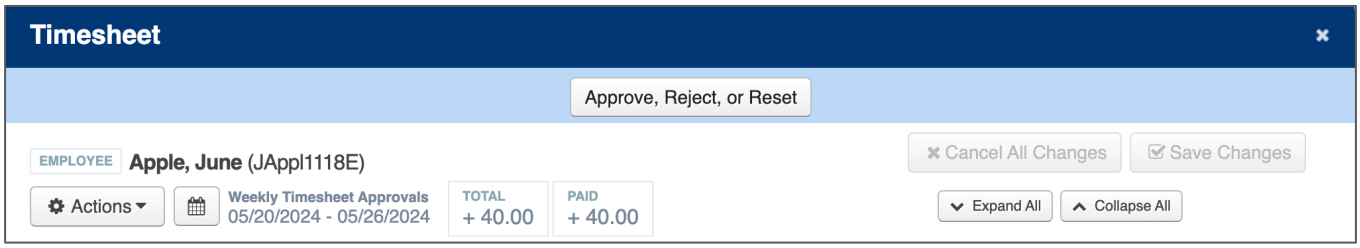
FINDING MISSED PUNCHES

The Clock Exceptions report identifies deviations from scheduled time (early, late, missed) to review potential missed punches and ensure user time is accurate prior to approval. Search "Using the Clock Exceptions Report" in the Learning Center to learn more.

TIMESHEET EDITS

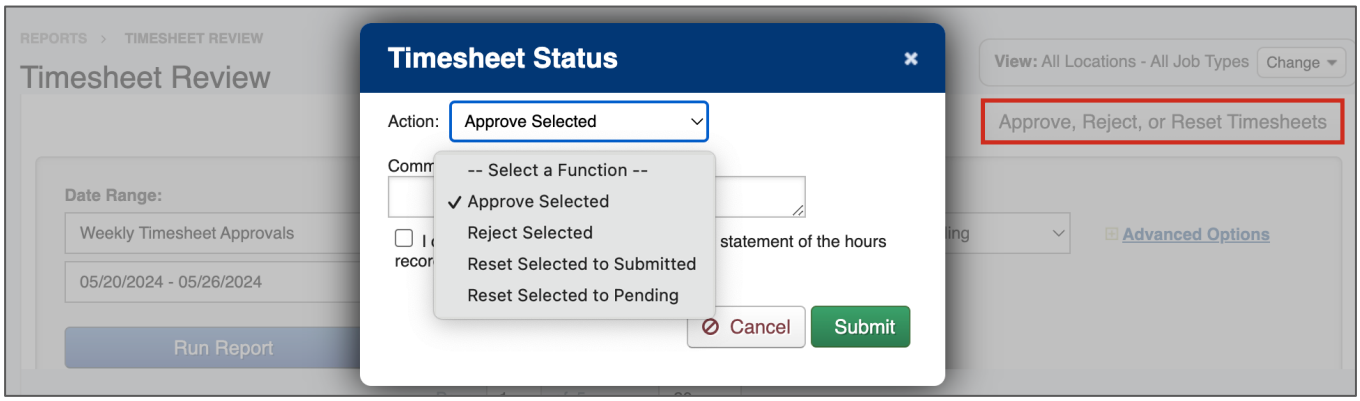
Once a user submits a timesheet, permissioned Admins will review the timesheet. The date range tool at the top of the timesheet allows you to select a timeframe. The Actions button gives you options to add timesheets or move time events. To change start or end times, click the time you want to edit. Search "Getting to Know the Timesheet" and "Using the Timesheet" in the Learning Center to learn more.



TIMESHEET APPROVAL AND POST-APPROVAL

You can approve time once you review and edit your users' timesheets. 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**. Search Reviewing and Approving Timesheets in the Learning Center to learn more.

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**.



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