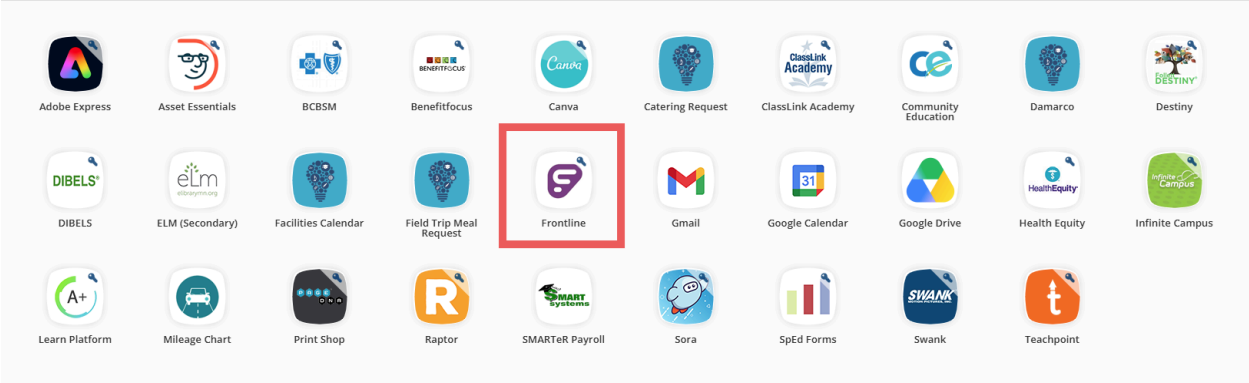
Teacher Summer Programming

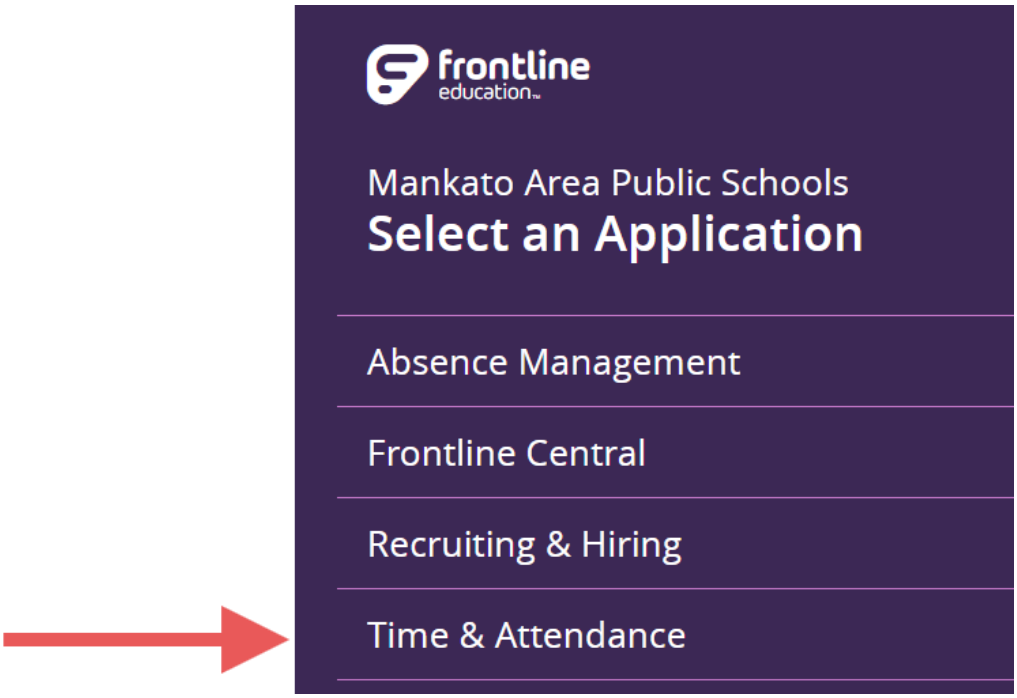
How to Use Frontline - Auto Clock Out

Step 1 – Log into the ClassLink

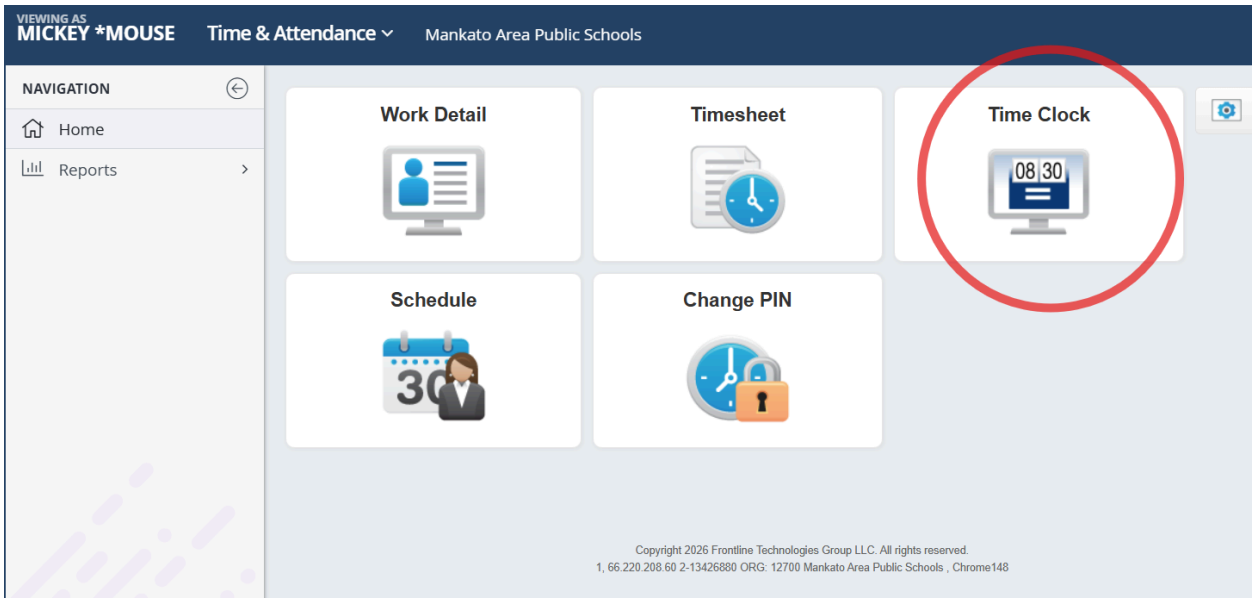
Step 2 – Click on the Frontline App



Step 3 – Click on Time & Attendance

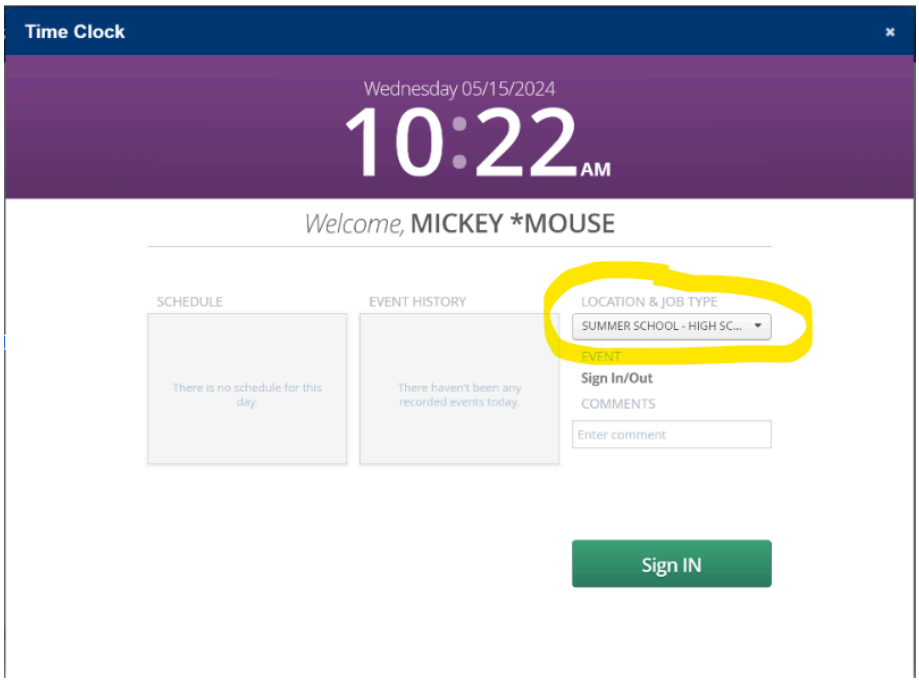


Step 4 – Click on Time Clock

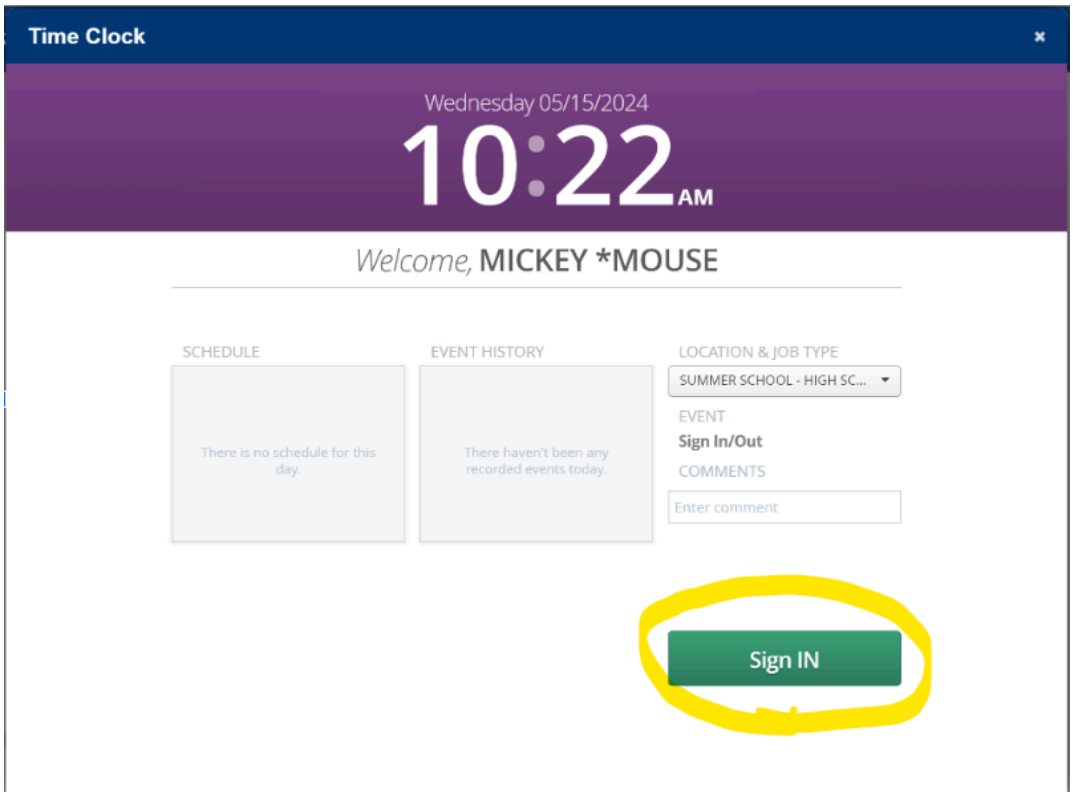


Step 5 – Choose Location & Job Type

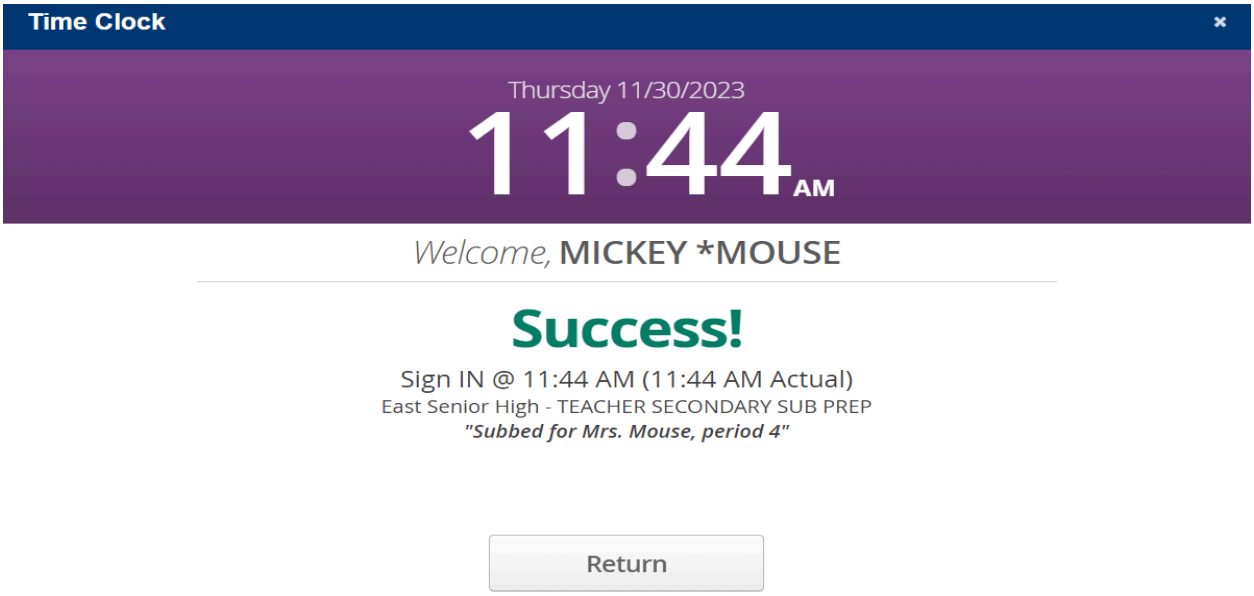
- In the LOCATION & JOB TYPE field choose the summer program as the job type.

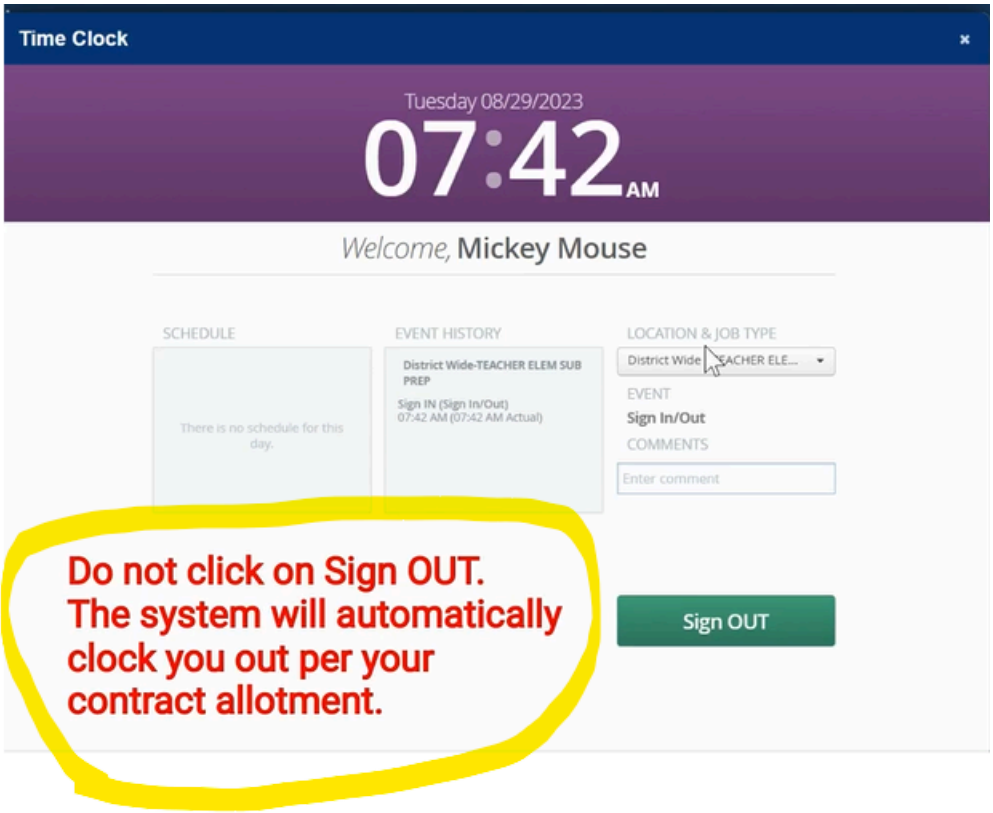


Step 6 – Click the Sign IN button.

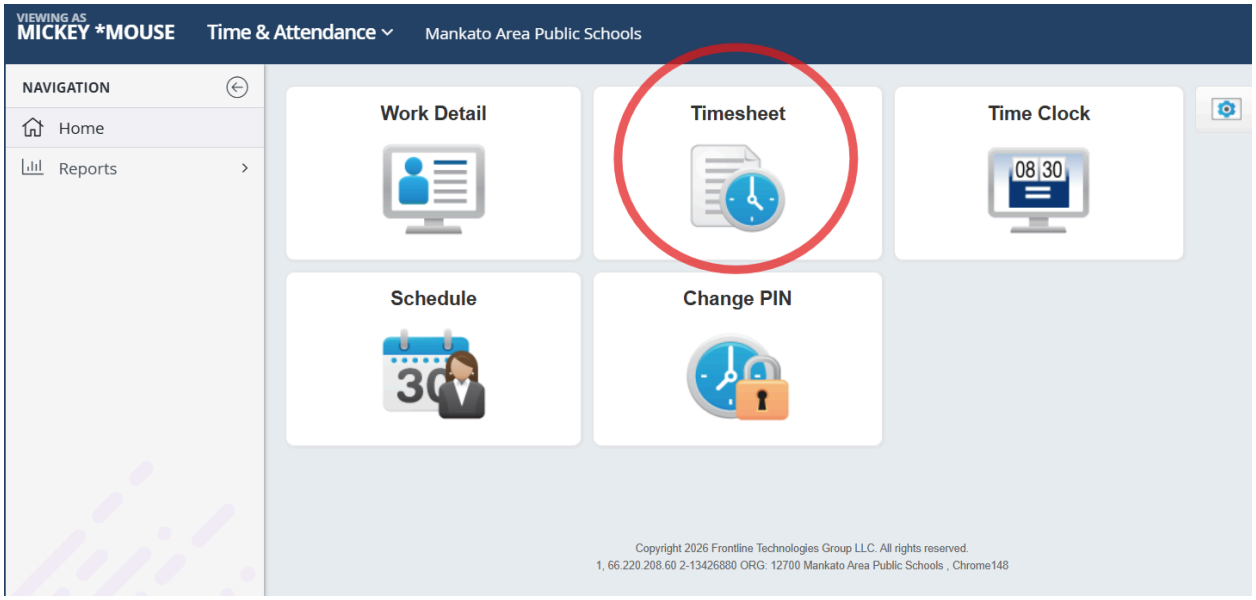


Step 7 – **Do not click Sign OUT, the system will automatically clock you out per your contract allotment unless you did not work the entire scheduled time.** The system is programmed to automatically clock you out. The following day you will see the system automatically clocked you out.





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 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