

9/18/17

To: All Staff

From: Donna Eckel

Re: Online Timesheets

Beginning October 1st, all compensation will be submitted through Frontline.

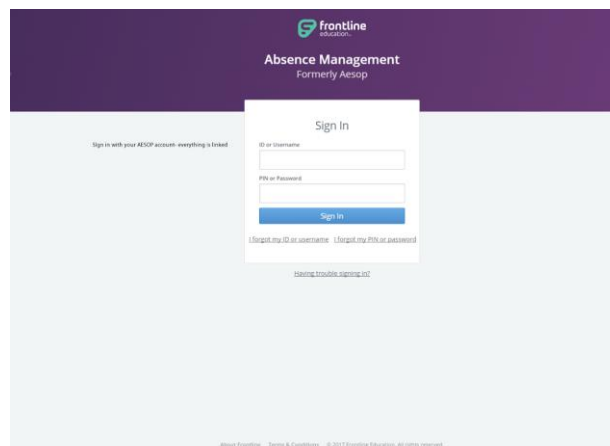
Online Timesheets will be submitted for:

- Non Athletic Stipends
- Athletic Stipends
- Guided Study and Tutoring
- Curriculum Writing
- ESY
- and any other board approved extra compensation.

The only exception will be if you are working during your prep time, those hours should be reported on a paper time sheet, approved by your supervisor, and then submitted to the Board Office

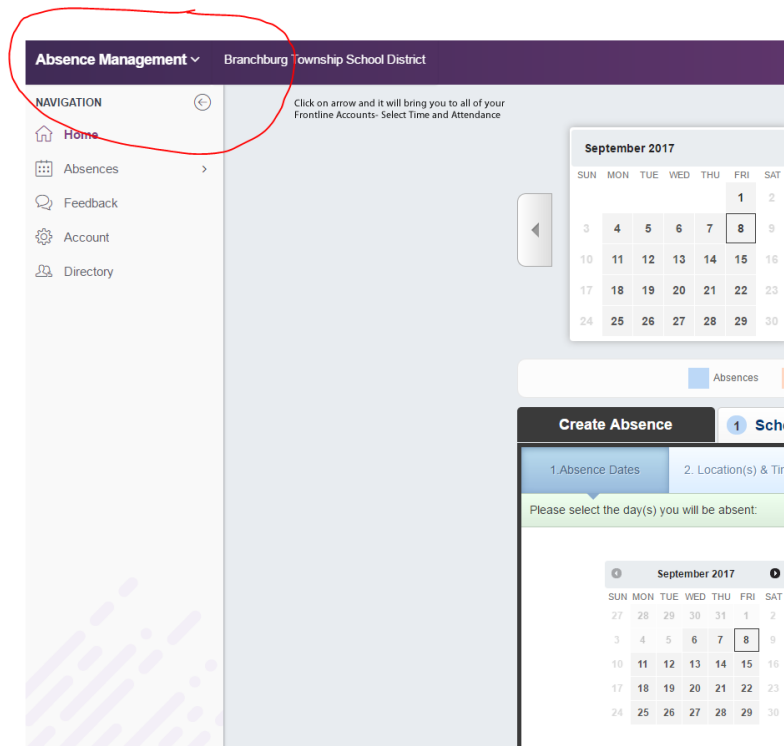
Directions for the Online Timesheets

a. Log onto Frontline Central

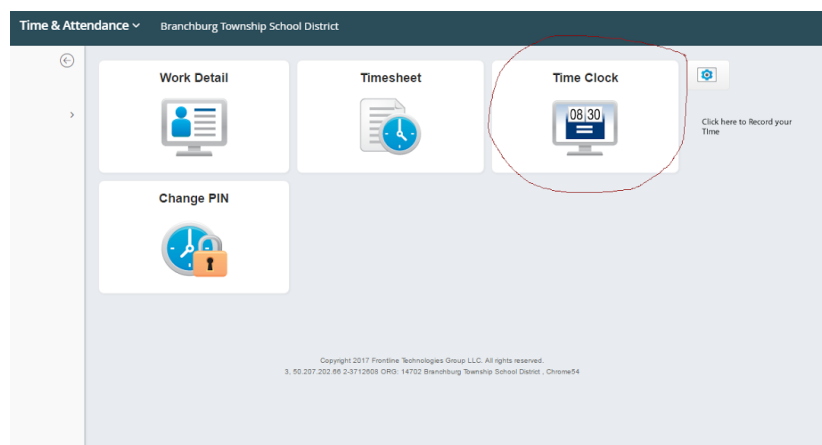


b. Access the pull down menu on the top left

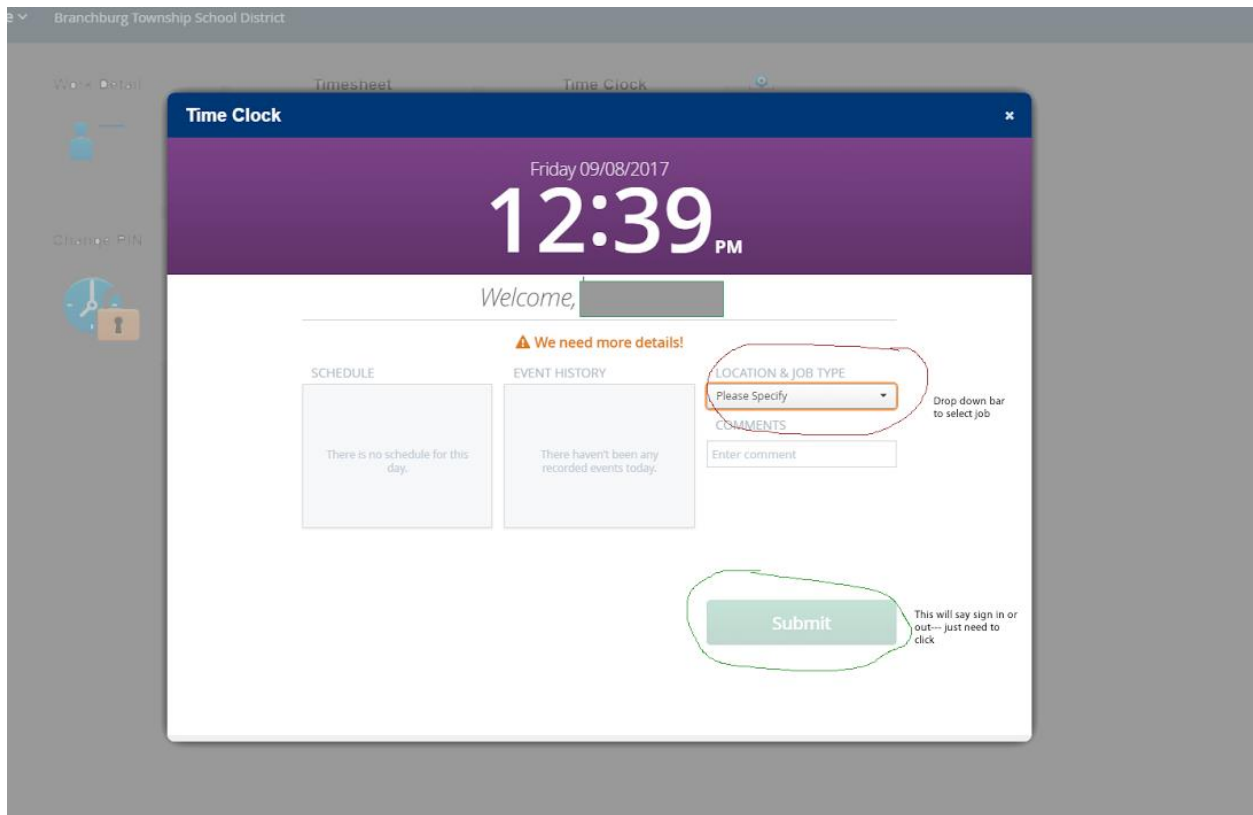
c. Select Time & Attendance



d. Select "Time Clock"



e. If you are approved for more than one stipend, use the drop down menu to select the activity that you are reporting - if you are only approved for one stipend, it will automatically come up.



f. Hit the "Sign In" button (green) to record your time. (This automatically records the time.)

g. To record your time out, repeat items a. through f. (Sign Off)

If you are unable to access Frontline from your computer, you can enter your time at the school kiosk that will be located in the Main Office

Please enter your time in/out when it occurs. You will not be able to enter or edit the information after.

THIS IS ONLY FOR EXTRA TIME WORKED. YOU ARE NOT REQUIRED TO SIGN IN/OUT FOR YOUR NORMAL CONTRACTED POSITION.

(b) Bus Drivers, Maintenance Personnel, and Cafeteria aides will need to record their time in/out on a daily basis

If you have any questions please let me know.

Thank you.