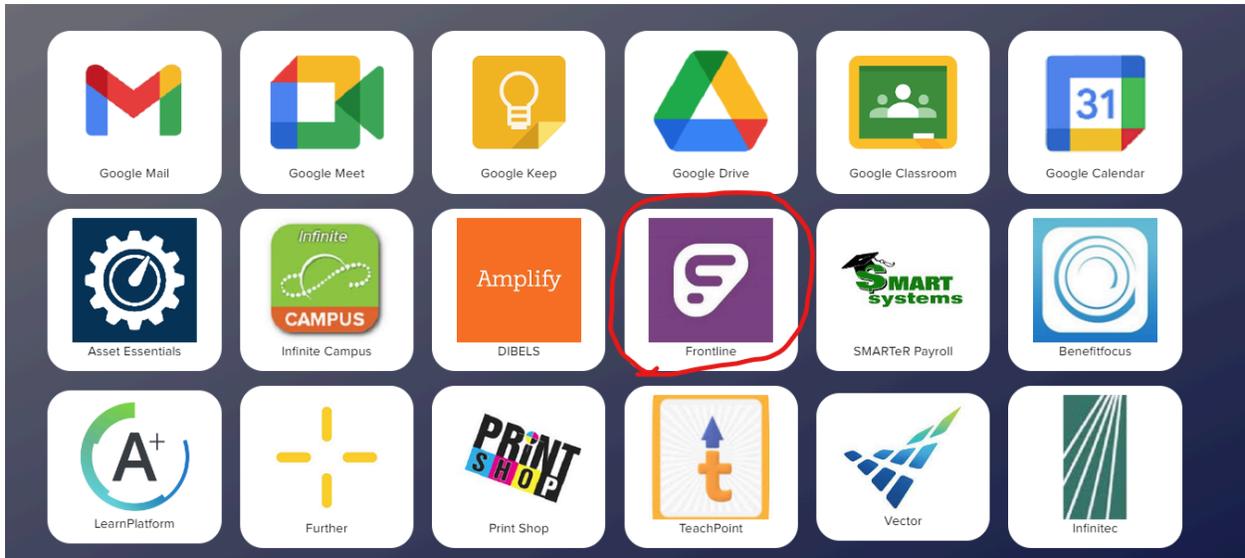


Teacher Summer Programming

How to Use Frontline - Electronic Timesheets

Step 1 – Log into the [OmniID Portal](#)

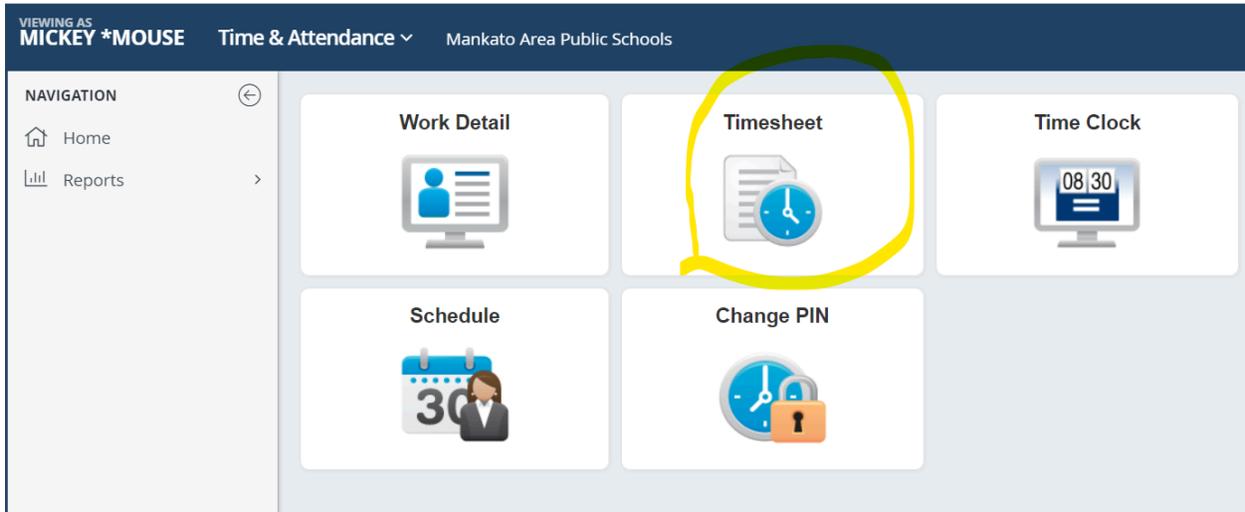
Step 2 – Click on the Frontline App



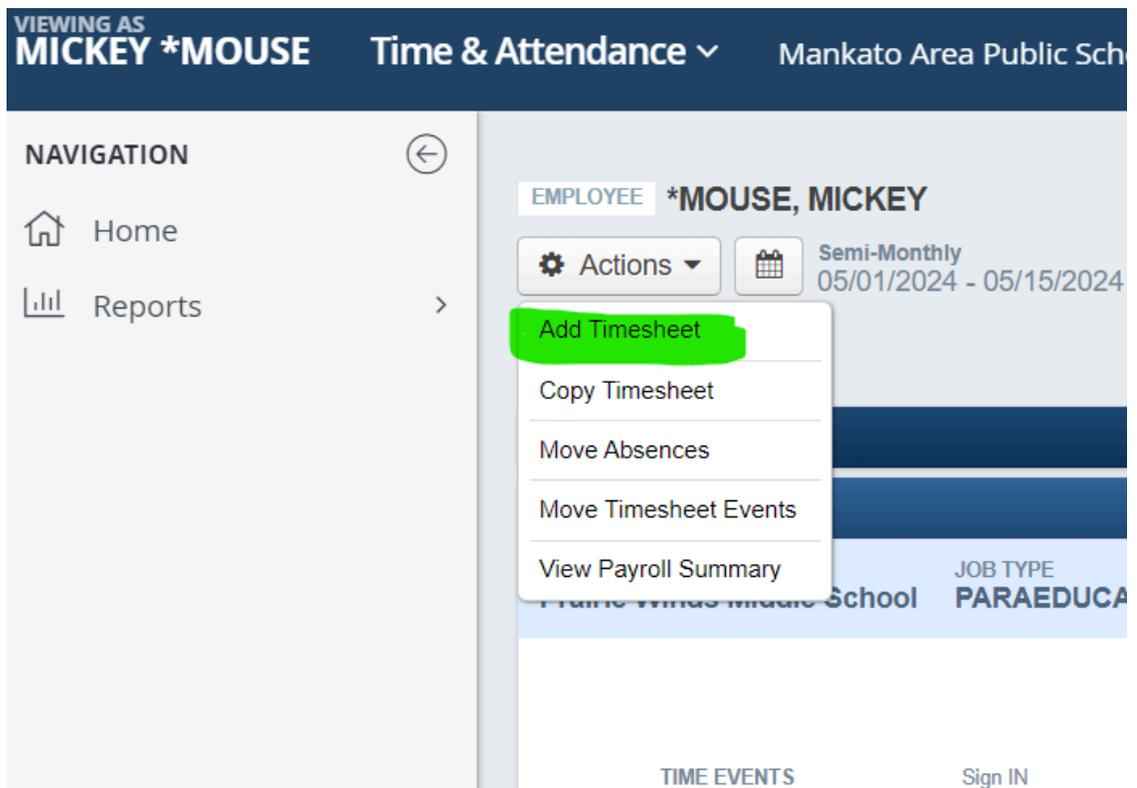
Step 3 – Click on Time & Attendance



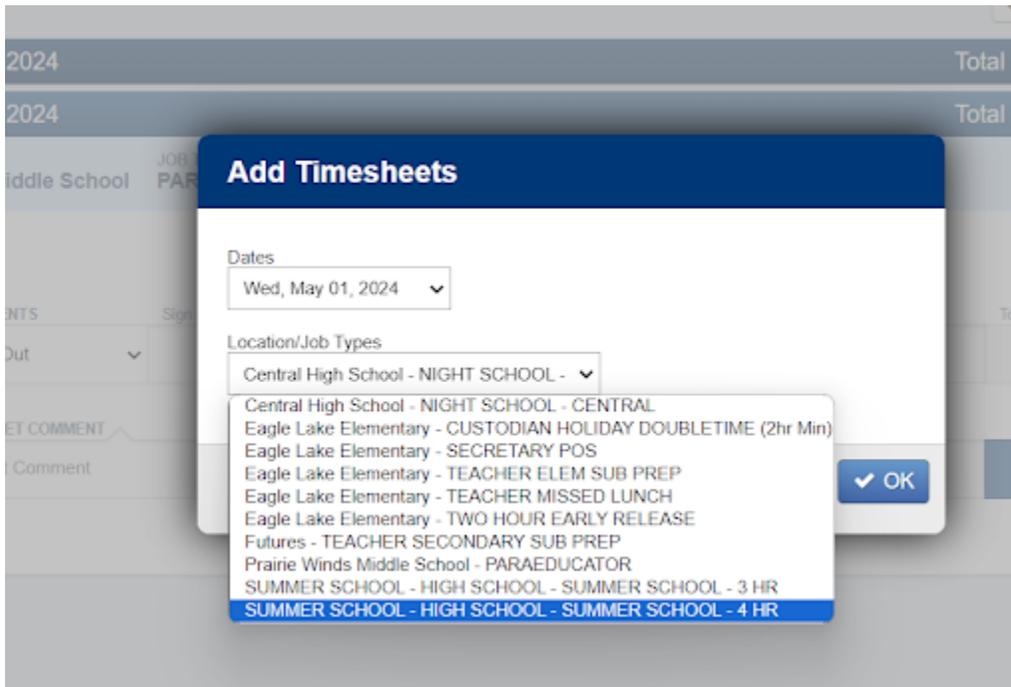
Step 4 – Click on Timesheet



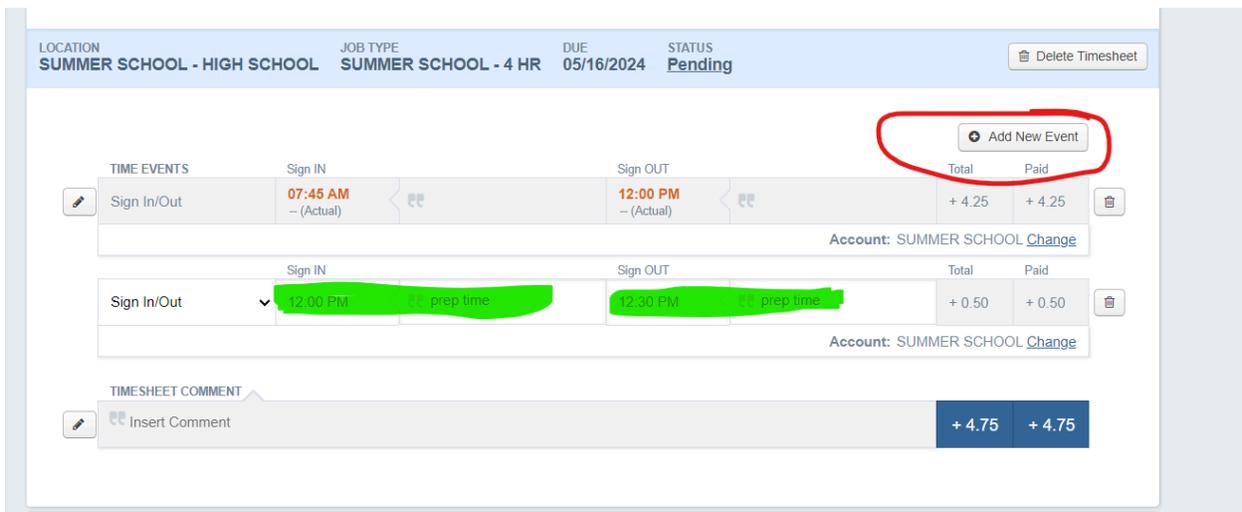
Step 5 – From the Action menu, choose “Add Timesheet”.



Step 6 – Choose Day and Location/Job Type you are adding a timesheet for.



Step 7 - Enter your start time in the Sign In field and your end time in the Sign Out field as you worked, not including prep time. Prep time is a separate event. You can add this by clicking on “Add New Event”. Be sure to include “prep time” in the Comment field as shown below.



Step 8 – After all time is accounted for, “Save Changes” & “Submit”.

EMPLOYEE *MOUSE, MICKEY

Semi-Monthly 05/01/2024 - 05/15/2024

TOTAL + 4.75 PAID + 4.75

Cancel All Changes Save Changes Submit

LOCATION SUMMER SCHOOL - HIGH SCHOOL JOB TYPE SUMMER SCHOOL - 4 HR DUE 05/16/2024 STATUS Pending

TIME EVENTS

Sign In/Out	Sign IN	Sign OUT	Total	Paid
Sign In/Out	07:45 AM -- (Actual)	12:00 PM -- (Actual)	+ 4.25	+ 4.25
Sign In/Out	12:00 PM prep time	12:30 PM prep time	+ 0.50	+ 0.50

Account: SUMMER SCHOOL Change

TIMESHEET COMMENT

Insert Comment + 4.75 + 4.75

Step 9 - Submit your time for supervisor approval. At the very least, your time for the 1st – 15th of the month, must be submitted on or before the 15th and time from the 16th – end of the month, must be submitted on or before the end of the month. Hours worked from the 1st – 15th of the month will be paid on the paycheck dated the last business day of the month. Hours worked the 16th through the last day of the month will be paid on the 15th of the following month.

Questions? Please email us at frontlinehelp@isd77.org