

A Two-Minute Overview of Time and Attendance

 time-help.frontlineeducation.com/hc/en-us/articles/115003570948-A-Two-Minute-Overview-of-Time-and-Attendance

How can we help?

This is a time and attendance management system that shares select data with the absence management system. You can electronically capture time, monitor attendance data in one place, and improve compliance with labor laws. Let's take a look at some of the uses for time and attendance!

Capture Time

- **Clock Kiosk:** The Centralized Kiosk that gives you the option to use barcode scanners, proximity card readers, etc. The Employee Web Portal allows employees to clock in at their own workstations.

You can also manually enter time online, creating the digital equivalent of a paper timesheet that is always accessible through the web!

Calculate and Classify Time

This is where we add "smarts" to the time captured. Built to handle the unique rules of K-12 educational systems, time and attendance allows you to set up and manage payroll rules based on labor contracts and district policies. Different rules and pay rates are then automatically applied to different employee classifications including comp time, shift differentials, and exception pay.

Manage Schedules

Set up and adjust work schedules for your employees including automatically-applied unpaid breaks. The schedule pulls in absence data from the absence and substitute management system and district-wide events from a master calendar, giving you a more complete picture of time.

Approve Time

See all user time in one place including leave from the absence management system. Review both paid and unpaid time, make adjustments, and easily approve or reject time.

Report on Time

Knowledge is power! Predesigned reporting tools in time and attendance better inform employee management decisions. Custom reporting through the Report Writer tool gives you the ability to track labor expenditures, increase employee accountability, and improve labor law compliance.

Transfer Time to Payroll

Time and attendance provides tools to help you get employee time into payroll quickly and accurately. The Payroll Lock will notify you of outstanding issues and you can use Report Writer to pull extract reports for payroll.

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