

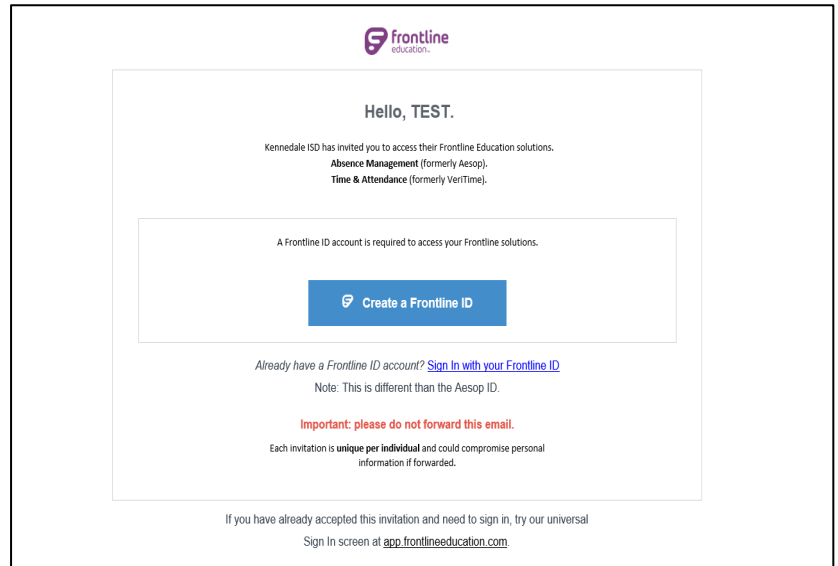
Absence Management/ Time and Attendance

Getting Started

On the date your District updates, you will receive an email invitation from Frontline.

Example of email. →

Click on
CREATE A FRONTLINE ID within
the invitation email.



This selection takes you to a login page where you must create login credentials in accordance with Frontline requirements.

Creating an account

Use the beginning of your school email.
Below is an example:

Email example: GonzalezT@kisdtx.net

Username will be: **GonzalezT**

If you receive a pop-up window indicating the username is in use, add a number/s after the username.

Example: **GonzalezT20**

A screenshot of the Frontline Education account creation page. The page has a purple header with the Frontline Education logo and the text "Welcome TEST!". The main content area is white and contains the title "Kennedale ISD Create a Frontline ID". There are several input fields: "First Name" (TEST), "Last Name" (TEST), "Create a Username" (TestGonzalez), "Create a Password" (Gziz2020!), "Confirm Password" (*****), and "Email Address" (gonzalezja@kisdtx.net). There is a checkbox for "I accept the terms and conditions." and a blue button labeled "Create Frontline ID". At the bottom, there is a link "Already have a Frontline ID? Sign In". The footer contains the text "About Frontline Terms & Conditions © 2024 Frontline Education. All rights reserved."

The password must have 1 alphabetic character, 1 name or special character, and 8 characters in total.

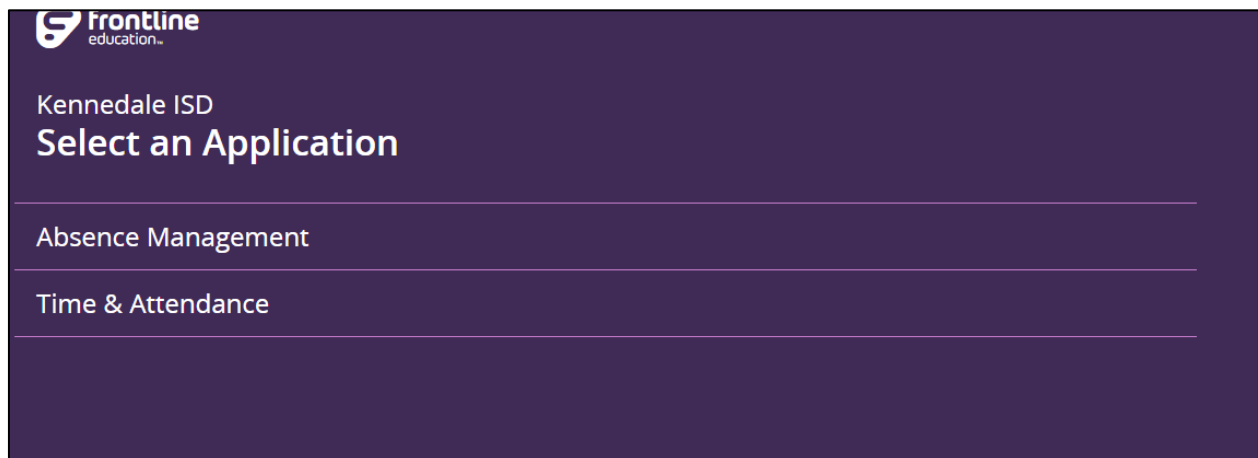
Include an email address to provide a means for password recovery/verification and click the checkbox to accept the terms and conditions.

Once you are finished, click **CREATE FRONTLINE ID**.

The system will prompt you to confirm your email as a final verification step. Once completed, the system enables access with your new username and password and requires the credentials for any future logins.

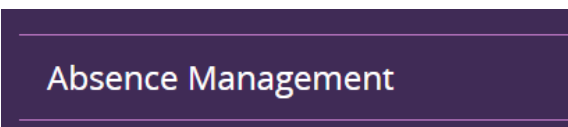
With the creation of your new Frontline ID account, you can access all your Frontline applications through a single sign-on page.

Once you Access Frontline, you will see this page on your screen as shown in the image below.



How to create an absence

Once you access frontline you will click **ABSENCE MANAGEMENT**



This is how your screen should look.

The screenshot shows the 'Create Absence' tab selected in the top navigation bar. The interface includes a calendar for January 2024, a 'Substitute Required' dropdown set to 'No', an 'Absence Reason' dropdown set to 'Select One', a 'Time' dropdown set to 'Full Day' with a time range of 08:00 AM to 04:00 PM, and a 'Notes to Administrator' text area. A 'Helpful Hint' box on the left states: 'You can select multiple days individually or click-and-drag to select a range of dates.' The right side of the interface shows 'FILE ATTACHMENTS' with a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

1. First tab is to create an absence.
2. Second tab is scheduled absences.
3. Third tab is past absences.
4. Fourth tab is denied absences.

To create an absence, you will select the day or days, if consecutive, that you need off as shown below.

This screenshot shows the same 'Create Absence' interface, but with the date January 22 selected on the calendar. The 'Substitute Required' dropdown is still set to 'No', and the 'Absence Reason' dropdown is still set to 'Select One'. The 'Time' dropdown is still set to 'Full Day' with a time range of 08:00 AM to 04:00 PM. The 'Notes to Administrator' text area is still empty. The 'Helpful Hint' box is still present. The 'FILE ATTACHMENTS' section is still empty. The 'Cancel' and 'Create Absence' buttons are still at the bottom right.

One day selected.

The screenshot shows the 'Create Absence' form with the following details:

- Calendar:** January 2024. Days 22, 23, 24, 25, and 26 are selected (highlighted in red).
- Substitute Required:** No
- Absence Reason:** Select One (dropdown menu)
- Time:** Full Day (dropdown menu), 08:00 AM to 04:00 PM
- Notes to Administrator:** (not viewable by Substitute)
- File Attachments:** Drag and drop files here, Choose File, No file chosen
- Buttons:** Cancel, Create Absence

Consecutive days selected.

Once you have selected your days you will go to the right of the screen where it says reason for absence and click on the dropdown menu.

The screenshot shows the 'Create Absence' form with the 'Absence Reason' dropdown menu open. The list of reasons includes:

- Select One
- Accident on the Job
- Assault Leave
- Death in the Family - Per policy, leave shall not exceed 5 workdays per occurrence. Please note relationship to deceased.
- Family Illness - Per policy, leave shall not exceed 5 consecutive workdays per occurrence.
- Illness - Per policy, leave shall not exceed 5 consecutive workdays per occurrence.
- Jury Duty - Please provide summons to supervisor.
- Military Duty
- Personal Leave - Per policy, leave shall not exceed 3 consecutive workdays.

You will select the reason that fits your absence.

After selecting your absence reason, you will then select the time frame you will be out, that is the full day or half day AM or PM.

The screenshot shows the 'Create Absence' form with the 'Scheduled Absences' tab selected. The date range is 'January 22 - January 24'. The 'Substitute Required' field is set to 'No'. The 'Absence Reason' dropdown is set to 'Select One'. The 'Time' dropdown is open, showing options: 'Full Day', 'Full Day', 'Half Day AM', and 'Half Day PM'. The 'Notes to Administrator' field is empty. A red box highlights the 'Time' dropdown and the 'Notes to Administrator' field.

Create Absence | 0 Scheduled Absences | 1 Past Absences

January 22 - January 24

January 2024

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Substitute Required No

Absence Reason Select One

Time Full Day
Please enter a valid time range using the HH:MM AM format.

Notes to Administrator
(not viewable by Substitute)

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

Finally, if you would like to leave notes for your administrator there is a box where you are able to, if necessary, after you will click **CREATE ABSENCE**.

The screenshot shows the 'Create Absence' form with the 'Scheduled Absences' tab selected. The date range is 'January 22 - January 24'. The 'Substitute Required' field is set to 'No'. The 'Absence Reason' dropdown is set to 'Select One'. The 'Time' dropdown is set to 'Full Day', and the time range is '08:00 AM to 04:00 PM'. The 'Notes to Administrator' field is highlighted with a blue box. The 'FILE ATTACHMENTS' section is on the right, showing a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. The 'Shared Attachments' section is also visible. At the bottom, there are 'Cancel' and 'Create Absence' buttons.

Create Absence | 0 Scheduled Absences | 1 Past Absences | 0 Denied Absences

January 22 - January 24

Need more options? Advanced Mode

January 2024

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Substitute Required No

Absence Reason Select One

Time Full Day
Please enter a valid time range using the HH:MM AM format.

08:00 AM to 04:00 PM

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Cancel Create Absence