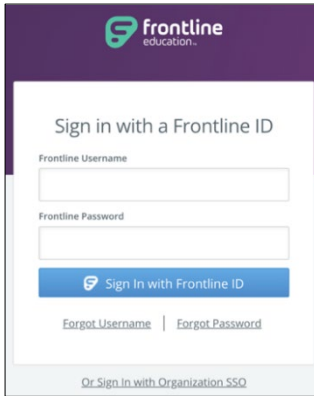




Time and Attendance places absences captured in Absence Management alongside time worked in the Time and Attendance system and helps school districts manage staff and ensure accurate pay for hours worked.



LOGGING IN ON THE WEB

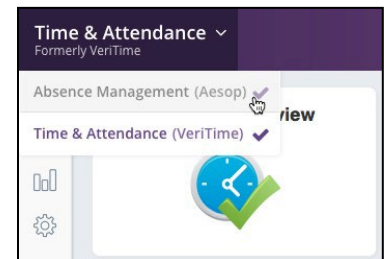
Go to app.frontlineeducation.com to log into your Frontline Account. Enter your username and password and click **Sign In**.

If you experience trouble while logging in, click **Forgot Username** or **Forgot Password** for further assistance.

Don't have a Frontline Account? Look for the [email invitation](#) or reach out to your Organization Administrator.

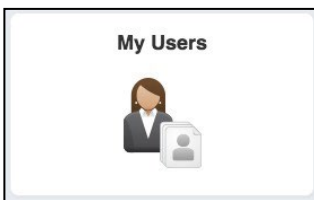
CONNECTING TO ABSENCE MANAGEMENT

Time and Attendance allows you to access the Absence Management system directly from the homepage. Select the app switcher in the top left corner and select **Absence Management**.



THE PEOPLE LOCATOR

The People Locator is intended for kiosk users only and provides real time insight into users currently signed in and "on the clock." Learn more about this helpful resource in the [Using the People Locator](#) article and video in the Learning Center.



FINDING A USER

Click **My Users** on the homepage to view a list of all Time and 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.

REVIEWING TIMESHEETS

Once a user submits a timesheet, Admins with the proper permissions must review the timesheet for accuracy. Learn more about timesheet layout and features in the [Getting to Know the Timesheet](#) article.



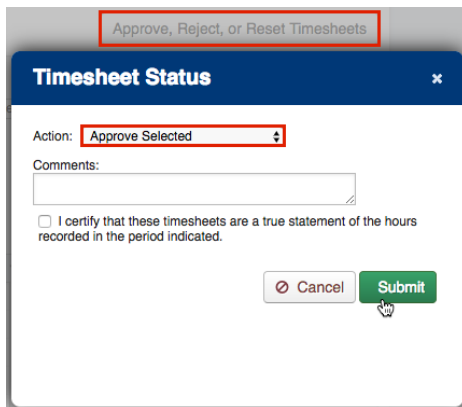
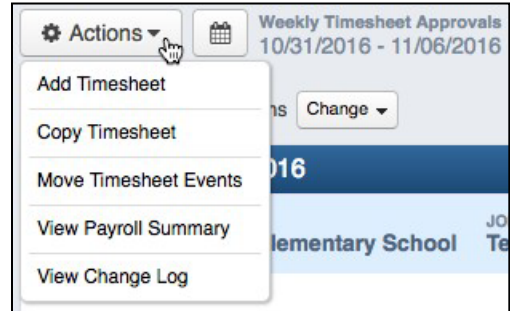


FINDING MISSED PUNCHES

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. Learn more about using this report in the [Using the Clock Exceptions Report](#) article

EDITING TIMESHEETS

The date range tool at the top of the timesheet allows you to select the range of time you wish to edit. 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. Learn more about timesheet actions in the [Using the Timesheet](#) article.

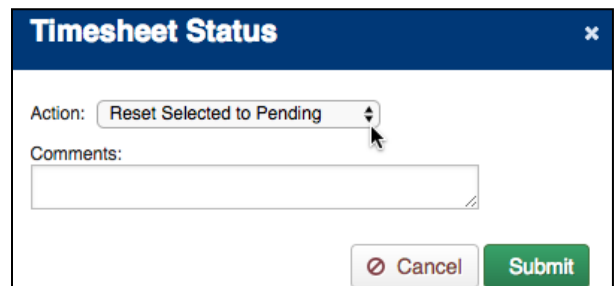


APPROVING TIMESHEETS

You can approve time once you review and edit your users' timesheets. Simply 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**. Learn more about this process in the [Reviewing and Approving Timesheets](#) article

MAKING CHANGES AFTER APPROVAL

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**.



LEARN MORE

Select the "?" in the top bar and click **Learning Center** to access additional help-related materials.

