

Frontline FAQ's and Tips

Time and Attendance

All new hires receive an email for an overview training. Admin assistants and co-workers are expected to support this learning. Please contact hpoulin@u32.org if you encounter any issues.

1. Do we edit our own time sheet?
 - Yes, we rely on the honor system.
2. What happens when editing more than one punch?
 - You will need to give the system a minute to load.
3. Can you clock in and out multiple times a day?
 - Yes, for example 6am-8am work from home, 10am-2pm work from school.
4. I only see one of my jobs, how do I see the other one?
 - Employees and Reviewers will have to choose from the drop down.
 - Go to the top right of the page, pick your role on phone log in – log out.
5. Submitting time sheets
 - Be sure to submit every week at the end of your work week, no matter the day; even Sundays.
6. Switching Tasks
 - You can switch between Absence Management and Time and Attendance in the tab at the top left of the page.