

# Frontline Timesheet Guide

Supervisor / Site Approver



**EDEN PRAIRIE SCHOOLS**



## Outline

- Behind the scenes: getting everyone paid!
- Supervisor Responsibilities
- Timesheet
- Review and Approve Timesheets (Clock Exceptions)
- Create Absences

# Behind the scenes: getting everyone paid!

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- *Timesheet Submitted/ Approved*

  - Hourly employees should record their work hours at the provided station (Frontline Kiosk).

  - Hourly Employees are paid approximately two weeks in arrears. Example: Supervisors need to review the timesheets for October 16-31 for the November 15 pay date.

  - Over 960 timesheets are processed per cycle.

  - The district uses an auto-submit feature, so all timesheets are automatically submitted by Frontline after the each pay period.

  - If not approved by the pay approvals due date (**green day** on the payroll calendar), the payroll team will track down supervisors to get employees paid.

- *Review and audit timesheets by payroll team*

- *Lock timesheets and import data into the payroll system*

- *Process any adjustments (e.g., leave of absence, benefits, deductions, etc.)*

 **Approval delays will delay all payroll processing— payday cannot be moved!!**

# Supervisor Responsibilities

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## ***Timesheet Corrections/ Changes***

- Supervisors and site approvers should review all timesheets for accuracy before approving them.
- Run the **“Clock Exceptions” report** to check for missing punches:
  - \*Only check the boxes for **“Missed In - Adjusted”** and **“Missed Out - Adjusted”**.
  - \*All other Exceptions can be unchecked.
- Communicate with your employees if corrections are needed.
- Pay is calculated based on paid hours, not total hours.

## ***Approving Absence***

- Approve all absence requests before approving timesheets.
- Once a timesheet is approved, any subsequent approved absences will not count towards paid hours.
- Ensure that the absence duration (requested hours) matches the employee’s schedule hours for that day.

## ***Timesheet Deadline***

- All timesheets must be approved by the end of the day on the pay approval due date (marked as a **green day** on the payroll calendar).
  - \*Earlier is better! The last date of the pay period is great!

## ***Missing hours after processing payroll***

- Timesheets are legal documents and must reflect the actual hours worked!
- If you discover missing hours after payroll has been processed, add the hours to the Miscellaneous Pay spreadsheet to be paid on the next scheduled pay date.



# Timesheet

The timesheet is organized into three main sections: Timesheet Navigation, Timesheet Details and Timesheet Job Summary.

- o **Timesheet Navigation** (located at the top of the timesheet)

The screenshot shows the top navigation bar of a timesheet system. It includes an 'EMPLOYEE' label, an 'Actions' dropdown menu (1), a date range selector for 'Semi-Monthly' from '02/01/2024 - 02/15/2024' (2), a summary table (3), and a set of control buttons (4). The summary table shows 'TOTAL + 38:05' and 'PAID + 38:05'. The control buttons include 'Undo Submission', 'Submit', 'Cancel All Changes', 'Save Changes', 'Expand All', and 'Collapse All'.

TOTAL	PAID
+ 38:05	+ 38:05

1. **Action Menu** – This allows you to review the payroll summary.
2. **Date Range** – This allows you to view past timesheets by choosing a particular week or selecting a custom date range.
3. **Summary of Hours** – This shows you at a glance both hours accounted for as well as hours that are paid.
4. **Expanding and Collapsing Buttons** – These buttons will allow you to expand or collapse all the timesheets at once.

# Timesheet

- **Timesheet Details** (located at the middle of the timesheet)

SCHEDULE	Type	From	To	Duration	Paid
Jury Duty: <a href="#">173202797</a>	Leave	08:00 AM	10:00 AM	02:00	No
1 Regular	Work	10:00 AM	11:45 AM	01:45	--
	Break	11:45 AM	12:15 PM	00:30	No
	Work	12:15 PM	04:00 PM	03:45	--

[Add New Event](#)

TIME EVENTS	IN	OUT	Total	Paid
 Shift	10:00 AM -- (Actual)	04:00 PM -- (Actual)	+ 06:00	+ 06:00
<a href="#">Account: Account D Change</a>				

ADMIN TIME	Start	End	Total	Paid
 Auto Deduct Time	11:45 AM	12:15 PM	- 00:30	- 00:30
<a href="#">Disable</a>				

1. **Schedule** – This is the time you are expected to work in a given day.
2. **Time Events** – These events are actual time worked. If there is a discrepancy, please let HR and Payroll know.
3. **Admin Time** – This is auto-deducted time, typically an unpaid break.

# Timesheet

	LEAVE	From	To	Total	Paid
4	Jury Duty	08:00 AM	10:00 AM	+ 02:00	00:00
5	TIMESHEET COMMENT				
	What a crazy day!			+ 07:30	+ 05:30

4. **Leave** – This area shows the paid absence reason, a Holiday or Unpaid General.
5. **Timesheet Comments** – This is a field where optional comments can be left for the approver.

o **Timesheet Summary** (located at the bottom of the timesheet)

At the bottom of the timesheet, total hours for the pay period are summarized, including hours categorized by Location, Job Type, and Event Type.

**\*Please note: Pay is calculated based on paid hours, not total hours.**

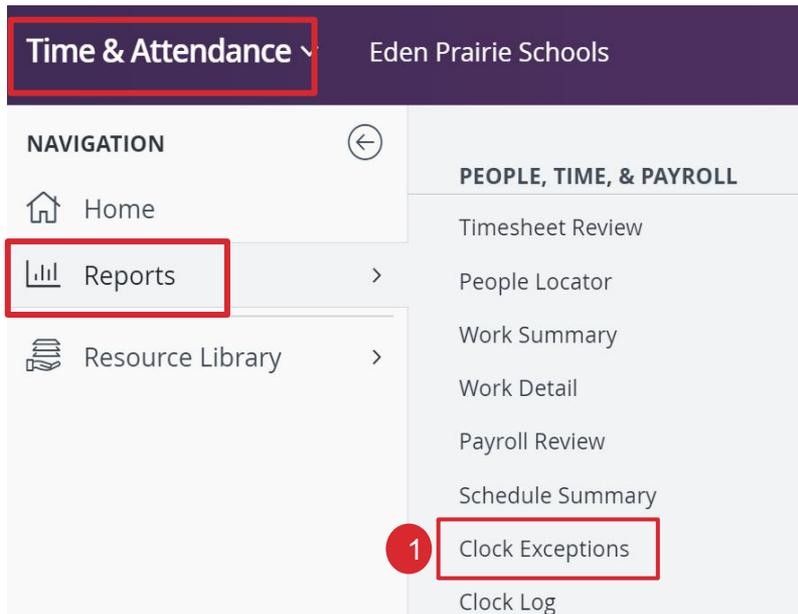
**\*Please be aware of paid vs unpaid time for each employee you approve.**

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Eden Prairie High School	Office Professional	Time Events	39:05	39:05
Eden Prairie High School	Office Professional	Admin Time	-01:00	-01:00
<b>Total</b>			<b>38:05</b>	<b>38:05</b>



# Clock Exceptions

- Run **Clock Exceptions Report**



1. Once logged into **Frontline**, select **“Time & Attendance”** from the upper left corner. Then, click on **“Report”** and run the **“Clock Exceptions”**.

# Clock Exceptions

REPORTS > CLOCK EXCEPTIONS

Clock Exceptions View: All Users

**2** Date Range: 02/01/2024 02/15/2024

User Type: Any User Status: Any

Search for User:

Narrow by Location:

- All Options
- Accounts Payable/Finance
- Administrative Services Center
- Assistant Superintendent
- Building Services
- Building Services-1

97 selected [Clear](#)

Narrow by Job Type:

- All Options
- Administrative Assistant
- Ala Carte Manager
- ASL Interpreter
- Assistant
- AVID Tutor
- Banquet Manager

124 selected [Clear](#)

**3** Narrow by Exception:

- All Options
- Late In - Adjusted
- Late Out - Adjusted
- Missed In - Adjusted
- Missed Out - Adjusted
- Not Scheduled
- Too Short - Duration

**4**

2 of 16 selected [Clear](#)

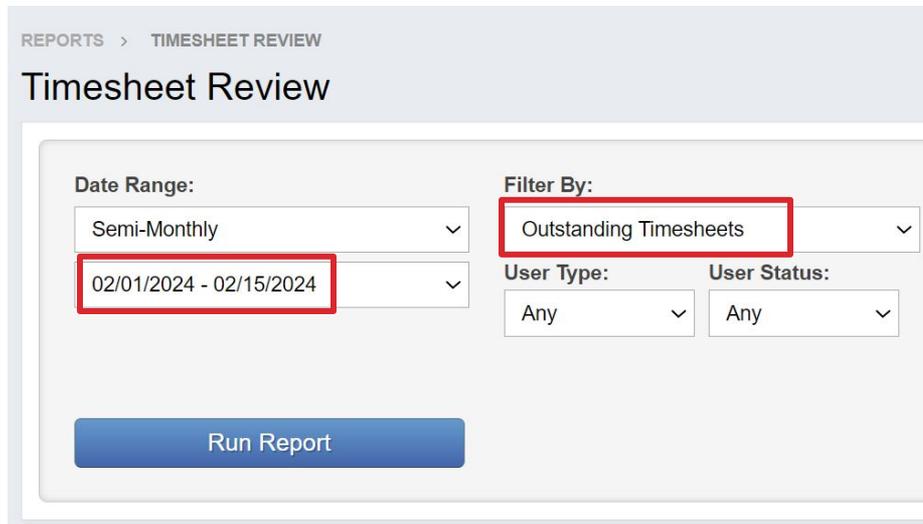
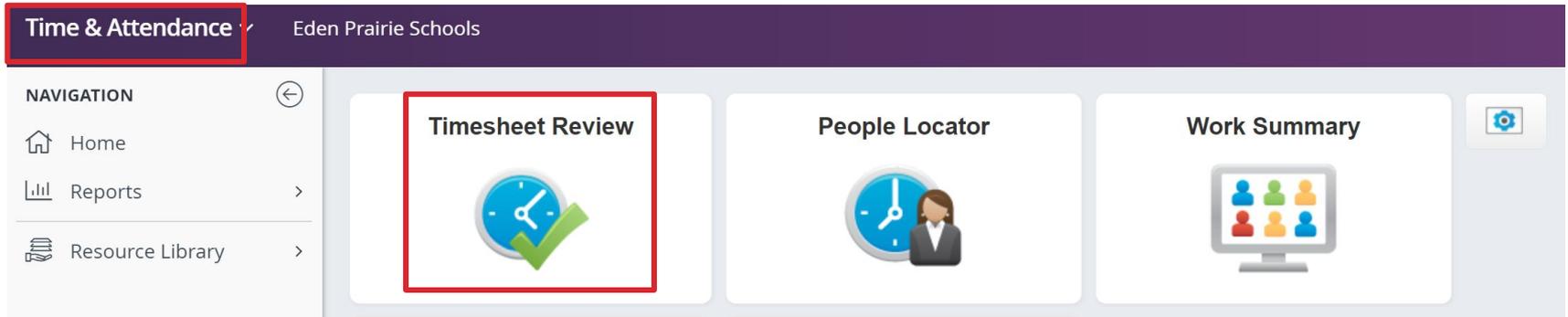
Export Custom Date Range 02/01/2024 - 02/15/2024 529 results found.

Day	User	Location	Job Type	Schedule Details	Exception Details	Event Details	Comments
<b>5</b> Thu, 02/08	EMPLOYEE	Central Middle School		08:30 AM - 12:30 PM 01:00 PM - 04:30 PM	Missed Out - Adjusted	Clock In: 08:30 AM (Actual: 08:34 AM)  Clock Out: None	None

2. Change the **date range** to match the pay period you are reviewing and approving
3. Under “**Narrow by Exception**”, unclick “**All Options**”
4. Select only “**Missed In – Adjusted**” and “**Missed Out – Adjusted**”. Run Report.
5. Review the results and correct any missing clock-ins or clock-outs by clicking the date.

# Review Timesheets

To review timesheets, click the **“Timesheet Review”** widget located under the **Time & Attendance**.



On the Timesheet Review page:

- Select the appropriate **“Date Range”** (pay period) you are approving.
- Use the filter to select **“Outstanding Timesheets”**.
- Run report.

# Review Timesheets

Outstanding Timesheets will display only timesheets that have not been completely approved.

<input type="checkbox"/> User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
<input type="checkbox"/>  EMPLOYEE <a href="#">Alvarez, Brian</a> <span>o</span>	40:00	40:00	00:00	40:00	00:00	<a href="#">Pending</a>
<input type="checkbox"/>  EMPLOYEE <a href="#">Alvarez, Thomas</a> <span>o</span>	40:00	40:00	00:00	40:00	00:00	<a href="#">Pending</a>
<input type="checkbox"/>  EMPLOYEE <a href="#">Baker, Deborah</a> <span>o</span>	16:00	00:00	00:00	00:00	-16:00	<a href="#">Pending</a>

**Total Scheduled** – This is the number of hours based on the recurring schedule. This is what the employee would have worked if all days were typical days (no absences or closed days).

**Total Working Time and Paid Leave** – This is the total time that the district will pay.

**Total Time** – Worked hours as well as paid absence durations count toward this time.

**Net Difference** – The difference between scheduled and total paid time. If the total time is less than the scheduled time, it shows up as negative and in red font. If the total time is more than the scheduled time, it shows up as positive and in green font.



# Review Timesheets

- To view daily timesheet details for an employee, click the **expand/collapse icon** next to their name. This will display a summary of their timesheet data for each day

<input type="checkbox"/> User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status	
<input type="checkbox"/>  EMPLOYEE <a href="#">Alvarez, Brian</a>	40:00	40:00	00:00	40:00	00:00	<a href="#">Pending</a>	
Date	Location Details	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
04/06/2015	Pad Thai High Cafeteria Server	08:00	08:00	00:00	08:00	00:00	<a href="#">Pending</a>
04/07/2015	Pad Thai High Cafeteria Server	08:00	08:00	00:00	08:00	00:00	<a href="#">Pending</a>

- To view the actual timesheet, click the corresponding icon next to the employee's name.

<input type="checkbox"/> User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
<input type="checkbox"/>  EMPLOYEE <a href="#">Alvarez, Brian</a>	40:00	40:00	00:00	40:00	00:00	<a href="#">Pending</a>
<input type="checkbox"/>  EMPLOYEE <a href="#">Alvarez, Thomas</a>	40:00	40:00	00:00	40:00	00:00	<a href="#">Pending</a>
<input type="checkbox"/>  EMPLOYEE <a href="#">Baker, Deborah</a>	16:00	00:00	00:00	00:00	-16:00	<a href="#">Pending</a>

# Review Timesheets

- If a timesheet displays a red flag, please review the wage codes. As long as the recorded time, over time (OT) and holiday pay are accurate, no further action is required regarding the flag.

<input type="checkbox"/> User	Attention
<input type="checkbox"/>  EMPLOYEE [REDACTED]	
<input type="checkbox"/>  EMPLOYEE [REDACTED]	

- When reviewing “Outstanding Timesheets”, be sure to check the total number of timesheets. If necessary, change the display setting from 20 to “100” to view more timesheets on one page.

Attention	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status

Page 1 of 37    20    Displaying 1 - 20 (Total: 730)

The dropdown menu for the page size is open, showing options: 20, 20, 50, 100. The first '20' is highlighted.

# Approve Timesheets

- To approve timesheets, select the employee(s) by clicking the **checkbox (user)** on the left and then click **“Approve, Reject, or Reset Timesheets”** in the top right corner.

REPORTS > TIMESHEET REVIEW

Timesheet Review

View: All Users Change

Approve, Reject, or Reset Timesheets

Date Range: Semi-Monthly 02/01/2024 - 02/15/2024

Filter By: Outstanding Timesheets

Sort By: User Name - Ascending

User Type: Any User Status: Any

[Advanced Options](#)

Timesheet Status

Action: Approve Selected

Comments:

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

Input pin to digitally sign.

Cancel Submit

- Once a timesheet is approved, it cannot be edited unless its status is changed back to pending.
- If changes are needed after approval, select the timesheet and choose **“Reset Selected to Pending”** to reopen it for edits.

# Create Absences

- Supervisors and site approvers can create an absence on behalf of an employee in Frontline by navigating to: **“Absence Management” > Create Absence > Select Employee.**

Eden Prairie Schools

Summary for: 02/09/2024 < Today > Absences Vacancies

All Schools Schools CLASS Employee Types

Total 0 Unfilled 0 [0%] Filled 0 [0%] No Sub Required 0

FEB 9 DAILY REPORT Print

Quick Actions

Confirmation Number Search

Create Absence Create Vacancy

Approve 1 in the next 45 days Reconcile 0 in the past 30 days

Absence: Create Absence

Select Employee Fill out Details Review & Confirm Done

Step 1: Select Employee Next Step: Fill out Details

Search: Last Name

Search by Letter	Name	Phone	School
A B C D E	G		
F G H I J			
K L M N O	K		
P Q R S T			
U V W X Y			
Z All			

Next Step: Fill out Details

# Create Absences

- Ensure that the absence duration (requested hours) matches the employee's schedule hours for that day.
- If an employee has multiple schedules on the same day (e.g., 8:00am–10:00am, 2:00pm–3:30pm), click "**Add New Variation**" to create multiple absences separately based on their schedules.
- This prevents over-deduction from the employee's absence balance beyond the actual scheduled hours.

The screenshot shows a web interface for creating an absence. At the top, it says "February 05; February 08 - February 09 at Payroll 2". Below this, there are fields for "Select the day(s) you will be out:" with "From" and "To" labels, and a "Custom Date Selection" button. A calendar for February 2024 is displayed, with days 5, 8, and 9 highlighted in blue. A red circle with the number 3 is next to the calendar header. To the right of the calendar, there are fields for "Absence Reason" (a dropdown menu with "Select One" and a red circle with the number 4), "Time" (a field with "08:00 AM" and "04:30 PM" and a red circle with the number 5), and "Substitute Report Times" (a field with "08:00 AM" and "04:30 PM"). Below these is an "Accounting Code" dropdown menu with "Select One". At the bottom left, there is a red-bordered button with a plus sign and the text "Add New Variation". A red callout box points to the calendar with the text: "You can click on multiple days to create a multi-day absence. The days do not have to be consecutive."

# Payroll Team

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If you have any questions, please contact us.

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**Thank you**



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