

# CHECKLIST FOR RECONCILING ABSENCES IN FRONTLINE

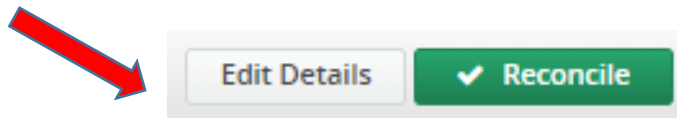
## From your Frontline Dashboard Check:



- Sub name
- Report times
- Absence reason
- Accounting code

## IF THESE FIELDS ARE NOT ACCURATE

- Click the Edit Details Box



- Correct errors
- Save changes



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There is a limited time for campus users to change information.