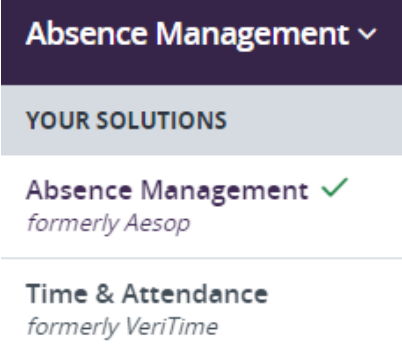


eTimesheet User Training for Time & Attendance (Frontline)

[eTimesheet Training on District Website](#)

eTimesheets instead of paper timesheets are beneficial because...

- Ease of documentation – you can log in anywhere -on your phone, on your computer, or at any kiosk at the school. You would need to load the Frontline App on your phone.
- More efficient time keeping. Frontline Time & Attendance adds up your hours on your timesheet for you!
- More accurate absence recording. When time off is approved in Absence Management (AESOP) it automatically flows to your timesheet!


New Hire	Existing Employee New to eTimesheets
You will receive an email with a link from Frontline Absence Management to create an account. Login.	Login to Absence Management in Frontline (formerly AESOP).
Computer login is your U32 email and the password you created. Smart phone is your phone number and the PW is the last 5 of your phone number.	
Once logged in you will see a drop down that you can switch from Absence Management and Time & Attendance.	
 <p>The screenshot shows a dark purple dropdown menu with 'Absence Management' and a downward arrow. Below it is a light grey bar with 'YOUR SOLUTIONS'. Underneath, 'Absence Management' is listed with a green checkmark and 'formerly Aesop'. Below that, 'Time & Attendance' is listed with 'formerly VeriTime'.</p>	
<p style="text-align: center;"><u>Training Videos and Instructions</u></p> <p><u>Important: you need to review and submit your eTimesheet every Friday.</u></p>	

Having trouble?

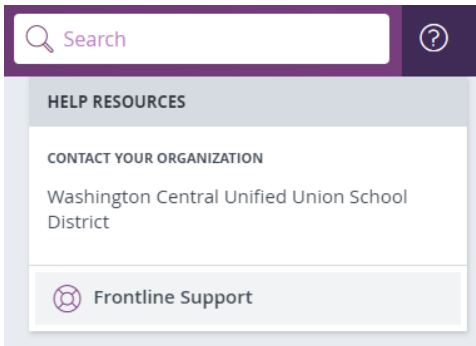
Please contact Holly Poulin (hpoulin@u32.org) or Carla Messier (<mailto:cmessier@u32.org>)

Website instructions on how to find the Learning Center on next page...

Website instructions on how to find the Learning Center

Click on the  in the top right corner of your screen.

Click on the “Frontline Support” in the bottom of the drop down.



Click on the “Basics & Tips” box.



Basics & Tips

Further down the page, click on “Training Options.”

Training Options

- Training Options
- Upcoming Events
- On-Demand Webinars
- Structured Learning
- Local User Groups and Conferences
- End User Training Resources

[See all 7 articles](#)

[See all 7 articles](#)

Click on

Click on [• Training Options](#)

Click on “Employee & Sub Help.”

Categories

Basics & Tips

[System Management](#)

[User Management](#)

[Timesheet Review & Approval](#)

[Payroll Configuration](#)

[Reporting](#)

[Campus User Help](#)

[Employee & Sub Help](#)

[Resource Library](#)

Click on “Getting Started: Employees & Subs.”

Employee & Sub Help

Basics

☆ [Getting Started: Employees & Subs](#)

• [Popular Questions](#)

• [Accessing Time and Attendance](#)

• [Viewing Your Schedule](#)

Videos and info by topics is available.

Click a hyperlink below to jump to that topic:

- [Accessing Your Timesheet](#)
- [Adding Time](#)
- [Editing and Deleting Time](#)
- [Adding Comments](#)
- [Submitting Your Timesheet for Approval](#)