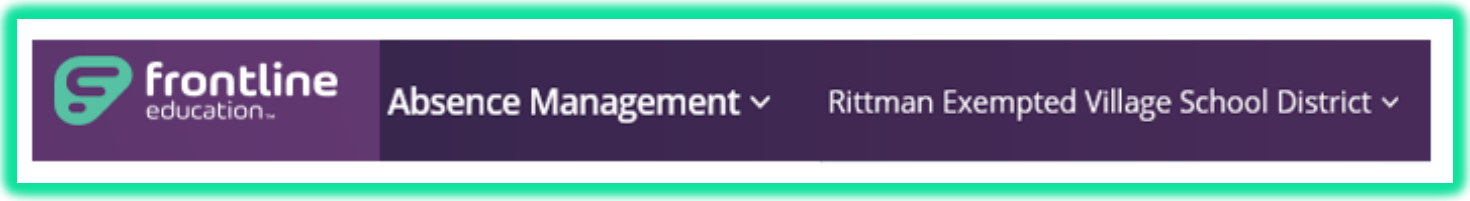
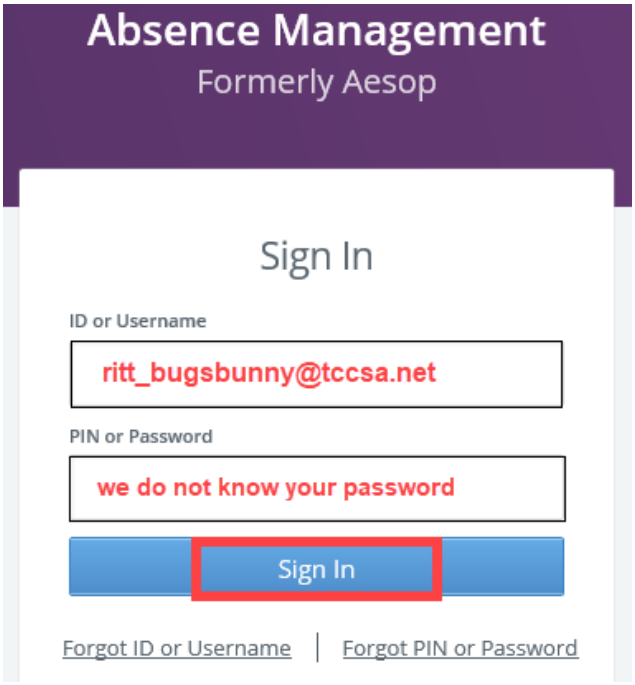


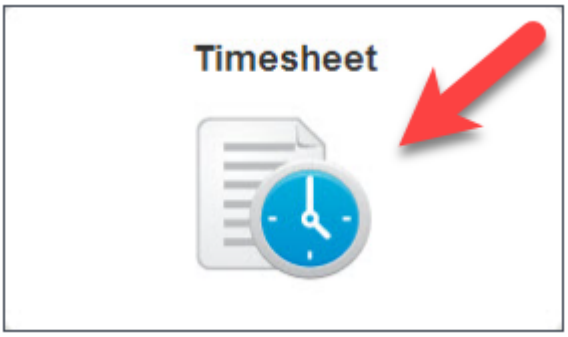
Enter your Username and password into the boxes and click **Sign In** to be taken to your time and attendance home page. We do not know your password so you must keep this with you.



ACCESS TIME AND ATTENDANCE THROUGH ABSENCE MANAGEMENT

If you are logged in to the absence management system, you can access time and attendance simply by selecting the app switcher and clicking **Time & Attendance** option.

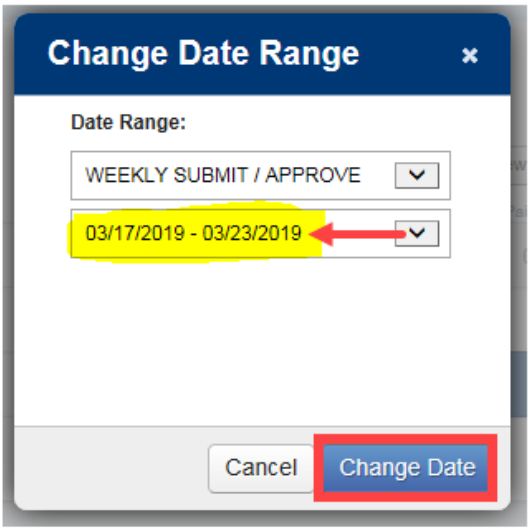
You are **REQUIRED** to enter your time manually into a timesheet. To access the timesheet, click the **Timesheet** option on your home page.



At the top of the timesheet, you will see your name as well as the date range of the timesheet and the total hours. You can view records of scheduled time, entries of time worked, and a summary for the week of the time collected.

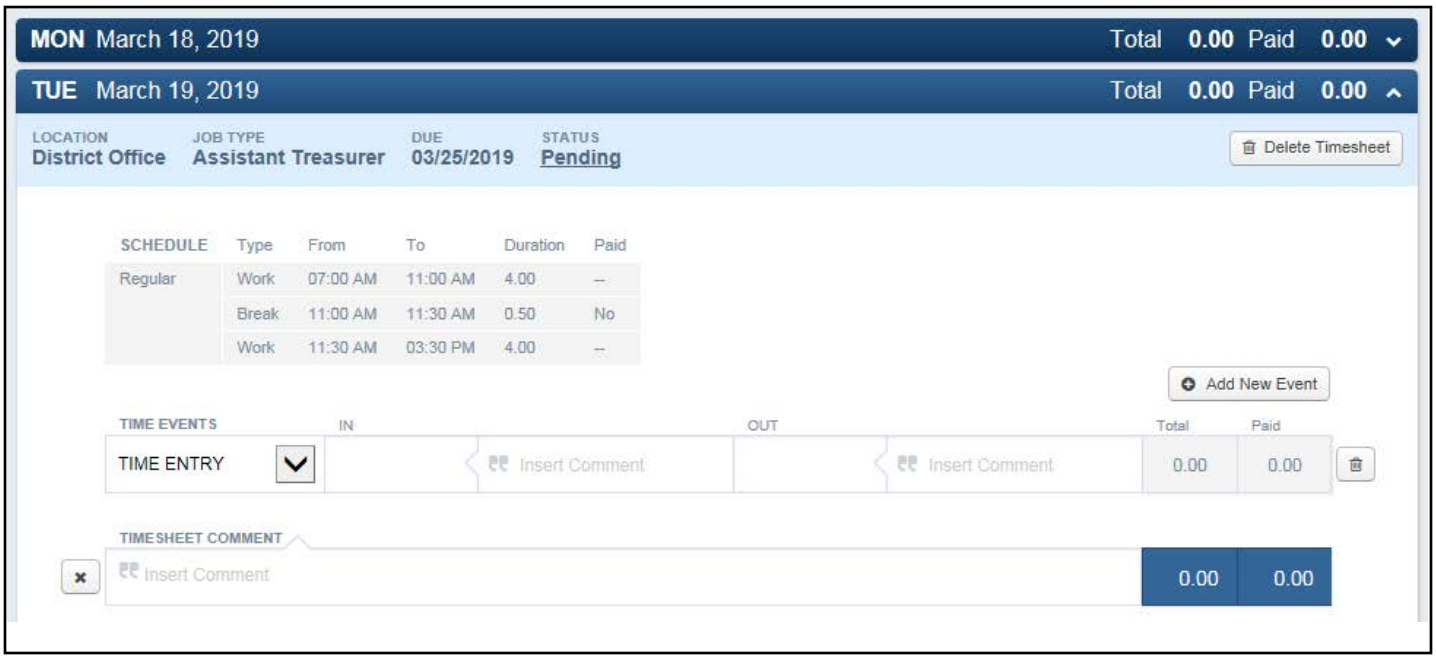
Select the date range you want to view by clicking the **calendar icon** near the top left corner of the window.

A window will pop up. Use the highlighted drop-down menu to select the date range you want. It will default to the current week. Then, click **Change Date.**



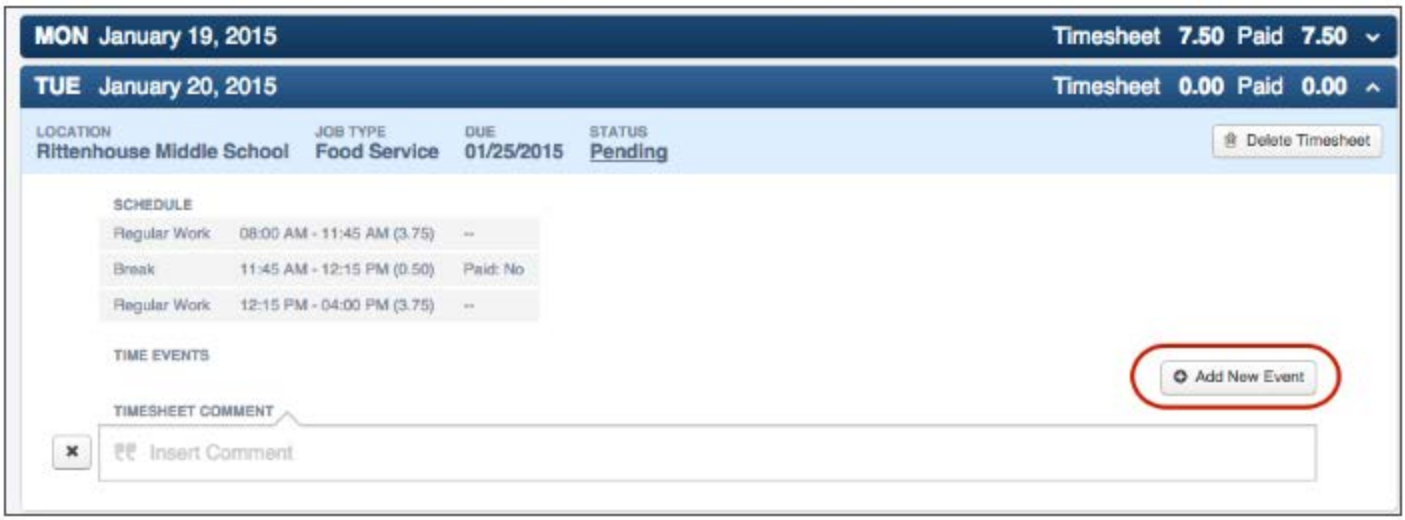
The days of the week appear as blue bars. The darker blue bar is the day you have selected. When you select a day, the job location and type will appear directly underneath the bar. Underneath that is your scheduled time. The date range will default to the current date but you can use the calendar icon to change the date range you are viewing.

Use the blue bars to navigate to different days of the week. Each day of the timesheet will show your normal schedule as well as your 'In' and 'Out' events.

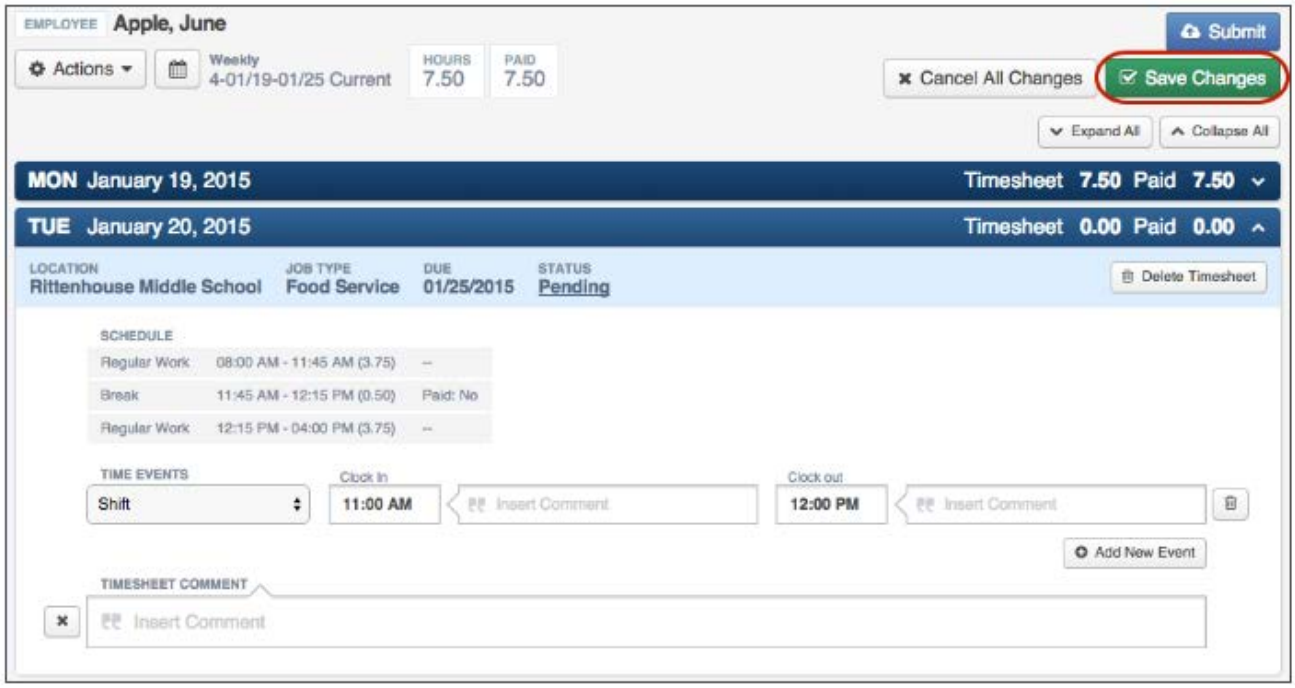


ADDING REGULAR TIME

If a new time event isn't already open, click the **Add New Event** button.

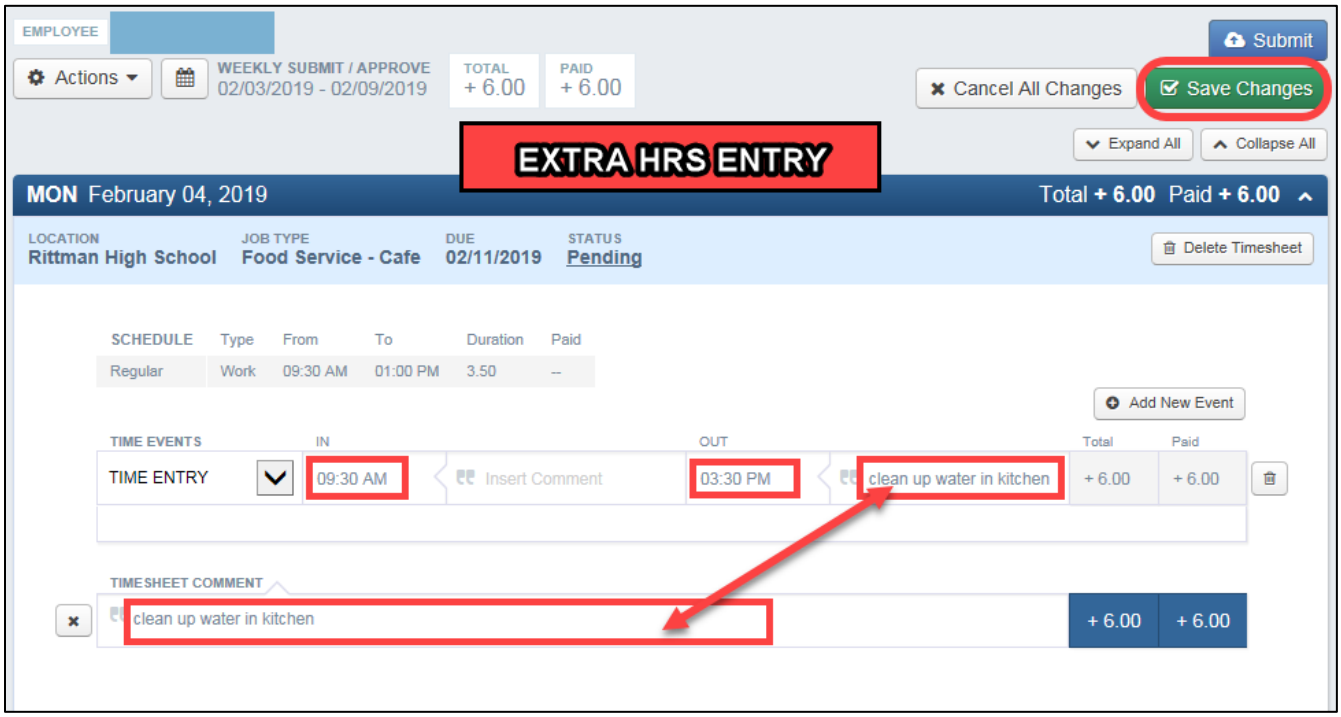


Then, type in your ‘in’ and ‘out’ times and click the green **Save Changes** button in top right corner.

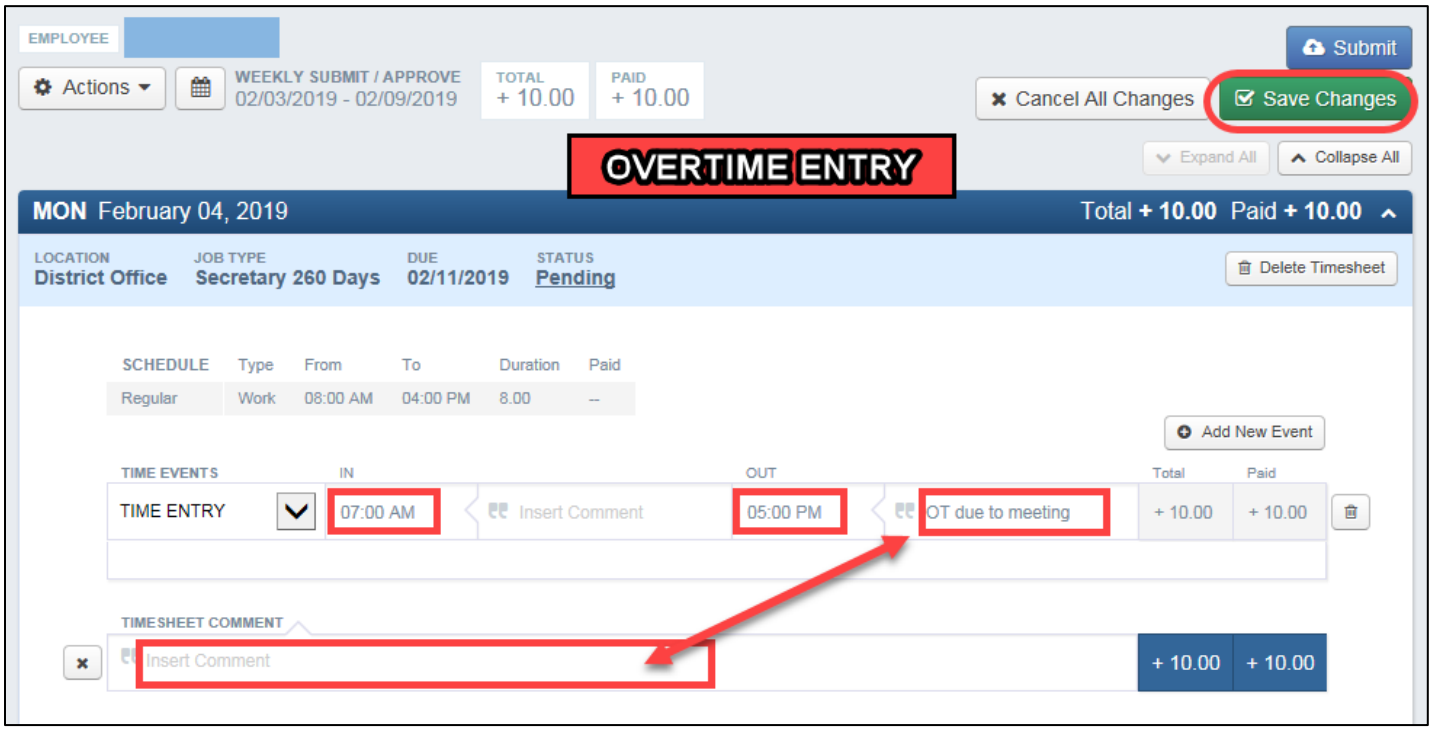


ADDING EXTRA TIME & OVERTIME

Example – Extra Time: This employee’s normal work day is 3.50 hours, 9:30 am – 1:00 pm. This particular day the employee worked 6 hours, 9:30 am – 3:30 pm. Just enter your **IN** time as 9:30 and your **OUT** time as 3:30 pm. Also enter a brief comment in either place indicated below. The system automatically knows that this is 2.50 extra hours based on your normal schedule that is in there. Click the green **Save Changes** button in top right corner.

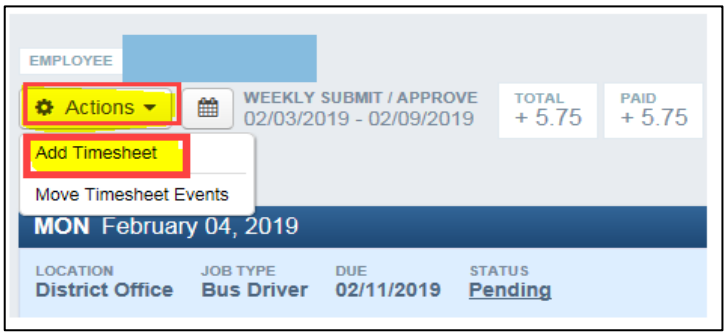


Example - Overtime: This employee's normal work day is 8 hours, 8:00 am – 4:00 pm. This particular day the employee worked 10 hours, 7:00 am – 5:00 pm. Just enter your **IN** time as 7:00 and your **OUT** time as 5:00 pm. Also enter a brief comment in either place indicated below. The system automatically knows that this is 2 hours of OT based on your normal schedule that is in there. Click the green **Save Changes** button in top right corner.



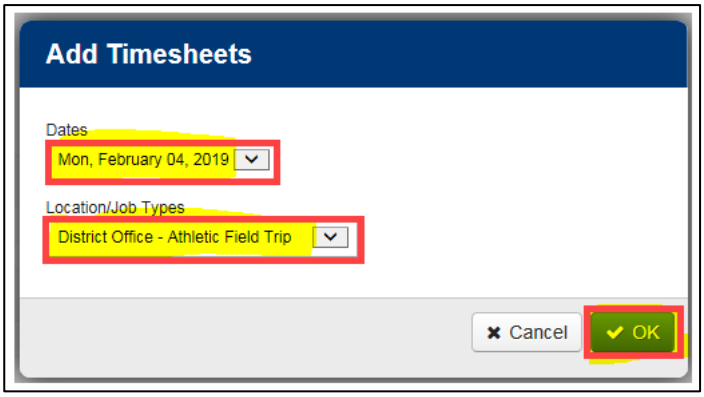
ADDING A FIELD TRIP – BUS DRIVER

Under Actions, click Add Timesheet.

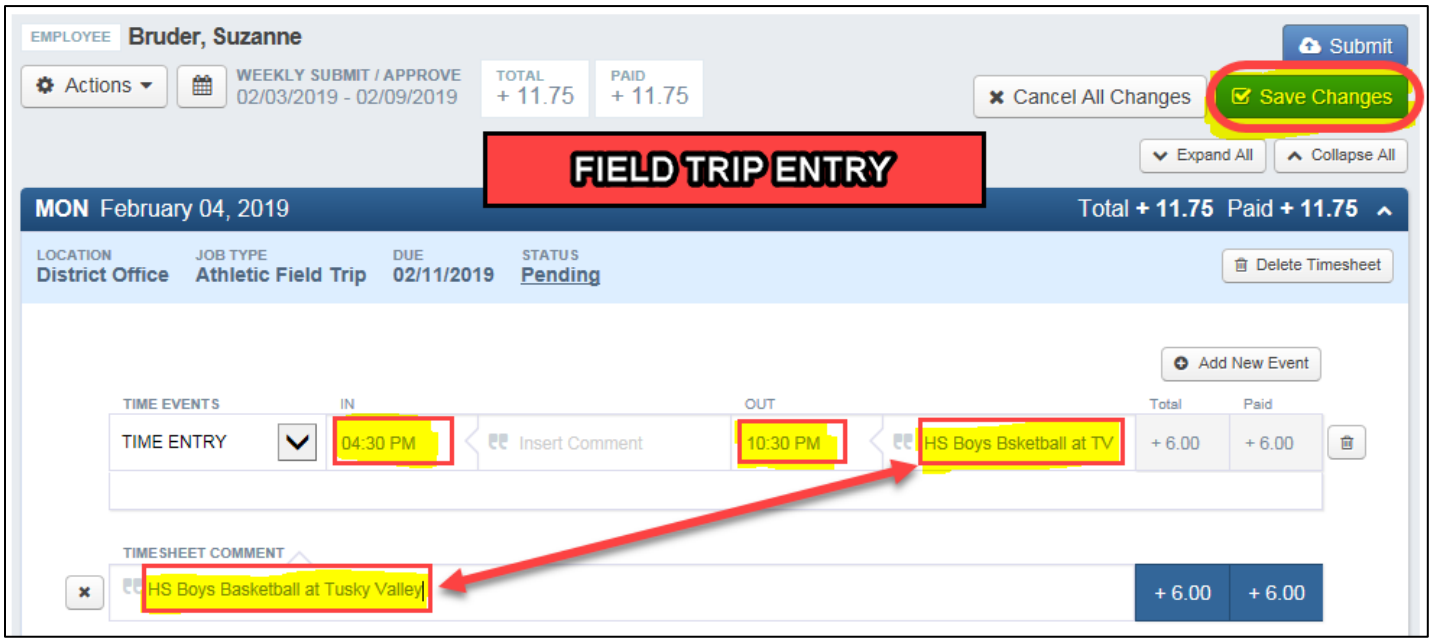


Select date of field trip.

Select the type of field trip, academic or athletic, then click OK.



Enter **IN** (start time), **OUT** (stop time), and brief description of the field trip in either place indicated below. Click **Save Changes.**



EDITING AND DELETING TIME

To edit time that you have manually entered, click on the time or click the **pencil icon**.

To delete time you have manually entered, click the **trash can icon**.

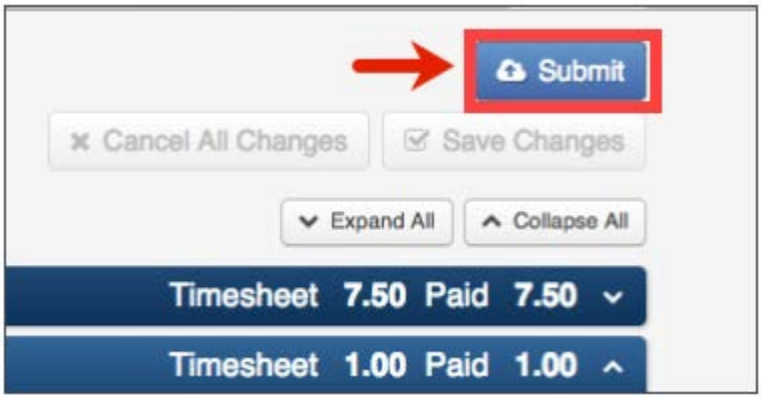
COMMENTING

You can comment on individual 'in' or 'out' events by clicking the text box next to the time. Then, click the green **Save Changes** button in top right corner.

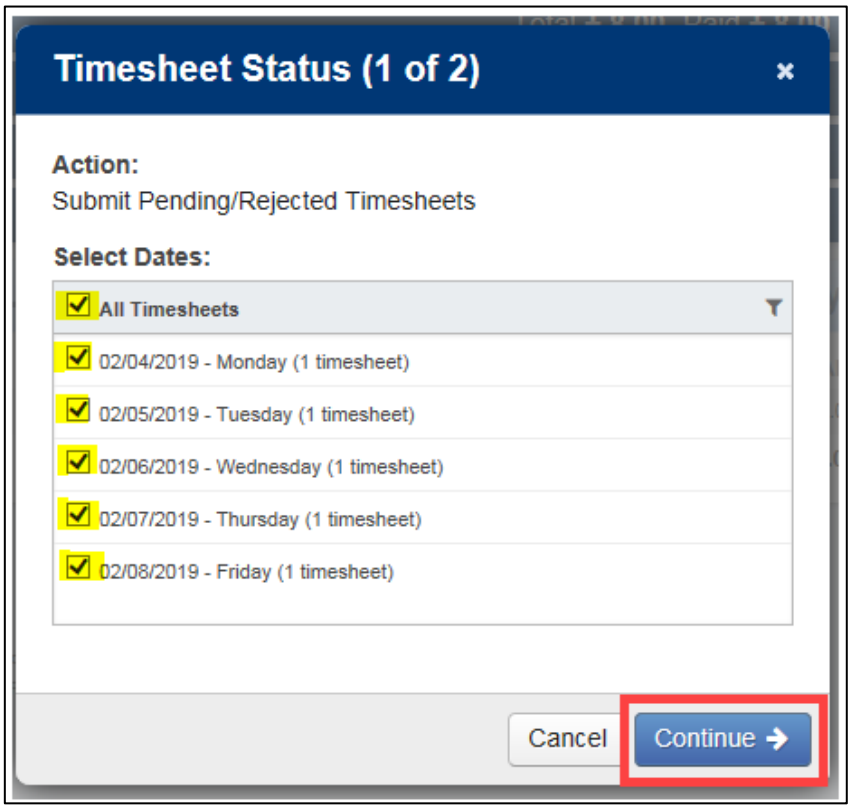
You can also comment on the entire timesheet using the large 'Timesheet Comment' section located underneath the time events section. **Don't forget to save any changes!**

SUBMITTING YOUR TIMESHEET FOR APPROVAL

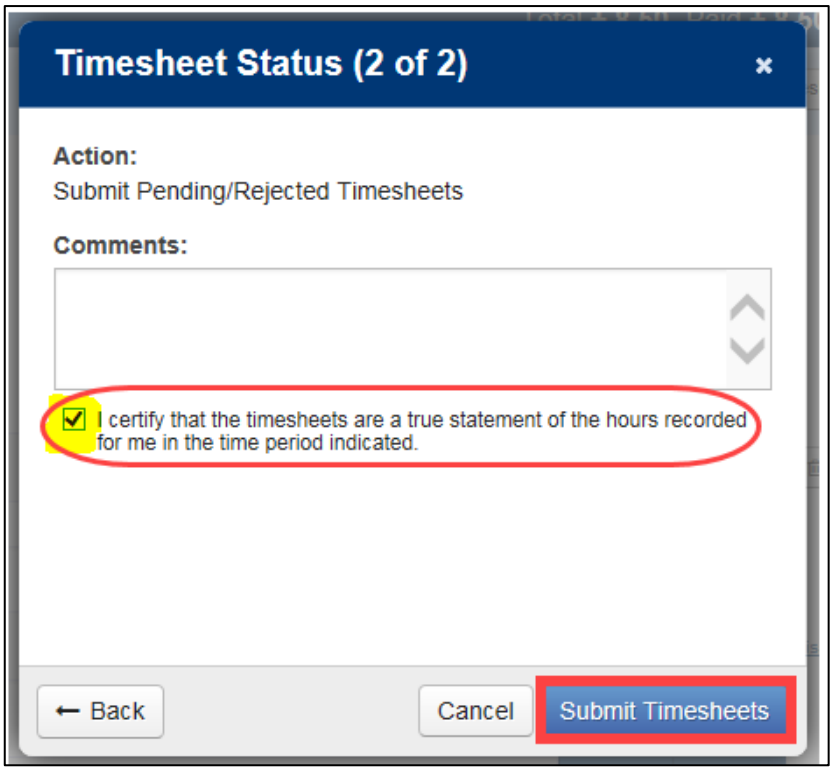
At the end of your work week, you are **REQUIRED** to submit your timesheet for approval. To do this, click the blue **Submit** button at the top right corner of your timesheet.



This will open a window where you can choose which timesheets to submit. Check the boxes next to the timesheets you would like to submit, then click **Continue**. You can also do a similar action when reverting timesheets.



Then, if you'd like, add comments in the text box. Lastly, check the box to confirm the timesheet submission. Then, click **Submit Timesheets**.



FRONTLINE TIMESHEETS MUST BE COMPLETED AND SUBMITTED BY MIDNIGHT EACH SATURDAY.

Payroll Department
330-683-9620