Time & Attendance
Formerly VeriTime

Sign In

ID or Username

PIN or Password

Sign In

Forgot ID or Username | Forgot PIN or Password

Or Sign In with Organization SSO

If you are an absence management user, your time and attendance User ID and PIN will be the same as your User ID and PIN for absence management.

Forgot Your ID or PIN?

If you have forgotten your ID or PIN, you can click **I forgot my ID or username**, or **I forgot my PIN or password**, depending on the circumstance.

Forgotten ID

In the case of a forgotten ID or username, enter the **Email Address** associated with your account and click **Email Username**. Retrieve the email and follow instructions within it.

Provide the email address you currently have on file in your district. We will send all associated IDs or usernames to that address.

Email Address

Email Username

Return to Sign In

Forgotten PIN

In the case of a forgotten PIN or password, enter your **ID or Username** associated with your account and click **Continue**. Retrieve the email and follow instructions within it.

Provide your ID or username and we will email you instructions to change your PIN / password.

ID or Username

Continue

Return to Sign In

Accessing Time and Attendance
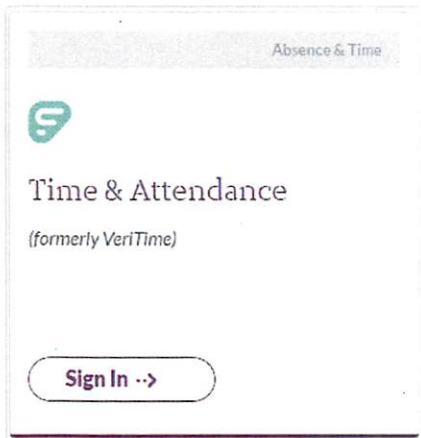
Fabian Dittrich

Access Time and Attendance Through Absence Management

If you are logged in to the absence management system, you can access time and attendance simply by selecting the app switcher and clicking the **Time & Attendance** option.

Direct Login

To log in to time and attendance, go to https://www.frontlineeducation.com/SignIn (https://www.frontlineeducation.com/SignIn). Click the **Sign In** button inside the Time & Attendance square.
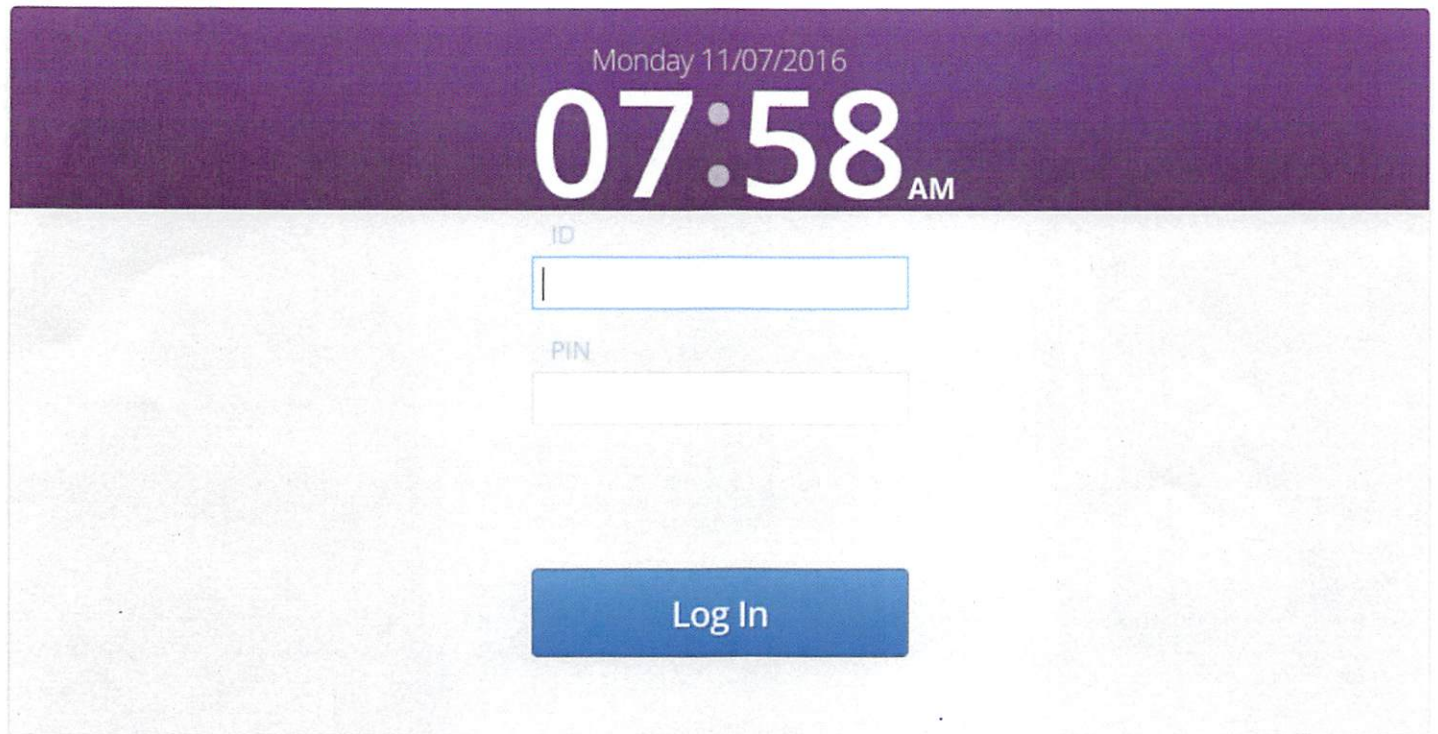

On the next page, enter your **ID or Username** and **PIN or Password** into the boxes and click **Sign In** to be taken to your time and attendance home page.

Using a Time and Attendance Kiosk

Fabian Dittrich

Using a Kiosk is easy! First, scan your barcode at the kiosk or enter your ID & PIN. Then, click the **Login** button.

On some kiosks, you may need to click the "Use ID/PIN" button in order to manually enter your credentials.

Monday 11/07/2016

07:58 AM

ID

PIN

Log In

Then, if you have multiple positions or you work at multiple locations, you may be required to specify your duties and location of work. Once you do that, click the **Green Button** to sign in or out depending on your current status.

Monday 11/07/2016

07:58 AM

Welcome, **Aaron Bamburger**

⚠ We need more details!

SCHEDULE

Rittenhouse Middle School-
Teacher

Regular
WORK
08:00 AM - 04:00 PM
08:00 Hours

EVENT HISTORY

There haven't been any
recorded events today.

LOCATION & JOB TYPE

✓ Rittenhouse Middle School - Teacher
Rittenhouse Middle School - Teacher (Extra-Duty)

EVENT

Shift

COMMENTS

-- No comment -- ▼

[Log Out]   [**IN**]

As an employee, if your sign in was successful, you will see a "Success!" message with the location and job type you are working.

Success!

IN @ 08:00 AM (07:58 AM Actual)
Bridge Street Elementary School - Paraprofessional

[Add a Comment]

[Dismiss]

As a substitute, if your sign in was successful, you will see a "Success!" message with information about who you're filling in for, the location, the job type, and the confirmation numbers.

Welcome, **Susan Farmhand**

Success!

Replacing **Lois Andrews** from **07:30 AM - 12:30 PM** (Conf# 170735813)
Replacing **Helen Phillips** from **12:30 PM - 03:30 PM** (Conf# 170735852)
IN @ 10:30 PM (10:23 PM Actual)
Pad Thai High - Substitute Teacher

[Add a Comment]

If the sign in was unsuccessful, an error message will appear.

> If you receive an error message, please report the exact wording of the message to your Administrator.

When you are ready to sign out, follow the same steps as shown above.

Adding Comments

You may swipe your bar code or enter your ID & Pin. If comments are required, the message "An initial comment is required" is presented. If comments are not required, then they may or may not be entered.
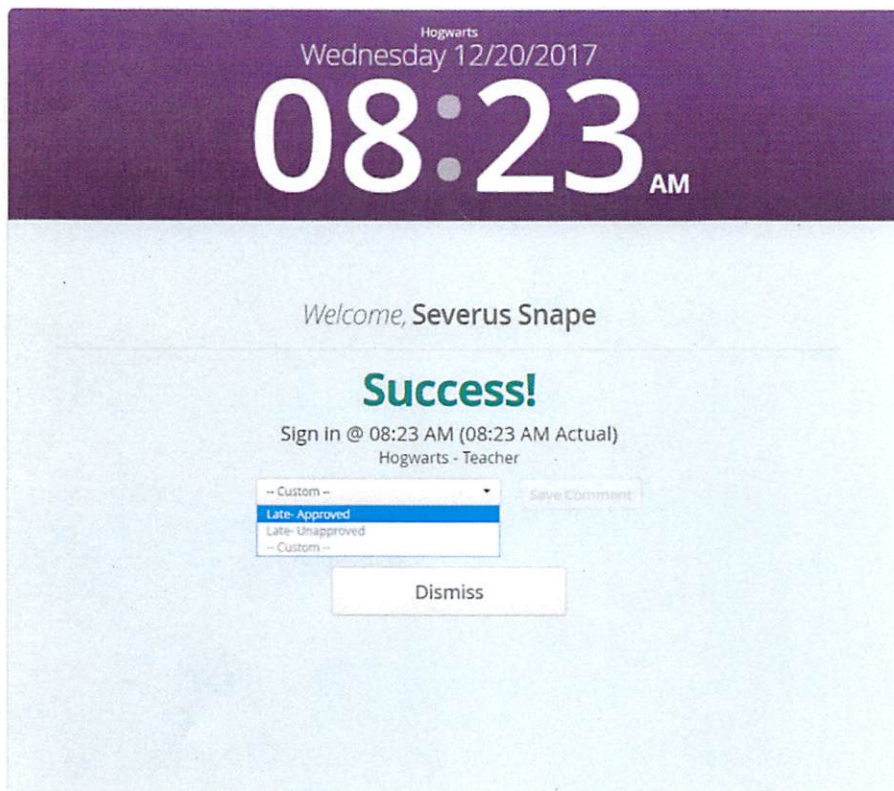
There are three types of comment options that you may encounter.

1. Custom - Open text box allowing the employee to enter their own comment.
2. Pre-defined – Options are limited to pre-defined comments created by the District. These are visible via a drop-down menu.
3. Both – Employee has the option to choose the pre-defined comments or chose "Custom" and enter their own comment.

The following image depicts and example of a custom comment box.

cc.png

The following image depicts and example of a predefined comment box.

Hogwarts
Wednesday 12/20/2017

08:23 AM

Welcome, **Severus Snape**

Success!

Sign in @ 08:23 AM (08:23 AM Actual)
Hogwarts - Teacher

-- Custom --   Save Comment
Late- Approved
Late- Unapproved
-- Custom --

Dismiss

🎞 **VIDEO**

Check out our related video - **Capturing Time (ID-PIN) (1:01)** - as you review this topic.

🎞 **VIDEO**

Check out our related video - **Capturing Time (Scan) (0:57)** - as you review this topic.

🎞 **VIDEO**

Check out our related video - **Capturing Time (Scan or ID-PIN) (1:12)** - as you review this topic.

Clocking in Through the Web Clock

Fabian Dittrich

A district generally uses a kiosk or web clock to track an employee's individual work times and you must understand how to use your location's designated tool. This article explains the clock in/out process through your time and attendance web clock but you can also learn more about additional kiosk options **here.**

> 🎞 **VIDEO**
>
> Check out our related video - **Using the Web Clock (1:38)** - as you review this topic.

With the proper permissions, you can access the web clock via your workstation (laptop, tablet, etc.) or through your smartphone!
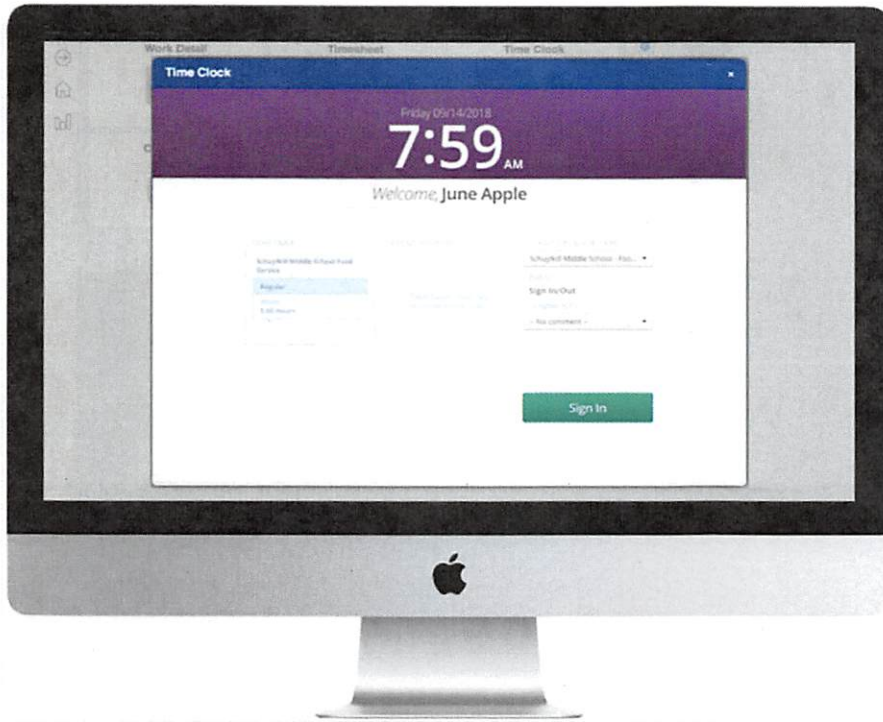
Workstation

For starters, let's first examine a general workstation.

Sign in (via your application sign in page) and select the **Time Clock** option on your employee homepage.
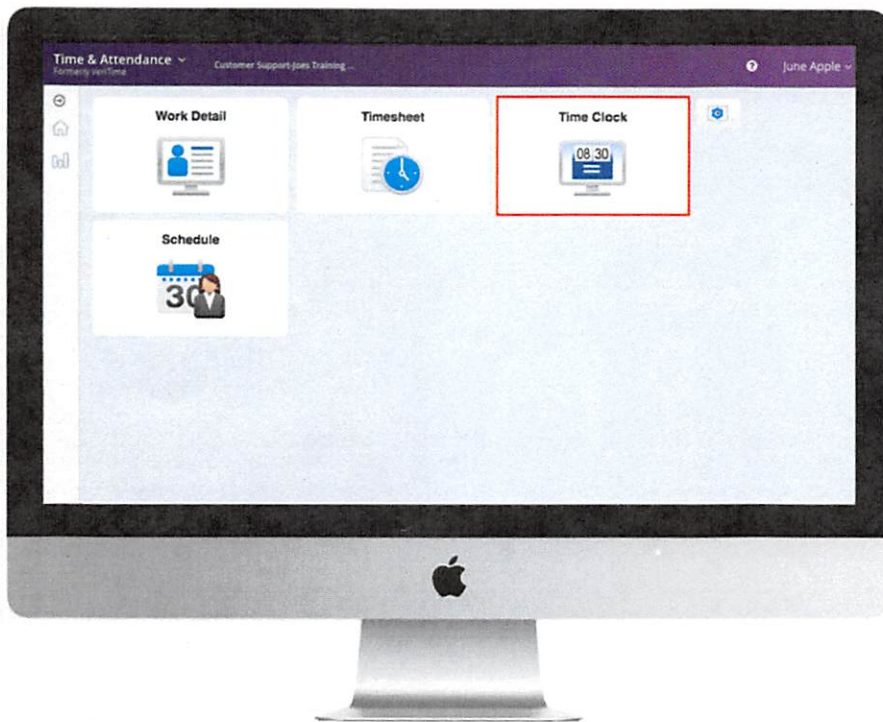

This selection opens a personalized web clock.

The first column within the web clock specifically indicates your schedule and allows you to review your expected work times. The second column displays any clock in/out times for that day and instantly updates with any sign in/out entries.

The final section pertains to employees who work at multiple locations or to those who must include a reason for their clock in/out timeframe. Select a work location from the dropdown and if necessary, include a reason for the time clock entry.
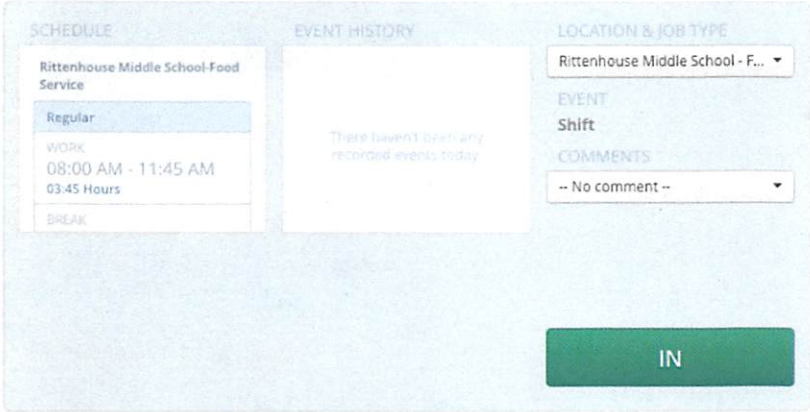
Simply click **IN** to sign into the system and click **OUT** once you complete your day.
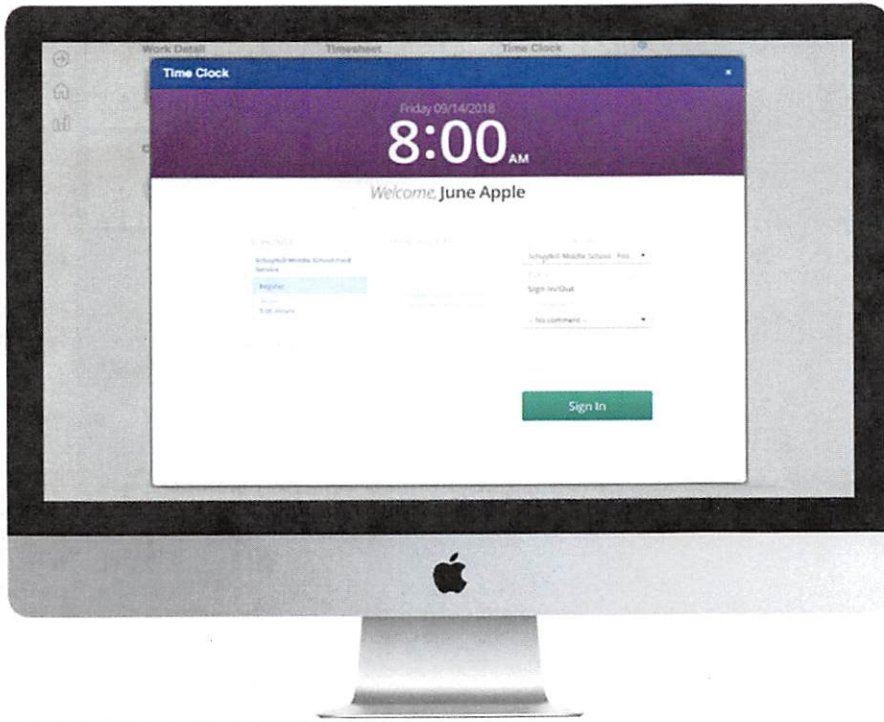
The system recognizes your clock time entries, provides a confirmation, and records your entry within the "Event History" column.