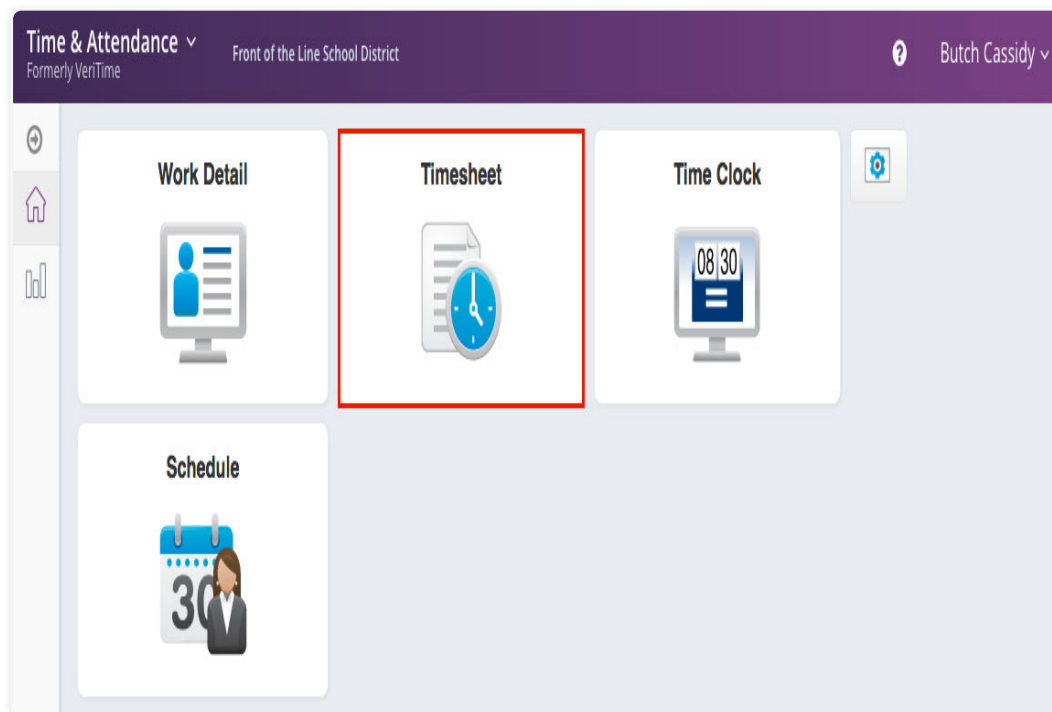


Adding Timesheets for Additional Hours Worked

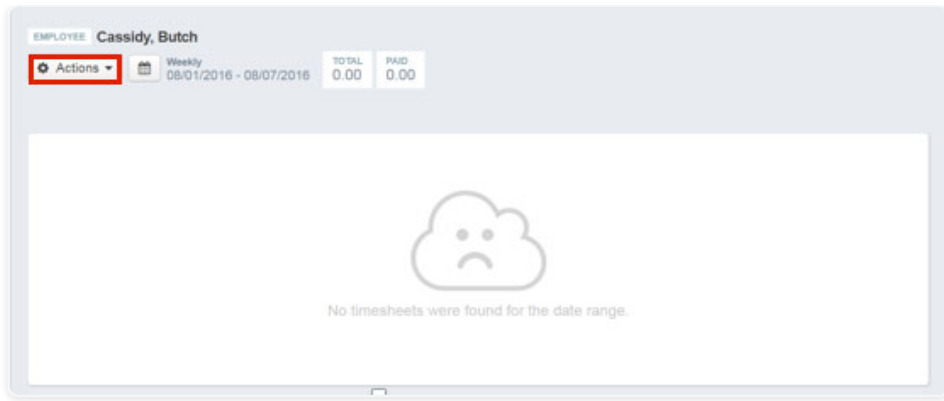
Some employees perform extra duty assignments outside their standard work schedule and these employees must add a timesheet to account for this additional time.

For starters, log in to Time & Attendance at app.frontlineeducation.com (<http://app.frontlineeducation.com/>). Once logged in, click the **Timesheet** icon on the homepage.

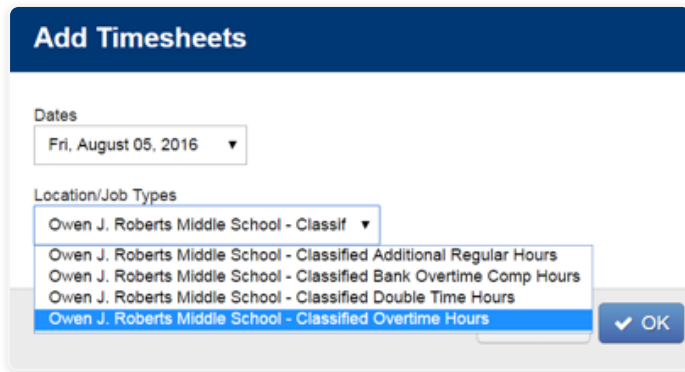


This timesheet feature records your work time and if granted the proper permissions, you can add or edit additional timesheets.

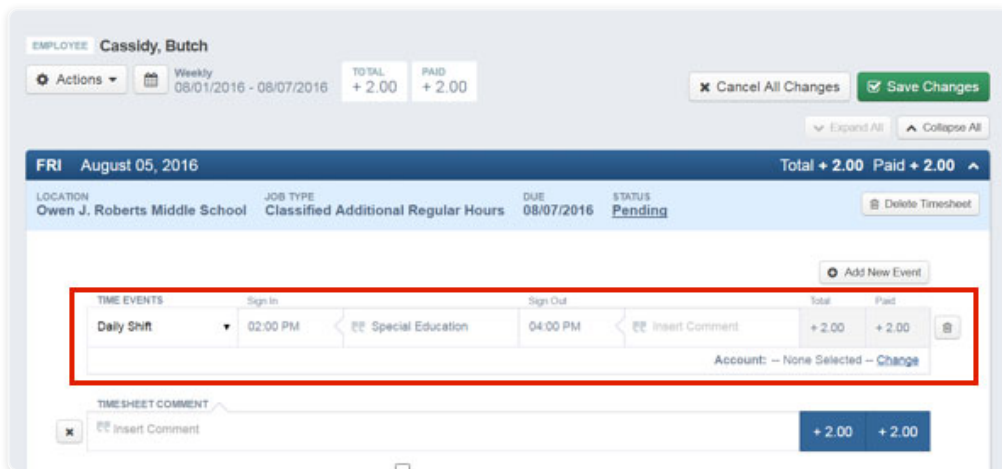
Click **Actions** and select **Add Timesheet** from the dropdown menu.



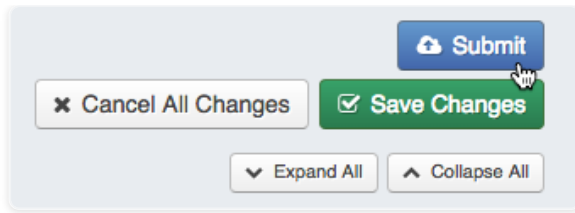
A pop-up box will appear. Choose the work date and the extra duty job from the dropdown menus and click **OK** to confirm.



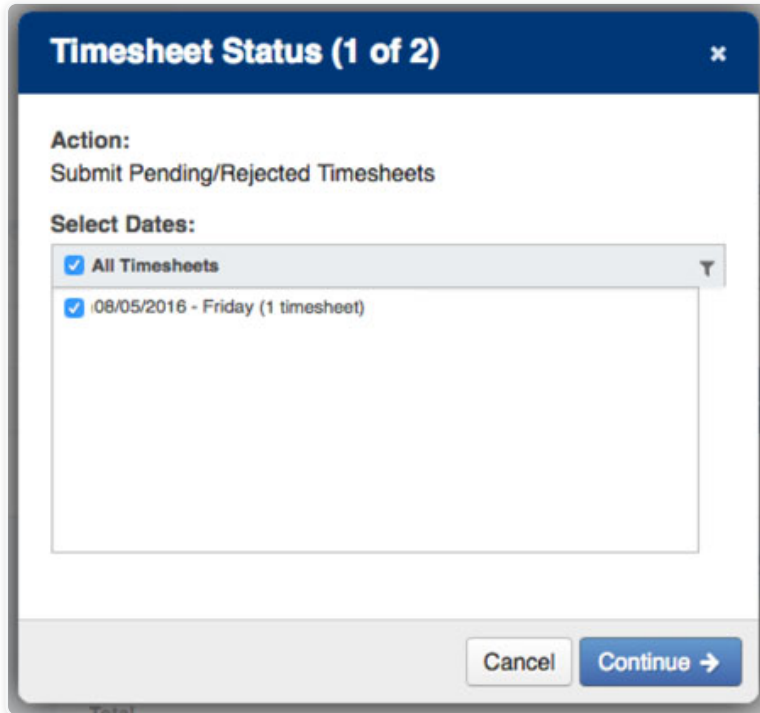
You can then enter the start and end time for the extra hours and provide a comment to explain the created timesheet.



Once you are finished, click **Save Changes** to confirm your entry and click **Submit** for timesheet approval.



This action opens a window where you can choose which timesheets to submit. Check the box(es) next to the desired timesheet(s) and click **Continue**.



A second pop-up appears. Include any additional comments for your approver and click **Submit Timesheets**.

Timesheet Status (2 of 2) ✕

Action:
Submit Pending/Rejected Timesheets

Comments:

I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

Digitally Sign using PIN:

← Back Cancel Submit Timesheets