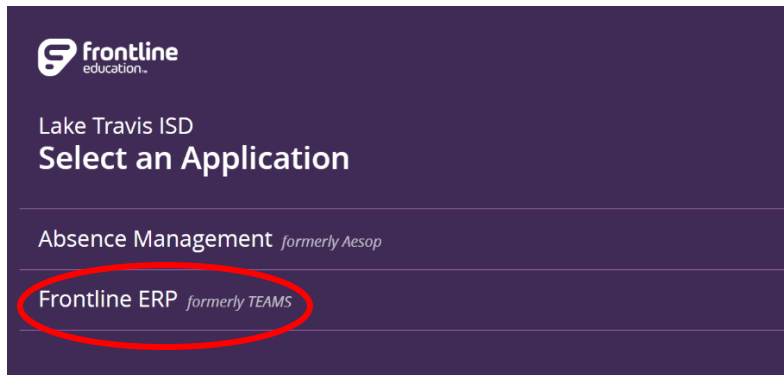
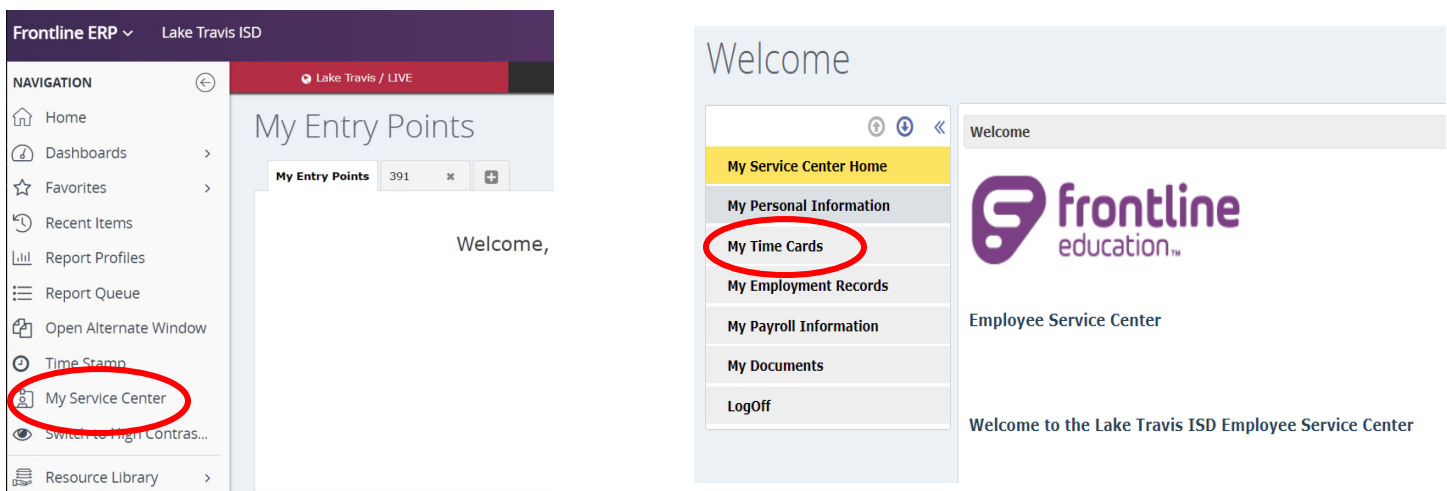


Approving Time & Attendance – Frontline ERP

1. Launch the Frontline ERP website.



2. Select My Service Center from the menu on the left and then select My Time Cards.



3. Enter the week you want to approve. Review the hours punched and any supplemental pay items. Click Approve if you agree with the information.

UnVerified Punches and Absences

Functions / Extra Duties

Date	Function / Activity	Punch Times	Worked	Absent	Scheduled	Verification Status	Notes
05-19-2021	Homework Hall	8:30 AM	00:00		08:00	Unverified	
Totals			00:00				

Time Cards

Regular Assignment - 119

Date	Job / Absence Reason	Punch Times	Daily Totals			Approval Status		Notes
			Worked	Absent	Scheduled	Time Card Status	Employee's Status	
05-17-2021	Specialist	11:04 AM,6:30 PM	07:30		08:00	Approved	Approve	
05-18-2021	Specialist	8:34 AM,12:52 PM	04:15		08:00	Approved	Approve	
Totals			11:45		40:00			
Page Totals			11:45	00:00	40:00			

****The ability to approve time is available after your supervisor approves your time card.**