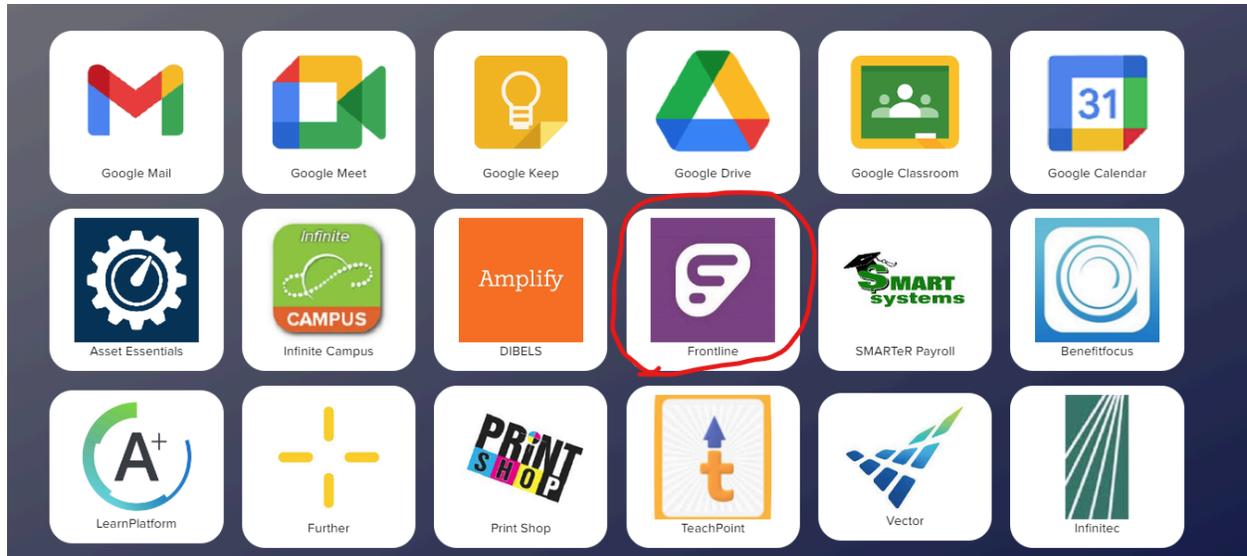


# Teacher Summer Programming

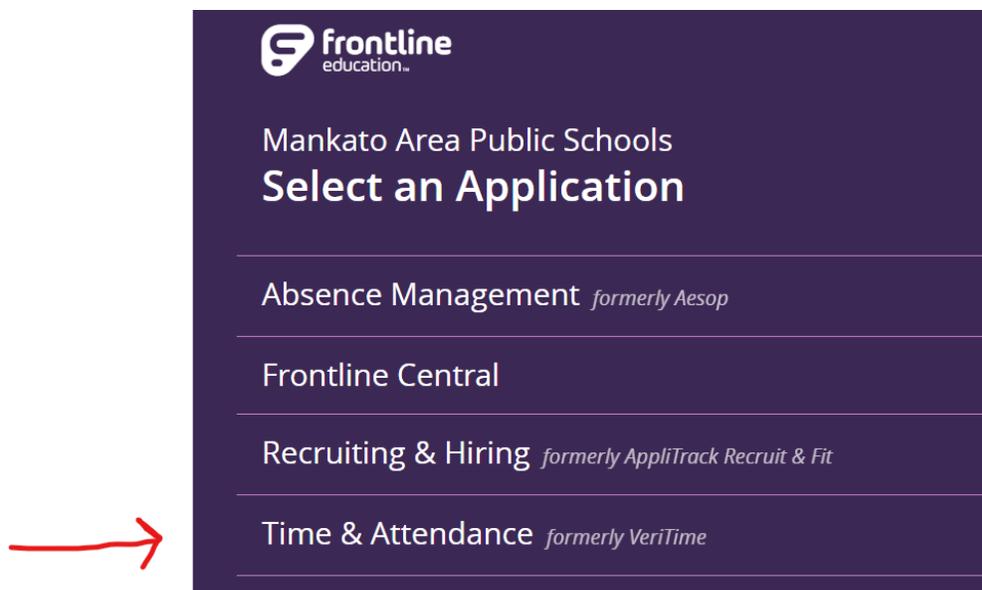
## How to Use Frontline - Auto Clock Out

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

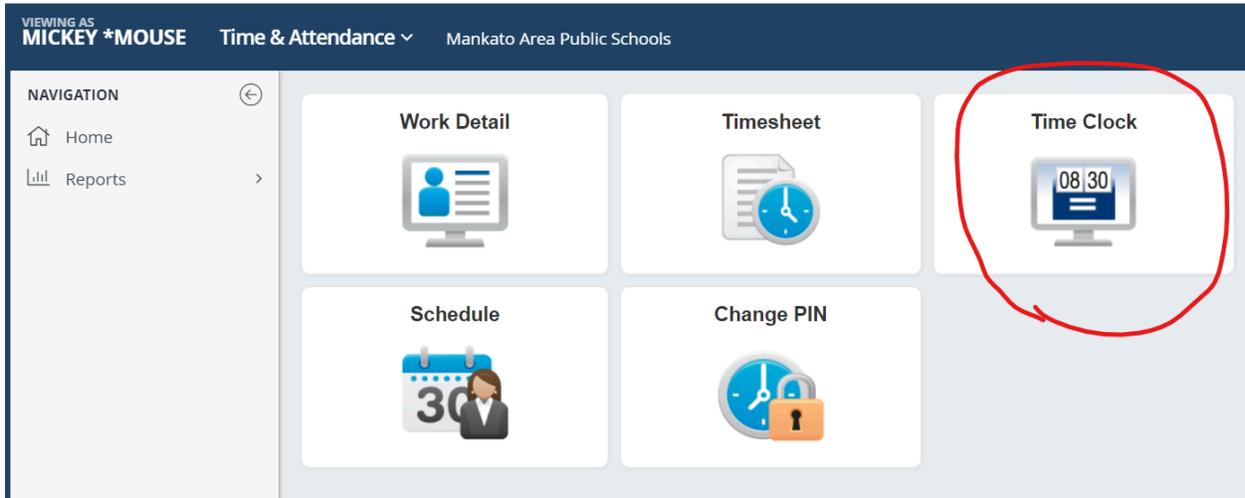
Step 2 – Click on the Frontline App



Step 3 – Click on Time & Attendance

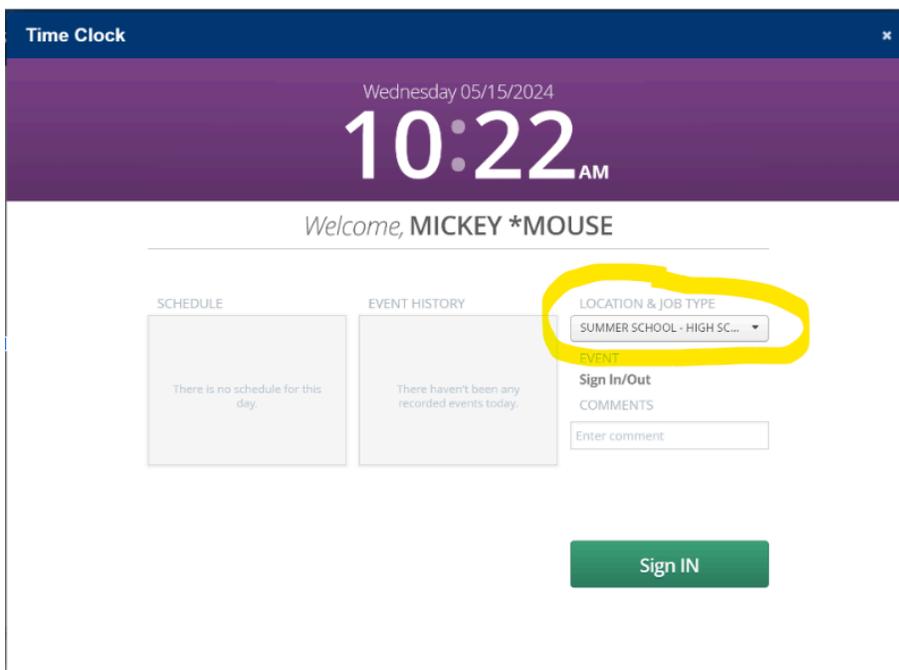


Step 4 – Click on Time Clock



Step 5 – Choose Location & Job Type

- In the LOCATION & JOB TYPE field choose the summer program as the job type.



Step 6 – Click the Sign IN button.

Time Clock

Wednesday 05/15/2024

# 10:22<sub>AM</sub>

Welcome, MICKEY \*MOUSE

SCHEDULE

There is no schedule for this day.

EVENT HISTORY

There haven't been any recorded events today.

LOCATION & JOB TYPE

SUMMER SCHOOL - HIGH SC...

EVENT

**Sign In/Out**

COMMENTS

Enter comment

**Sign IN**

Time Clock

Thursday 11/30/2023

# 11:44<sub>AM</sub>

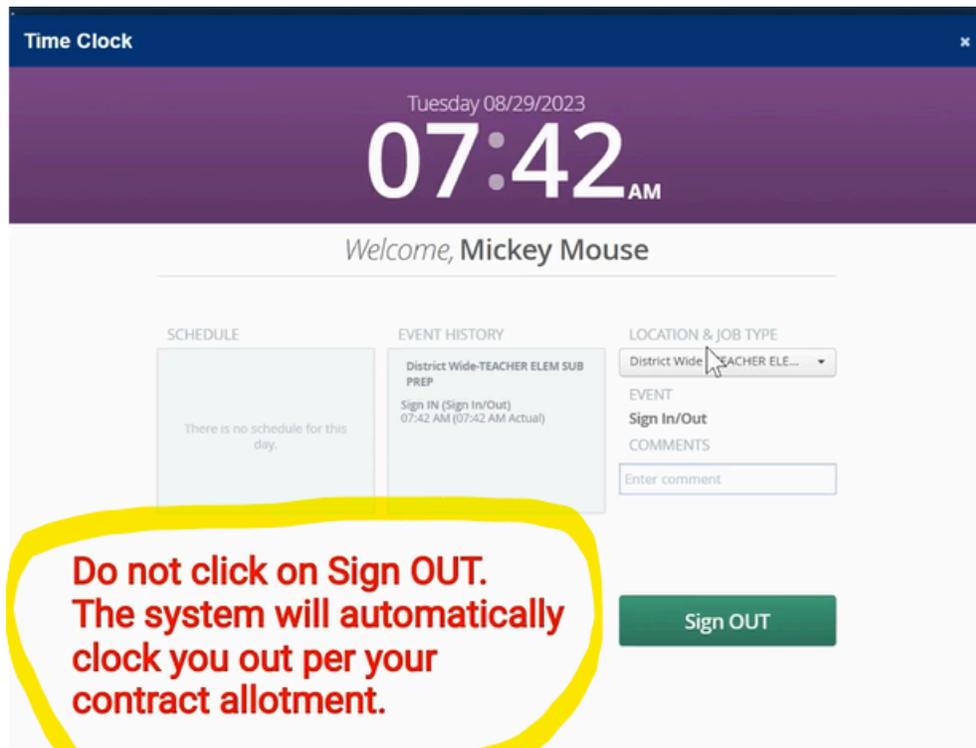
Welcome, MICKEY \*MOUSE

## Success!

Sign IN @ 11:44 AM (11:44 AM Actual)  
East Senior High - TEACHER SECONDARY SUB PREP  
*"Subbed for Mrs. Mouse, period 4"*

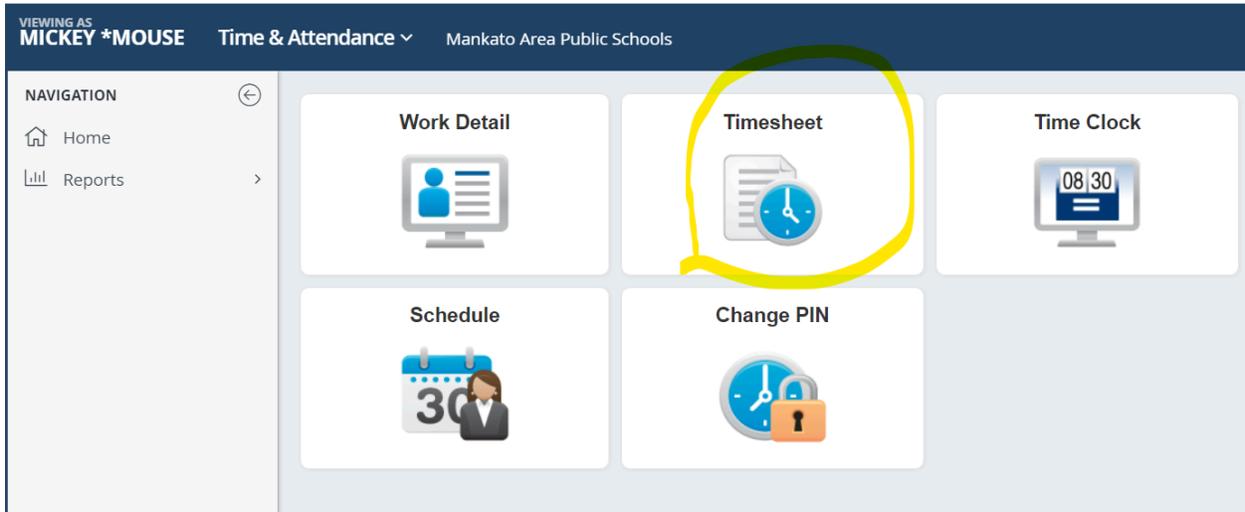
Return

Step 7 – Do not click Sign OUT, the system will automatically clock you out per your contract allotment **unless you did not work the entire scheduled time**. The system is programmed to automatically clock you out. The following day you will see the system automatically clocked you out.



The screenshot shows a web application titled "Time Clock" with a dark blue header. Below the header, the date "Tuesday 08/29/2023" and the time "07:42 AM" are displayed in large white font on a purple gradient background. A white banner below the time says "Welcome, Mickey Mouse". The main content area is divided into three columns: "SCHEDULE" (with a message "There is no schedule for this day."), "EVENT HISTORY" (showing "District Wide-TEACHER ELEM SUB PREP" and "Sign IN (Sign In/Out) 07:42 AM (07:42 AM Actual)"), and "LOCATION & JOB TYPE" (with a dropdown menu showing "District Wide TEACHER ELE..."). Below the dropdown is an "EVENT" section with "Sign In/Out" and "COMMENTS" (with an "Enter comment" input field). A green "Sign OUT" button is located at the bottom right. A yellow callout box with red text is overlaid on the "Sign OUT" button, stating: "Do not click on Sign OUT. The system will automatically clock you out per your contract allotment."

Step 8 – The system will automatically submit your time, but please remember to review your timesheets for accuracy. To review your hours for accuracy, click on the Timesheet widget as shown below. If anything is incorrect, please contact your school administrator.



Hours worked from the 1<sup>st</sup> – 15<sup>th</sup> of the month will be paid on the paycheck dated the last business day of the month. Hours worked the 16<sup>th</sup> through the last day of the month will be paid on the 15<sup>th</sup> of the following month.

Questions? Please email us at [frontlinehelp@isd77.org](mailto:frontlinehelp@isd77.org)