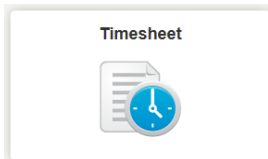


Employee's Using the Timesheet

1. Login to the Frontline website at <https://app.frontlineeducation.com> with your Frontline Username and Password.
2. Select the Time and Attendance feature.
3. Click the Timesheet widget.



Here is what the Timesheet looks like:

WED July 22, 2015
Total 00:00 Paid 00:00 ^

LOCATION	JOB TYPE	DUE	STATUS	Delete Timesheet
Owen J. Roberts High School	Bus Driver	07/23/2015	Pending	

SCHEDULE	Type	From	To	Duration	Paid
Regular	Break	12:00 PM	12:30 PM	00:30	No

[Add New Event](#)

TIME EVENTS	Sign In	Sign Out	Total	Paid
Daily Shift <input checked="" type="checkbox"/>	Insert Comment	Insert Comment	00:00	00:00

TIMESHEET COMMENT	Total	Paid
Insert Comment	00:00	00:00

Recording Time:

1. Under 'Time Events,' make sure Daily Shift is chosen.
2. Enter your Start Time for the day in the Sign In section.
3. Enter the End Time for the day in the Sign Out section.

***If you worked multiple jobs during the day, make sure you enter the Start and End time for EVERY shift you worked, under the correct Job Type. This may mean two separate Start and End events for the same job.

4. Enter any necessary Comments next to each In or Out Event.
5. Once you've entered your complete time for the day, click the green Save Changes button at the top right of the page.
6. Complete every day for the week, then at the end of the week, select the blue Submit button at the top right of the timesheet. You will follow the steps to submit the week's timesheets for supervisor approval.