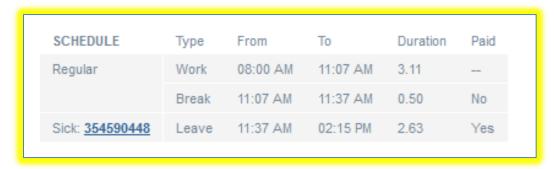
FRONTLINE – TIME & ATTENDANCE HOW TO ENTER ½ DAY ABSENCE

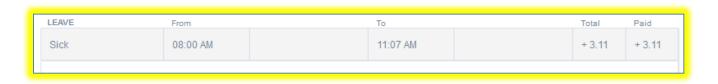
Below is an example of how you would enter your time when you have a half day absence:



Your daily work schedule is 8:00am – 2:15pm

AM absence would be requested as: 8:00am – 11:07am PM absence would be requested as: 11:37am – 2:15pm

For the AM absence Frontline will automatically pull into your timesheet from Absence Management as:



You would enter the time you're actually at work as:



This allows for your entire scheduled hours for the entire day to be entered. When you **SAVE CHANGES** your $\frac{1}{2}$ hour lunch will be deducted. Your total hours for the day will be 5.75 hours.