Teacher Summer Programming
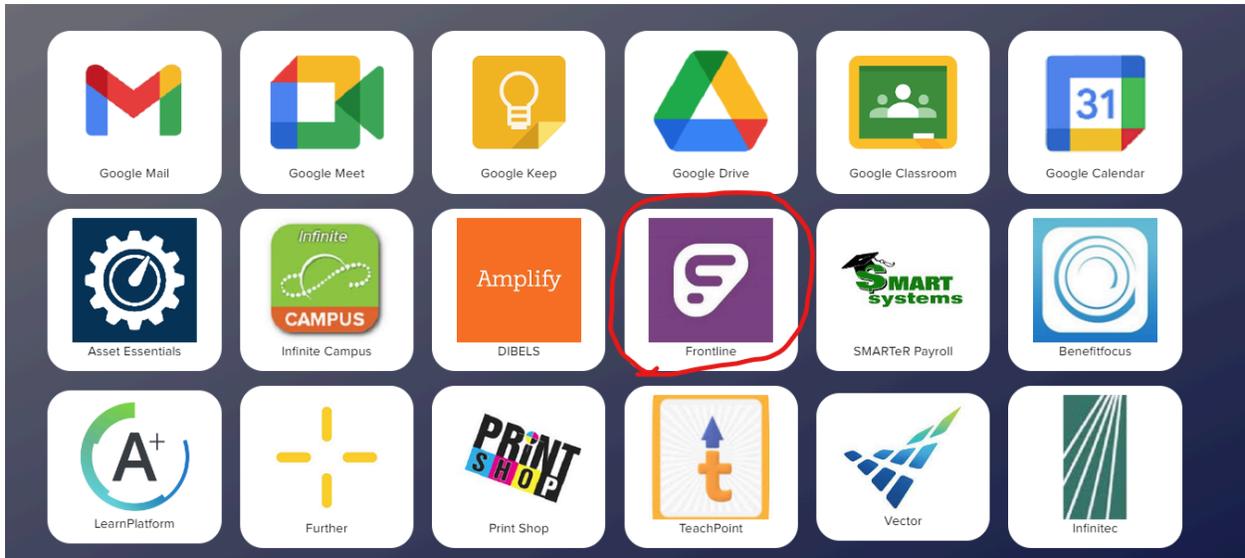# How to Use Frontline - Electronic Timesheets
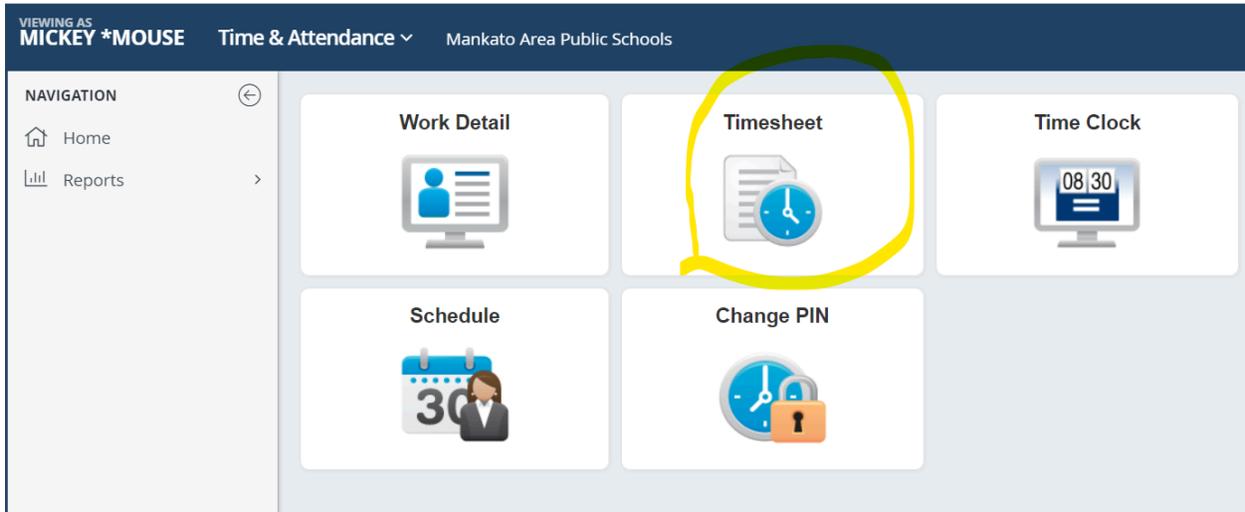
Step 1 – Log into the OmniID Portal

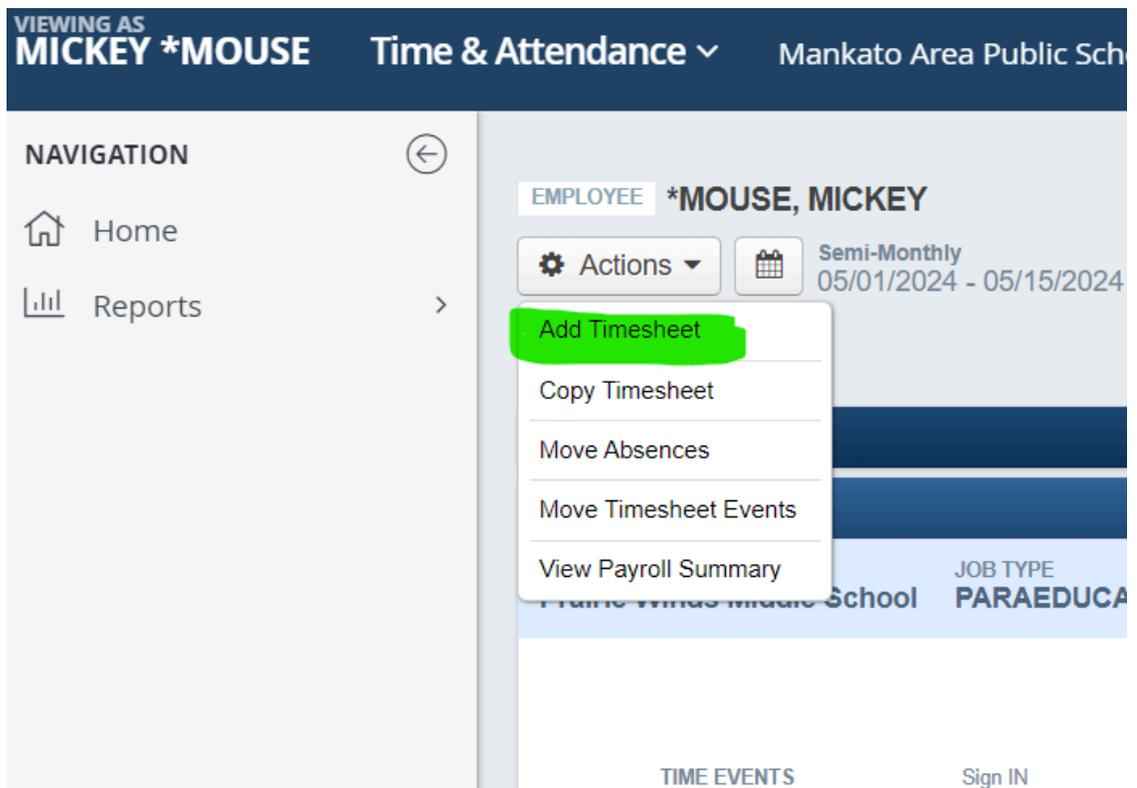Step 2 – Click on the Frontline App

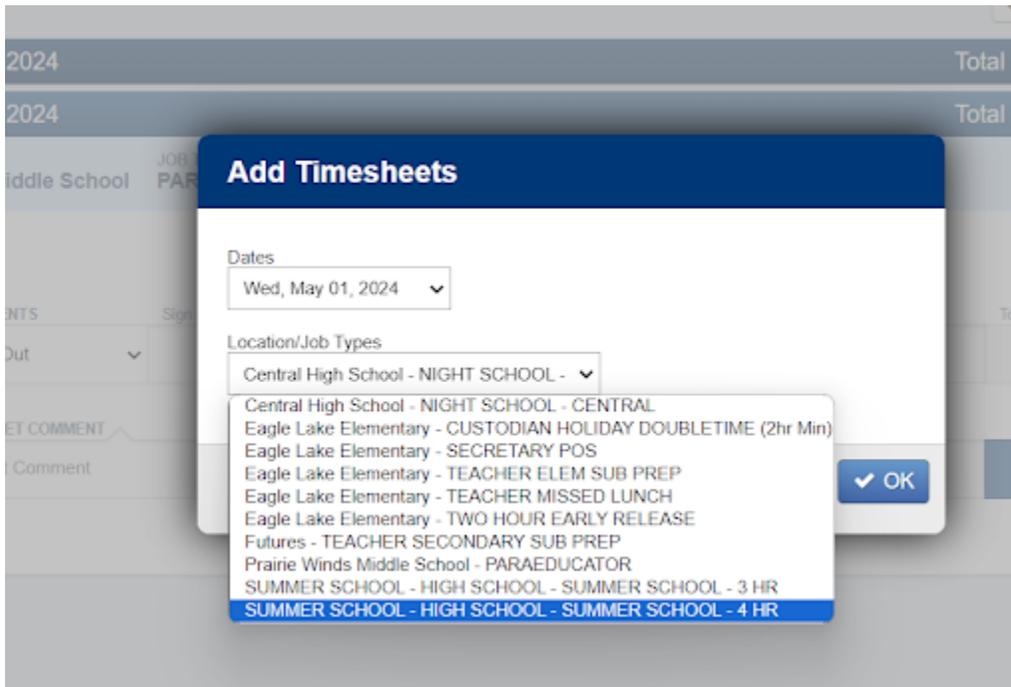

Step 3 – Click on Time & Attendance
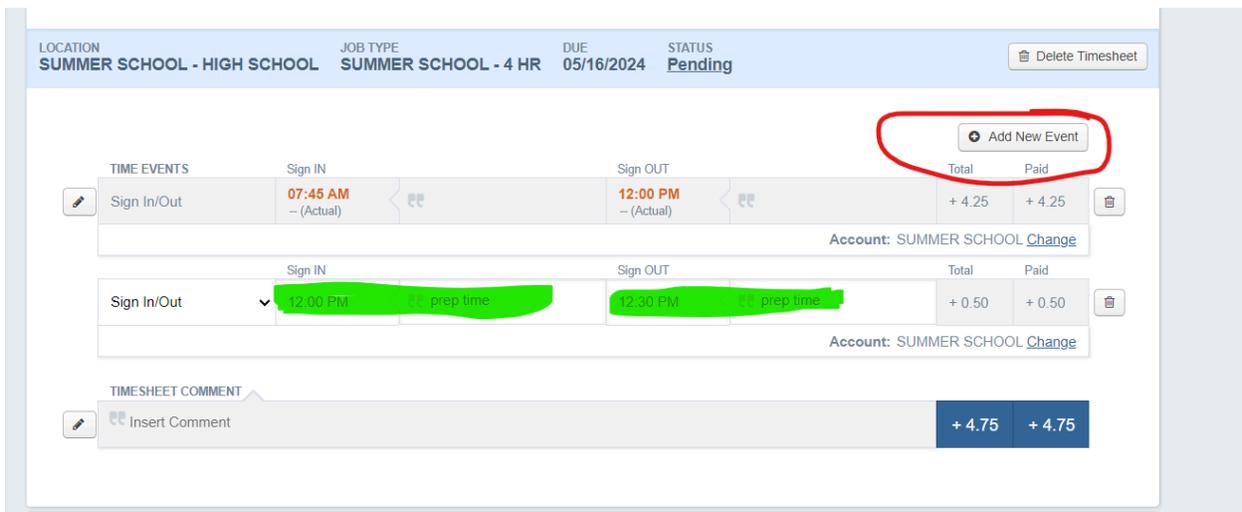
Step 4 – Click on Timesheet

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".

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