



# TIMEKEEPING GUIDE & PROCEDURES

(SUPERVISORS & TIMEKEEPERS)



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things.



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### Introduction to Timekeeping

At Pittsburgh Public Schools, the Human Resources (HR) and Finance departments work together to ensure timekeeping procedures for the District are executed accurately through the usage of the Frontline Absence Management (Frontline) and Munis systems.

The Talent Management and Employee Relations teams within the Human Resources department manage the leave time of employees through the Frontline system. Concurrently, the Worker's Compensation & Payroll team within the Finance department conducts audits and adjusts employee timekeeping balances within the Munis system.

Timekeeping is the process of tracking and reporting employee work and leave time for payroll purposes. Timekeeping is unique at Pittsburgh Public Schools due to the different employee groups and various bargaining units that exist. Each employee's work hours and allotted leave time vary based on the number of months worked, bargaining unit, and employee classification.

Employees are responsible for familiarizing themselves with the [Pittsburgh Public Schools Timekeeping Guidelines](#) which explain employee work and leave time. Employee work time is the period of time that an employee spends at paid labor. On the other hand, leave time is a benefit provided to employees to take time off from work. Leave time includes court subpoena, funeral, holidays, jury duty, leaves of absence, military, personal, sick, snow day, and vacation.

This guide provides employees with the proper guidelines to understand timekeeping in the District as well as step by step instructions on how to successfully implement timekeeping procedures.

### Timekeeping Responsibilities

All employees, regardless of their role with the district, are expected to review, adhere to, and understand the [Pittsburgh Public Schools Timekeeping Guidelines](#) and the responsibilities below.

#### Employee Responsibilities:

- Monitor leave balances to ensure available amounts before making absence requests.
- Submit annual vacation schedule and non-workdays by the requested deadline in Frontline.
- Enter daily absence requests in Frontline to acquire supervisor approval and substitute coverage.
- Submit a **leave of absence** request through the [District's Staff Webpage](#) when the absence request is longer than five (5) days. Daily absences must be entered in Frontline until an approval notice is received from HR.
- Provide the required physician's certificate upon returning to work according to the [Pittsburgh Public Schools Timekeeping Guidelines](#).
- Ensure that days worked are recorded in Frontline when providing support in the classroom as a substitute during the absence of a school-based professional or paraprofessional employee.

#### Timekeeper Responsibilities:

- Collect and maintain timesheet records for non-exempt employees. These records need to be maintained for seven (7) years for auditing purposes.
- Monitor annual vacation schedule, non-workdays, and leave balances to convey employee balances to supervisor.
- Reconcile employee absence requests and substitute days worked in Frontline on a daily basis and before each payroll cutoff date.
- Maintain all physician notes for employees who are required to submit a physician certificate based on the [Pittsburgh Public Schools Timekeeping Guidelines](#).
- Enter employee absences when employees cannot enter their own absences due to extenuating circumstances.
- Assign substitutes to an absence or vacancy when necessary.

#### Supervisor Responsibilities:

- Outline timekeeping expectations and protocols with supervisees.
- Ensure that supervisees submit daily absence requests, annual vacation schedules, and non-workdays in Frontline to ensure departmental coverage is maintained.
- Ensure that supervisees submit a **leave of absence** request through the [District's Staff Webpage](#) when the absence request is longer than five (5) days. Supervisees must enter their absences daily in Frontline until an approval notice is received from HR.
- Monitor supervisee leave balances to ensure available leave time and approve absence requests in Frontline.
- Approve supervisee absence request in Frontline.
- Confirm that the designated timekeeper is conducting proper accounting of time while reconciling supervisee absences and substitute days worked.
- Request physician's certificate from supervisees according to the [Pittsburgh Public Schools Timekeeping Guidelines](#).
- Address excessive absences with supervisees and Employee Relations Team within the HR department.

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### Timekeeping Systems (Frontline & Munis)

Munis and Frontline Absence Management (Frontline) are the official systems of record to maintain Financial and Human Resources data and processes for Pittsburgh Public Schools. Munis is used to handle purchase orders, requisitions, reimbursements, process job applications, update employee personnel information, acquire paystubs, and obtain W2 documents. Frontline is used by all employees to request time off (sick, vacation, personal, etc.) and track substitute time worked. Please note that the word substitute in this guide refers to substitutes who provide support in the classroom during the absence of school-based professional or paraprofessional employees.

The appropriate use of these systems will help ensure appropriate payroll tracking, reporting of employee absences and substitute time worked, and the standardization of time-off request procedures across the District. This guide serves as a resource for employees who serve as timekeepers or supervisors and explains procedures required for both systems.

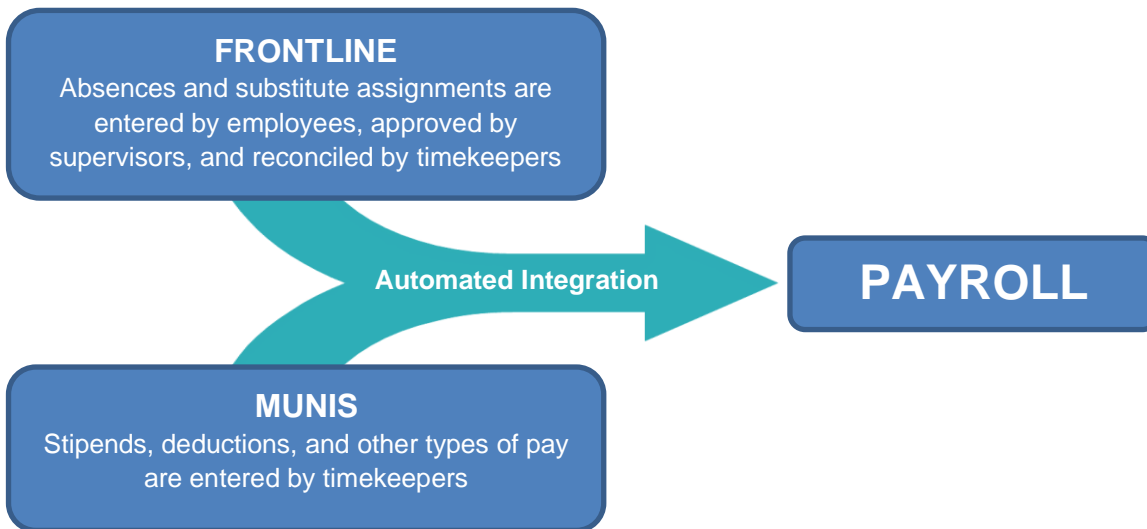
### Why use two systems?

The reason for using two systems—each for separate parts of timekeeping—is because each system is optimized for the task that it performs. Munis is an integrated financials and human resources system that processes payroll but is not optimized for absence management, whereas Frontline is an industry-leading system for absence and substitute management.

### Does the use of two systems mean more data entry for timekeepers?

No, the use of Munis and Frontline requires less data entry for timekeepers due to the following:

1. In Munis, biweekly employees who work standard hours (custodians, plant operations, building and trades, food service workers, etc.) do not require regular hours to be entered. Regular hours default into payroll instead based on employee schedules.
2. In Frontline, employees are responsible for entering their own absences. Supervisors and timekeepers are required to review this data but not to enter it.
3. Substitute time will only be entered in Frontline. Once timekeepers review and reconcile the data in Frontline, an automated integration will bring entries for both absences and substitute work from Frontline into payroll.



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### User Types

Employees may have different types of system access to both Frontline and Munis depending on their roles and responsibilities within the District. Please review the sections below for more detailed information regarding the different type of users within the respective system.

#### Frontline

Frontline User Types	Employee Types
<b>Campus User</b>	<ul style="list-style-type: none"> <li>• Timekeepers</li> <li>• Supervisors</li> </ul>
<b>Employee User</b>	<ul style="list-style-type: none"> <li>• All District Employees including Substitutes who reach Full-time Status</li> </ul>
<b>Substitute User</b>	<ul style="list-style-type: none"> <li>• Day-to-Day Substitute Paraprofessionals</li> <li>• Day-to-Day Substitute Nurses and Certified Licensed Practical Nurse Instructors</li> <li>• Day-to-Day Substitute (Teachers, Counselors and Social Workers)</li> </ul>

#### Munis

*The Munis System is due to launch on July 1, 2021. Once launched, all employees will receive a revised version of this guide with the relevant Munis information for this section.*

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### System Access

All users can access the Frontline and Munis systems by visiting the [District's Staff Webpage](#) and clicking on the **Frontline** or **Munis** icons located under the **Employees Tools** section of the webpage. Users must login to the systems with their Single Sign-On (SSO) District credentials which are their PPS board email address and password.

### Login to Frontline

Frontline can be accessed by employees via a mobile application, a web-based application, and a dial-in phone system without having to be within the PPS Network. For more information, please visit the [Frontline Absence Management District Webpage](#).

Once employees log into the Frontline system, the **Dashboard** will be displayed on the screen. The **Dashboard** contains easy-to-access tools for monitoring your Frontline data. Employees may also browse through the system by using the navigation pane on the left-hand side of the screen.

### Login to Munis

*The Munis System is due to launch on July 1, 2021. Once launched, all employees will receive a revised version of this guide with the relevant Munis information for this section.*

### Frontline & Munis Codes

Depending on the type of employee (biweekly or semi-monthly), users may have different absence reasons and pay codes available. Vacancy profiles and reasons are used in Frontline to request and record substitute coverage.

### Frontline Absence Reasons

Absence reasons must be used in order to define the time off request when an absence is created for an employee holding a position in the District.

Please note that the Employee Relations team in Human Resources is responsible for coding leave of absences in Frontline once the leave is approved. Supervisors and timekeepers should not use any of the leave of absence codes in Frontline. Leave of absence codes are not visible to employee users. Employees taking a leave of absence must enter their absence request daily in Frontline until an approval notice is received from HR. When entering daily absences in Frontline, employees must use sick day codes except in the event of a military leave where employees must use the military leave code.

### Frontline Vacancy Profiles & Reasons

Vacancy profiles must be used by timekeepers and supervisors when requesting substitute coverage for one of the reasons below. Please note that vacancies will automatically be visible to District substitutes once created so vacancies should only be added into Frontline when a substitute is required.

- An employee who holds a position that requires substitute coverage is serving in an acting/interim capacity (i.e. A teacher requiring substitute coverage because they are serving as an Acting Assistant Principal).
- A position that requires substitute coverage is currently vacant/unstaffed (i.e. There is a pending new hire or an employee has separated from the District).
- There is an extraordinary need for additional substitute staff support.

### Frontline Accounting & Budget Codes

Accounting codes in Frontline will be used to ensure that early childhood, early head start, early intervention, and program for students with exceptionalities substitutes are being paid from the correct funding line based on the employee for whom the substitute is covering.

Budget codes in Frontline will be used to ensure that paraprofessional employees participating in the Para2Sub program are being paid correctly based on the number of periods the Para2Sub eligible paraprofessional worked during that day covering the absence of a school-based professional. For more information on the Para2Sub program, please review the [Substitute Positions and Educational Requirements](#) section of the [Substitute Services District Webpage](#).

### Frontline Code Tables

For a comprehensive list of absence reason codes, vacancy profiles and reasons, and accounting and budget codes to be used in Frontline, followed by a description of how each code should be used, please review the [Additional Resources](#) section of this document.

### Munis Pay Codes

These codes can be found in the **PPS Munis Timekeeping Handbook** available from the Payroll Team.

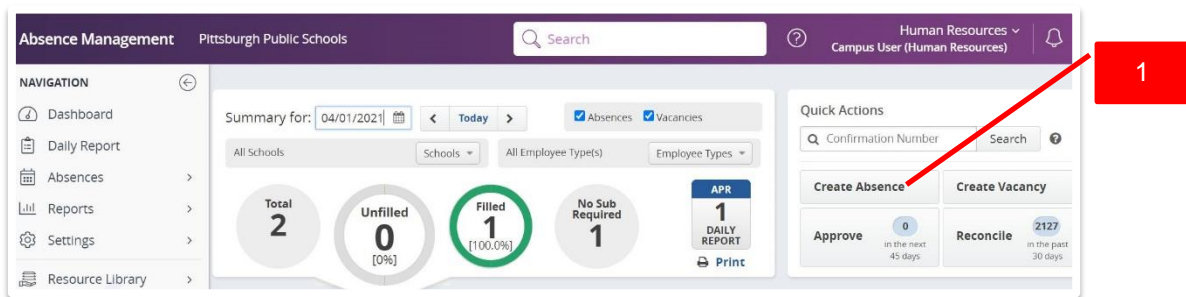
### Navigating the Frontline System

Now that you are familiar with user types, responsibilities, absence reasons, vacancy profiles and reasons, accounting and budget codes, and how to access both systems, we will walk you through the steps of creating an absence or vacancy in Frontline, and how to assign substitutes when applicable. Please note that the screenshots and procedures contained in this section are for using the web-based version of the system. For additional resources on using the Mobile App or Dial-In versions of the system, please refer to the [Getting Support](#) section of this document.

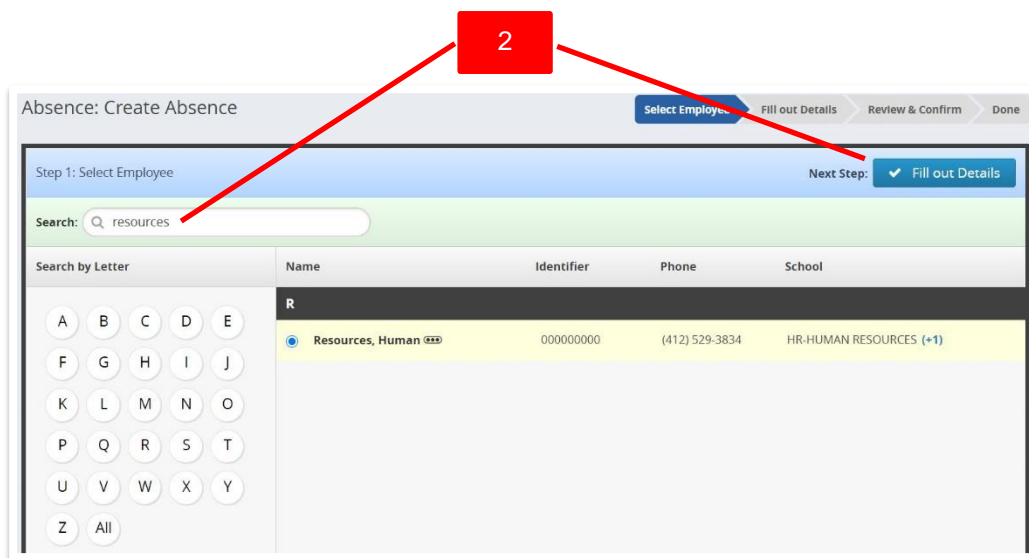
### Navigating the Frontline Web-Based App

#### Creating an Absence in Frontline

**Step 1:** Login to Frontline and click on the **Create Absence** button located on the **Quick Actions** section on the right-side of your **Dashboard (home page)**. You may also hover over **Absences** in the side navigation bar and choose **Create Absence**.



**Step 2:** **Search** for the employee for whom you are creating the absence in the search field. As you type the employee's name, it will show on the right side under the **Name** header. **Select** the employee by clicking on the record. After selecting the employee record, click on the **Fill out Details** button to go to the next step.



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**Step 3:** Enter the following absence information as necessary.

- Enter the **Start and End Dates** of the employee's absence by entering the dates in the **From** and **To** fields. You may also select or remove individual dates by using the **Calendar**. You must click on each individual date when using the **Calendar** or drag your mouse to select multiple days at once.
- If an employee has multiple locations, please select the correct location on the drop-down list under the **School** field.
- Select the **Absence Reason** from the drop-down list in the Absence Reason field. As a reminder, the Absence Reasons are listed on the [Frontline Absence Reasons](#) section of this document.
- Select the **Absence Type** from the drop-down list in the **Time** field: Full Day, Half Day AM, or Half Day PM. The employee's start and end times are defaulted based on locations in the system.
- If the employee's absence can be covered by a substitute, you will have the option of defining the substitute requirement. If a substitute is required, choose **Yes** from the drop-down list in the **Substitute Required** field located on the right side of the screen.
  - The **Hold Until** option allows users to restrict substitute visibility for a given absence over a specified timeframe. At times, you may want a very specific substitute to fill in during an absence, and when this scenario occurs, you can place an absence on "hold" to ensure that no one else accepts the job prior to that substitute viewing and accepting the assignment. To use the **Hold Until** option, click on the drop-down list for options on how long to hold the absence. When using this feature, please make sure you keep track of it so that the absence does not go unfilled.
  - If required, you may change the **Substitute Report Time** by clicking on the chain button and entering the start and end times. You may also select the appropriate **Budget Code** and **Accounting Code**. For more information on the use of accounting and budget codes, please refer to the [Frontline Accounting & Budget Codes](#) section of this document.

The screenshot shows the 'Absence: Create Absence' form. Red callout boxes point to the following fields:

- 3a:** 'From' date field (04/01/2021)
- 3b:** 'To' date field (04/01/2021)
- 3c:** 'School' dropdown menu (HR-HUMAN RESOURCES)
- 3d:** 'Time' dropdown menu (Full Day)
- 3e:** 'Substitute Required' dropdown menu (Yes)
- 3e1:** 'Hold Until' dropdown menu (No Hold)
- 3e2:** 'Substitute Report Time' dropdown menu (Full Day)

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**Step 4 (optional):** Add an absence variation by clicking on **Add New Variation** and enter the following **Variation** information as necessary: You may need to use an absence **Variation** if the employee is absent from one school in the morning and a different school in the afternoon, or if the employee is using one absence reason for one day of a multi-day absence and a different absence reason for the other days.

- Enter the **Start** and **End Dates** of the employee's absence by entering the dates in the **From** and **To** fields. You may also select or remove individual dates by using the **Calendar**. You must click on each individual date when using the **Calendar** or drag your mouse to select multiple days at once.
- If an employee has multiple locations, please select the correct location on the drop-down list under the **School** field.
- Select the **Absence Reason** from the drop-down list in the Absence Reason field. As a reminder, the Absence Reasons are listed on the [Frontline Absence Reasons](#) section of this document.
- Select the **Absence Type** from the drop-down list in the **Time** field: Full Day, Half Day AM, or Half Day PM. The employee's start and end times are defaulted based on locations in the system.
- If required, you may change the **Substitute Report Time** by clicking on the chain button and entering the start and end times. You may also select the appropriate **Budget Code** and **Accounting Code**. For more information on the use of accounting and budget codes, please refer to the [Frontline Accounting & Budget Codes](#) section of this document.

The screenshot shows the 'Add New Variation' form in the Frontline system. The form is titled 'Variation # 2 April 02 at SUB-SUBSTITUTES'. It includes a calendar for April 2021 with the 2nd highlighted. The form fields are as follows:

- 4a:** Points to the 'Add New Variation' button.
- 4b:** Points to the 'Delete This Variation' button.
- 4c:** Points to the 'School' dropdown menu, which is currently set to 'SUB-SUBSTITUTES'.
- 4d:** Points to the 'Accounting Code' dropdown menu, which is currently set to 'Select One'.
- 4e:** Points to the 'Substitute Report Time' section, which includes a chain button and a time range selector set to 'Full Day' from 07:30 AM to 04:00 PM.

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**Step 5:** Add notes/attachments and click review/confirm the absence.

- Add notes and/or attachments (if needed) by scrolling down the absence creation page to the **Notes & Attachments** section of the **View Absence** page. Please note that file attachments should not contain any confidential or personal information. This section may be used by school-based staff to upload lesson plans or information that a substitute may need.
- Click **Review & Confirm** at the top right or lower right side of the screen. This will allow you to review the information before confirming the absence.

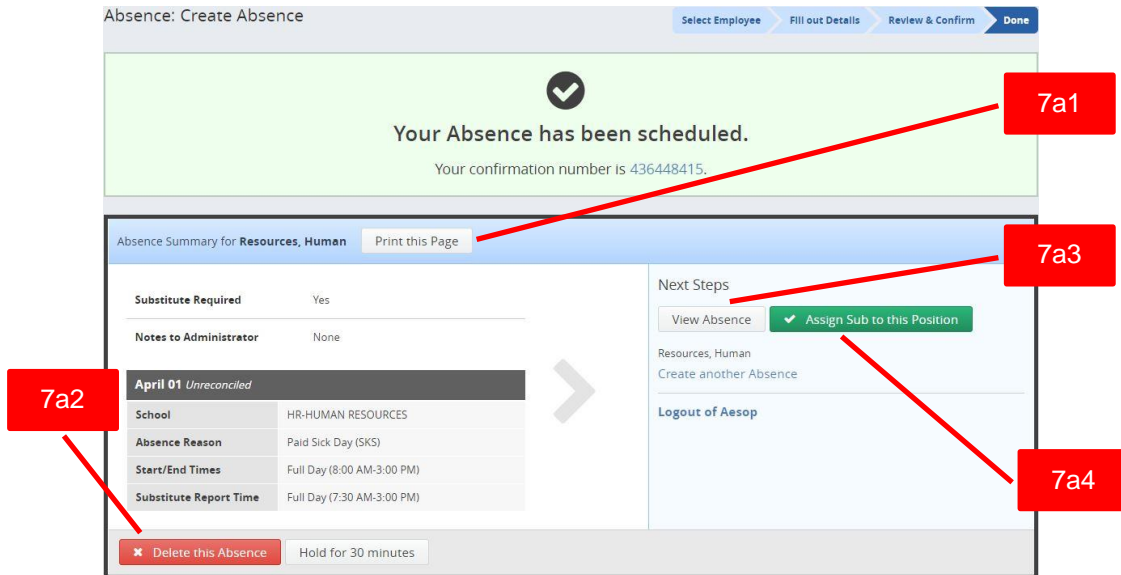
**Step 6:** Review the absence information for accuracy and click on one of the following buttons:

- Create Absence** - This completes the process and Frontline will automatically find a substitute if the position requires one.
- Create Absence and Assign Sub** - This completes the process and allows you to assign a sub to the absence if you have pre-arranged a substitute.

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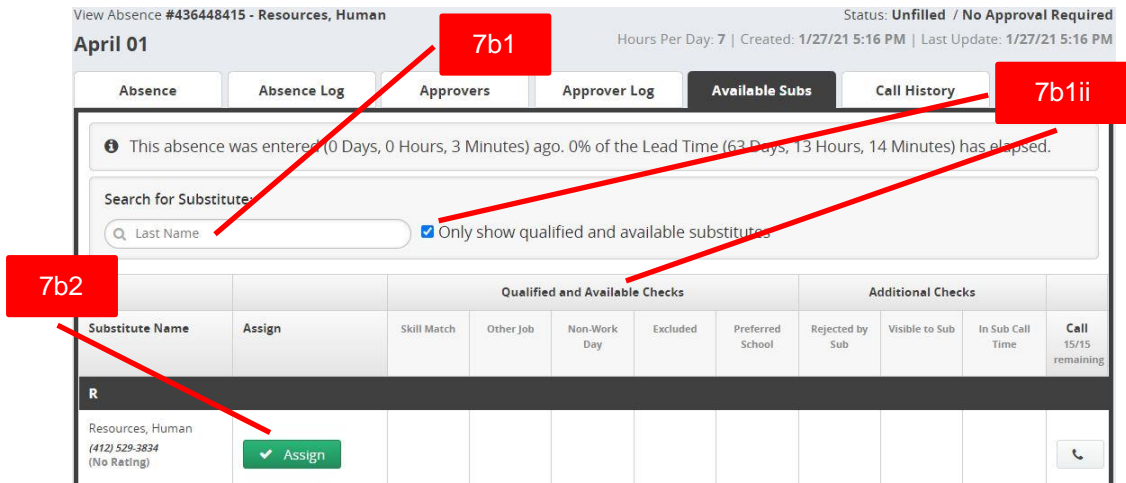
**Step 7:** Receive the absence confirmation number, edit/delete absence, or assign a substitute.

- a. If you clicked on **Create Absence**, the system will display the confirmation number and absence details. You may also take any of the following actions by clicking on the appropriate buttons:
  1. **Print this Page**
  2. **Delete this Absence**
  3. **View Absence**
    - i. This will allow you to modify the recently created absence.
  4. **Assign Sub to this Position**

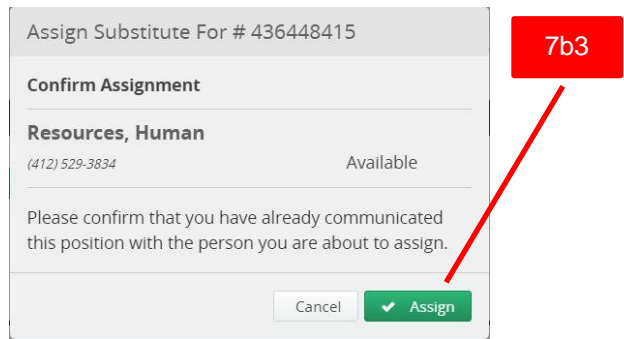


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- b. If you clicked on **Create Absence and Assign Sub**, the system will take you to the Available Subs tab for you to search for a substitute and assign the substitute to this job.
  1. **Search** for the substitute you would like to assign to the absence in the **Search for Substitute** field by typing the substitute's last name. As you type the substitute's last name, the record will show on the bottom of the screen.
    - i. By default, the system will show only qualified and available substitutes.
    - ii. If the substitute you are looking for is not showing, you will need to unclick the **Only show qualified and available substitutes** filter. The substitute record that was missing will now show on the bottom of the screen. Hover your mouse over the **Qualified and Available Checks** headers for an explanation of why you cannot assign the substitute to the absence.
    - iii. You will need to conduct research and solve for the issue that is not allowing you to assign the substitute based on the header explanation.
  2. **Assign** the substitute by clicking on the **Assign** button right next to the substitute name.



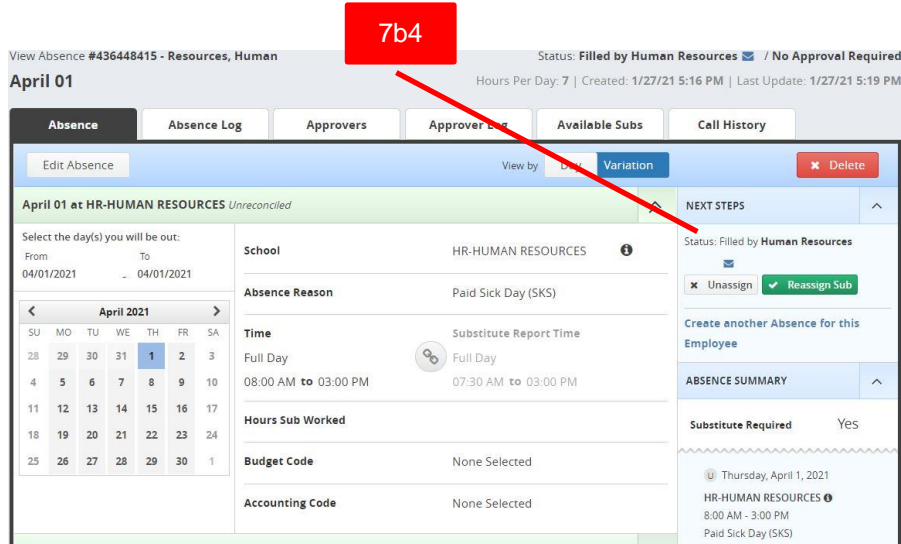
3. A screen will come up to confirm you have communicated with the substitute already. Click on **Assign** again.



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- Once you do, you will see a notification confirming that the substitute has been assigned and you will be taken to the **View Absence** screen. On the upper right side of the screen you will see the **Status** of the absence and the name of the substitute who is filling the absence. This is also the screen where you will be able to unassign a substitute.

7b4



**View Absence #436448415 - Resources, Human**      Status: Filled by Human Resources / No Approval Required

**April 01**      Hours Per Day: 7 | Created: 1/27/21 5:16 PM | Last Update: 1/27/21 5:19 PM

**Absence**    Absence Log    Approvers    Approver Log    Available Subs    Call History

Edit Absence      View by: **Day**    Variation    ✕ Delete

**April 01 at HR-HUMAN RESOURCES** *Unreconciled*

Select the day(s) you will be out:  
From: 04/01/2021 To: 04/01/2021

April 2021						
SU	MO	TU	WE	TH	FR	SA
				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	1

<b>School</b>	HR-HUMAN RESOURCES
<b>Absence Reason</b>	Paid Sick Day (SKS)
<b>Time</b>	Substitute Report Time
Full Day	Full Day
08:00 AM to 03:00 PM	07:30 AM to 03:00 PM
<b>Hours Sub Worked</b>	
<b>Budget Code</b>	None Selected
<b>Accounting Code</b>	None Selected

**NEXT STEPS**

Status: Filled by Human Resources

✕ Unassign    ✔ Reassign Sub

Create another Absence for this Employee

**ABSENCE SUMMARY**

Substitute Required: Yes

Thursday, April 1, 2021

HR-HUMAN RESOURCES

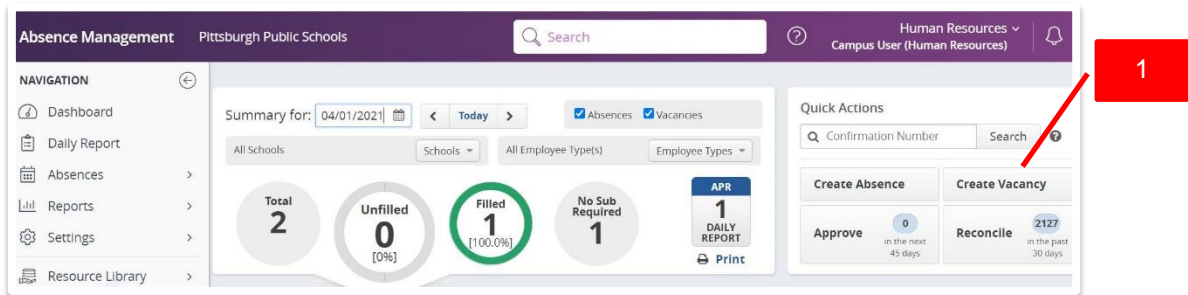
8:00 AM - 3:00 PM

Paid Sick Day (SKS)

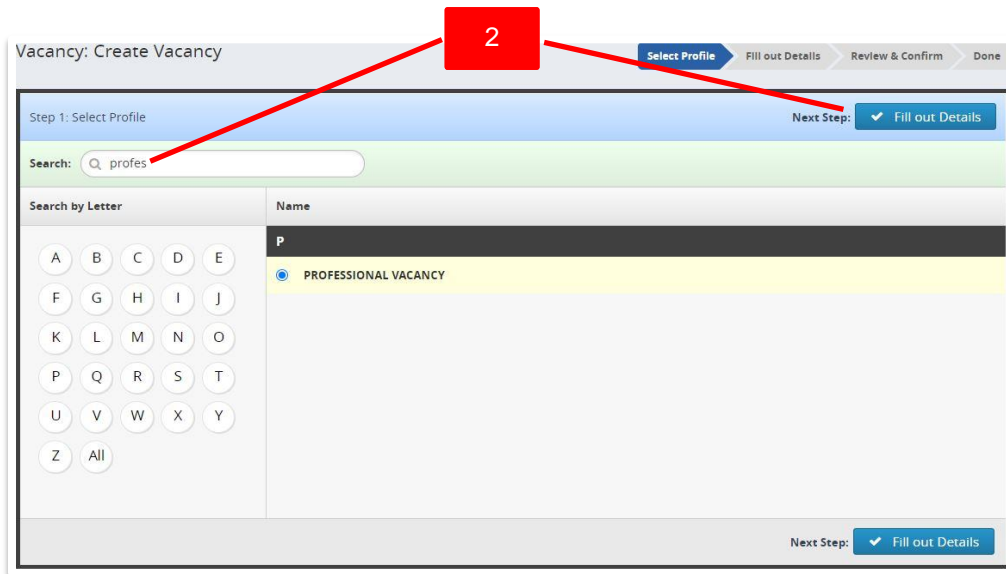
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### Creating a Vacancy in Frontline

**Step 1:** Login to Frontline and click on the **Create Vacancy** button located on the **Quick Actions** section on the right-side of your **Dashboard (home page)**. You may also hover over **Absences** in the side navigation bar and choose **Create Vacancy**.



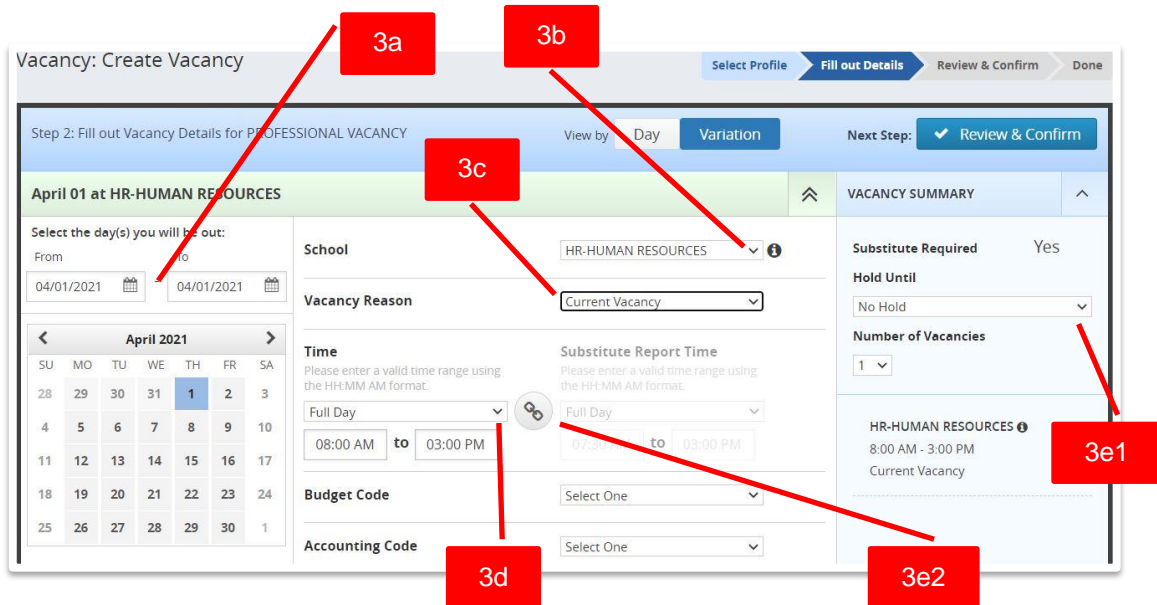
**Step 2:** **Search** for the vacancy profile you are creating in the search field. As you type the vacancy profile, the record will show on the right side under the **Name** header. **Select** the vacancy profile by clicking on the record. After selecting the vacancy profile record, click on the **Fill out Details** button to go to the next step. As a reminder, the **Vacancy Profiles** are listed on the [Frontline Vacancy Profiles & Reasons](#) section of this document.



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**Step 3:** Enter the following vacancy information as necessary:

- Enter the **Start and End Dates** of the vacancy by entering the dates in the **From** and **To** fields. You may also select or remove individual dates by using the **Calendar**. You must click on each individual date when using the **Calendar** or drag your mouse to select multiple days at once.
- Please select the correct location on the drop-down list under the **School** field.
- Select the **Vacancy Reason** from the drop-down list in the **Vacancy Reason** field. As a reminder, the **Vacancy Reasons** are listed on the [Frontline Vacancy Profiles & Reasons](#) section of this document.
- Select the **Vacancy Type** from the drop-down list in the **Time** field: Full Day, Half Day AM, or Half Day PM. The default times are defaulted based on location.
- Vacancies will always require a substitute, as you may see in the **Substitute Required** field.
  - The **Hold Until** option allows users to restrict substitute visibility for a given vacancy over a specified timeframe. At times, you may want a very specific substitute to fill in during a vacancy, and when this scenario occurs, you can place an absence on "hold" to ensure that no one else accepts the job prior to that substitute viewing and accepting the assignment. To use the **Hold Until** option, click on the drop-down list for options on how long to hold the absence. When using this feature, please make sure you keep track of it so that the absence does not go unfilled.
  - If required, you may change the **Substitute Report Time** by clicking on the chain button and entering the start and end times. You may also select the appropriate **Budget Code** and **Accounting Code**. For more information on the use of accounting and budget codes, please refer to the [Frontline Accounting & Budget Codes](#) section of this document.



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**Step 4 (optional):** Add an vacancy variation by clicking on **Add New Variation** and enter the following **Variation** information as necessary: You may need to use an vacancy **Variation** if the vacancy exists in one school in the morning and another school in the afternoon, or if the vacancy reason for one day of a multi-day absence is different than the vacancy reason for the other days.

- Enter the **Start** and **End Dates** of the vacancy by entering the dates in the **From** and **To** fields. You may also select or remove individual dates by using the **Calendar**. You must click on each individual date when using the **Calendar** or drag your mouse to select multiple days at once.
- If a vacancy has multiple locations, please select the correct location on the drop-down list under the **School** field.
- Select the **Vacancy Reason** from the drop-down list in the **Vacancy Reason** field. As a reminder, the **Vacancy Reasons** are listed on the [Frontline Vacancy Profiles & Reasons](#) section of this document.
- Select the **Vacancy Type** from the drop-down list in the **Time** field: Full Day, Half Day AM, or Half Day PM. The vacancy's start and end times are defaulted based on locations in the system.
- If required, you may change the **Substitute Report Time** by clicking on the chain button and entering the start and end times. You may also select the appropriate **Budget Code** and **Accounting Code**. For more information on the use of accounting and budget codes, please refer to the [Frontline Accounting & Budget Codes](#) section of this document.

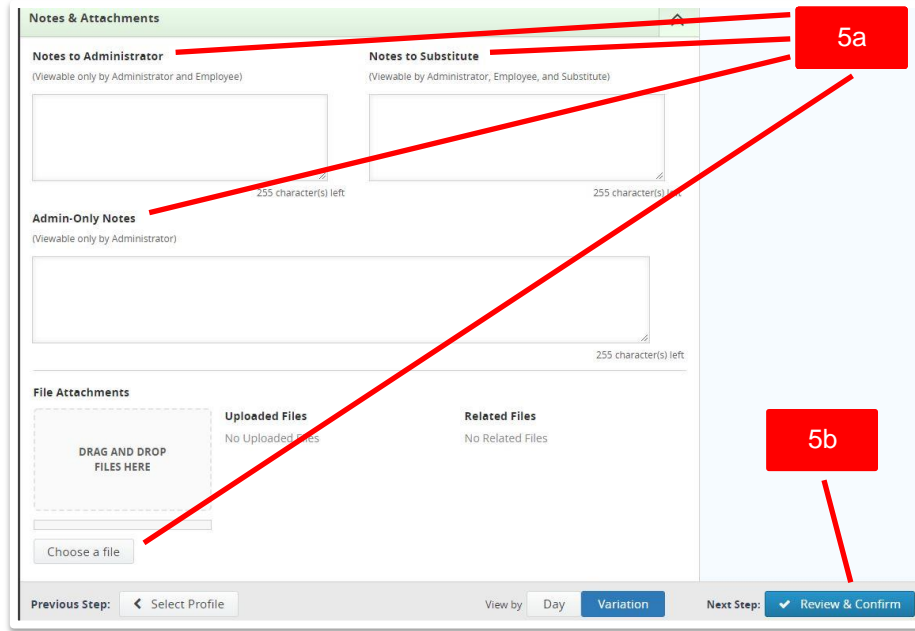
The screenshot shows the 'Add New Variation' form in the Frontline system. The form is titled 'Variation # 2 April 02 at SUB-SUBSTITUTES'. It includes a calendar for April 2021 where the date 04/02/2021 is selected. The form fields are as follows:

- 4a:** Points to the '+ Add New Variation' button.
- 4b:** Points to the 'Delete This Variation' button.
- 4c:** Points to the 'School' dropdown menu, which is currently set to 'SUB-SUBSTITUTES'.
- 4d:** Points to the 'Accounting Code' dropdown menu, which is currently set to 'Select One'.
- 4e:** Points to the 'Substitute Report Time' field, which is currently set to 'Full Day' with a time range of 07:30 AM to 04:00 PM.

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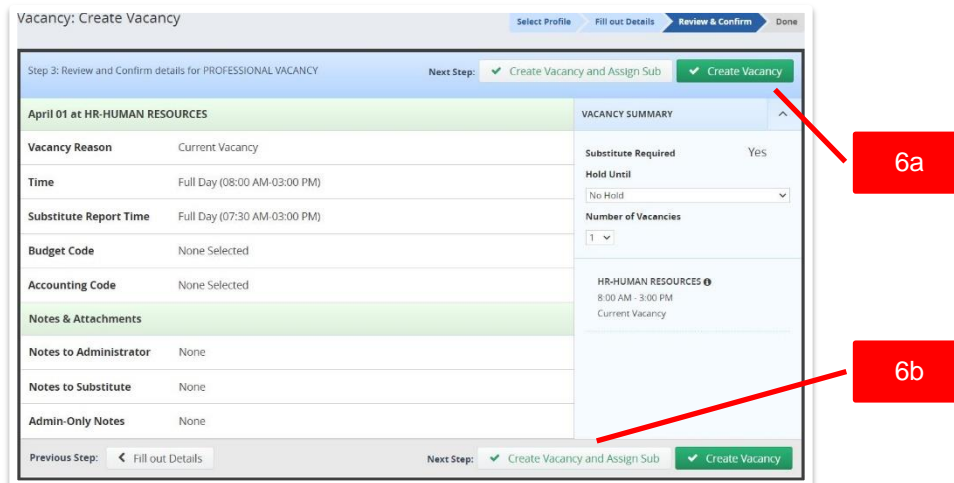
**Step 5:** Add notes/attachments and click review/confirm the vacancy.

- Add notes and/or attachments (if needed) by scrolling down the vacancy creation page to the **Notes & Attachments** section of the **View Vacancy** page. Please note that file attachments should not contain any confidential or personal information. This section may be used by school-based staff to upload lesson plans or information that a substitute may need.
- Click **Review & Confirm** at the top right or lower right side of the screen. This will allow you to review the information before confirming the vacancy.



**Step 6:** Review the vacancy information for accuracy and click on one of the following buttons:

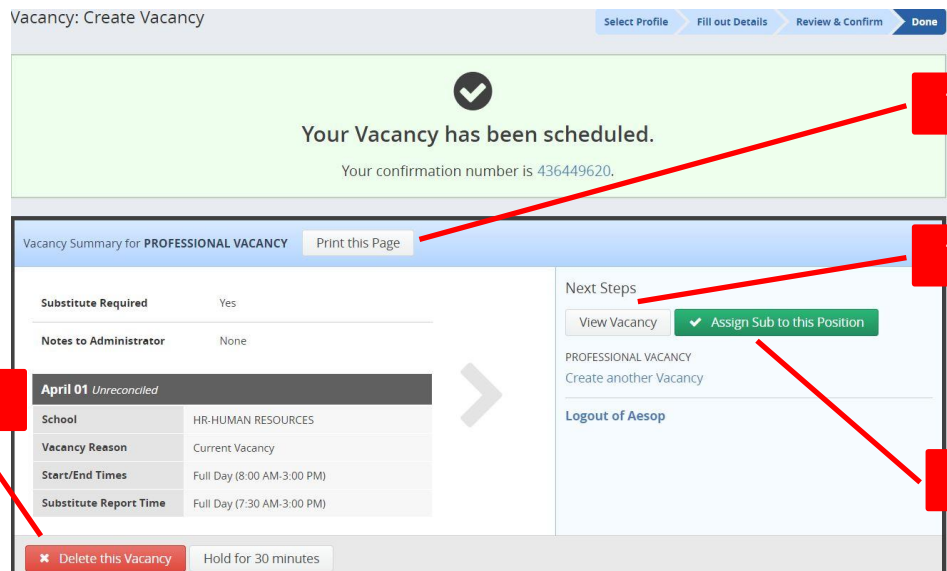
- Create Vacancy** - This completes the process and Frontline will automatically find a substitute.
- Create Vacancy and Assign Sub** - This completes the process and allows you to assign a sub to the vacancy if you have pre-arranged a substitute.



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**Step 7:** Receive the Vacancy confirmation number, edit/delete vacancy, or assign a substitute.

- a. If you clicked on **Create Vacancy**, the system will display the confirmation number and vacancy details. You may also take any of the following actions by clicking on the appropriate buttons:
  1. **Print this Page**
  2. **Delete this Vacancy**
  3. **View Vacancy**
    - i. This will allow you to modify the recently created absence.
  4. **Assign Sub to this Position**



The screenshot shows the 'Vacancy: Create Vacancy' interface. At the top, there are navigation buttons: 'Select Profile', 'Fill out Details', 'Review & Confirm', and 'Done'. A green confirmation banner reads 'Your Vacancy has been scheduled.' with a checkmark icon and the confirmation number '436449620'. Below this is a 'Vacancy Summary for PROFESSIONAL VACANCY' section with a 'Print this Page' button. The summary includes fields for 'Substitute Required' (Yes), 'Notes to Administrator' (None), and a table for 'April 01 Unreconciled' with details for School, Vacancy Reason, Start/End Times, and Substitute Report Time. A 'Next Steps' section contains buttons for 'View Vacancy' and 'Assign Sub to this Position' (highlighted with a green checkmark). At the bottom, there are buttons for 'Delete this Vacancy' and 'Hold for 30 minutes'. Red callout boxes labeled 7a1 through 7a4 point to the confirmation banner, the 'Print this Page' button, the 'Assign Sub to this Position' button, and the 'Delete this Vacancy' button, respectively.

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- b. If you clicked on **Create Vacancy and Assign Sub**, the system will take you to the Available Subs tab for you to search for a substitute and assign the substitute to this job.
  1. **Search** for the substitute you would like to assign to the vacancy in the **Search for Substitute** field by typing the substitute's last name. As you type the substitute's last name, the record will show on the bottom of the screen.
    - i. By default, the system will show only qualified and available substitutes.
    - ii. If the substitute you are looking for is not showing, you will need to unclick the **Only show qualified and available substitutes** filter. The substitute record that was missing will now show on the bottom of the screen. Hover your mouse over the **Qualified and Available Checks** headers for an explanation of why you cannot assign the substitute to the vacancy.
    - iii. You will need to conduct research and solve for the issue that is not allowing you to assign the substitute based on the header explanation.
  2. **Assign** the substitute by clicking on the **Assign** button right next to the substitute name.

The screenshot shows the 'View Absence #436448415 - Resources, Human' page. At the top, it indicates the status is 'Unfilled / No Approval Required' and the date is 'April 01'. There are tabs for 'Absence', 'Absence Log', 'Approvers', 'Approver Log', 'Available Subs', and 'Call History'. The 'Available Subs' tab is active. Below the tabs, there is a search bar labeled 'Search for Substitute' with a dropdown menu showing 'Last Name'. To the right of the search bar is a checkbox labeled 'Only show qualified and available substitutes' which is checked. Below the search bar is a table with columns for 'Substitute Name', 'Assign', 'Skill Match', 'Other Job', 'Non-Work Day', 'Excluded', 'Preferred School', 'Rejected by Sub', 'Visible to Sub', 'In Sub Call Time', and 'Call'. A single row is visible with the name 'Resources, Human' and a phone number '(412) 529-3834'. A green 'Assign' button is next to the name. Red callout boxes point to the search bar (7b1), the checkbox (7b1ii), and the 'Assign' button (7b2).

3. A screen will come up to confirm you have communicated with the substitute already. Click on **Assign** again.

The screenshot shows a confirmation dialog box titled 'Assign Substitute For # 436470127'. It contains the text 'Confirm Assignment' and 'Resources, Human (412) 529-3834 Available'. Below this, it says 'Please confirm that you have already communicated this position with the person you are about to assign.' At the bottom, there are two buttons: 'Cancel' and a green 'Assign' button. A red callout box labeled 7b3 points to the 'Assign' button.

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- Once you do, you will see a notification confirming that the substitute has been assigned and you will be taken to the **View Vacancy** screen. On the upper right side of the screen you will see the **Status** of the absence and the name of the substitute who is filling the absence. This is also the screen where you will be able to unassign a substitute.

View Vacancy #436470127 - PROFESSIONAL VACANCY Status: Filled by Human Resources / No Approval Required

January 28 Hours Per Day: 7 | Created: 1/27/21 8:34 PM | Last Update: 1/27/21 8:35 PM

Vacancy Vacancy Log Available Subs Call History

Edit Vacancy View by [Date] Variation Delete

January 28 at HR-HUMAN RESOURCES Unreconciled

Select the day(s) you will be out:  
From 01/28/2021 To 01/28/2021

SU	MO	TU	WE	TH	FR	SA
					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	4	5	6

School: HR-HUMAN RESOURCES

Vacancy Reason: Current Vacancy

Time: Full Day (08:00 AM to 03:00 PM) / Substitution Report Time: Full Day (07:30 AM to 03:00 PM)

Hours Sub Worked: [Empty]

Budget Code: None Selected

Accounting Code: None Selected

NEXT STEPS: Status: Filled by Human Resources  
Unassign Reassign Sub

Create another vacancy for this vacancy profile

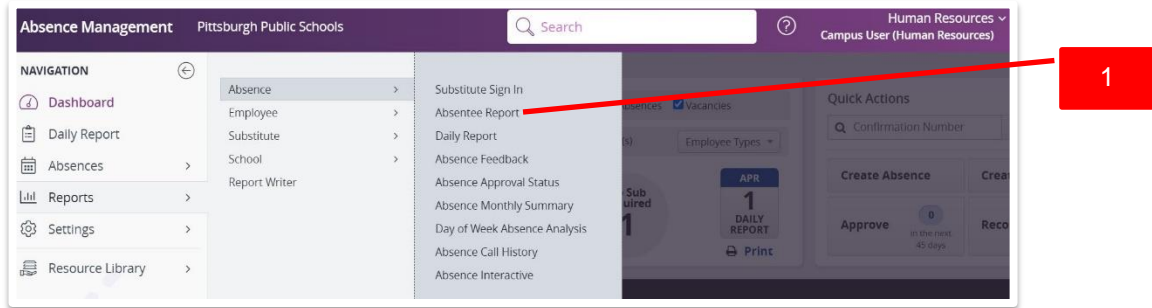
VACANCY SUMMARY: Substitute Required: Yes

Thursday, January 28, 2021  
HR-HUMAN RESOURCES  
8:00 AM - 3:00 PM  
Current Vacancy

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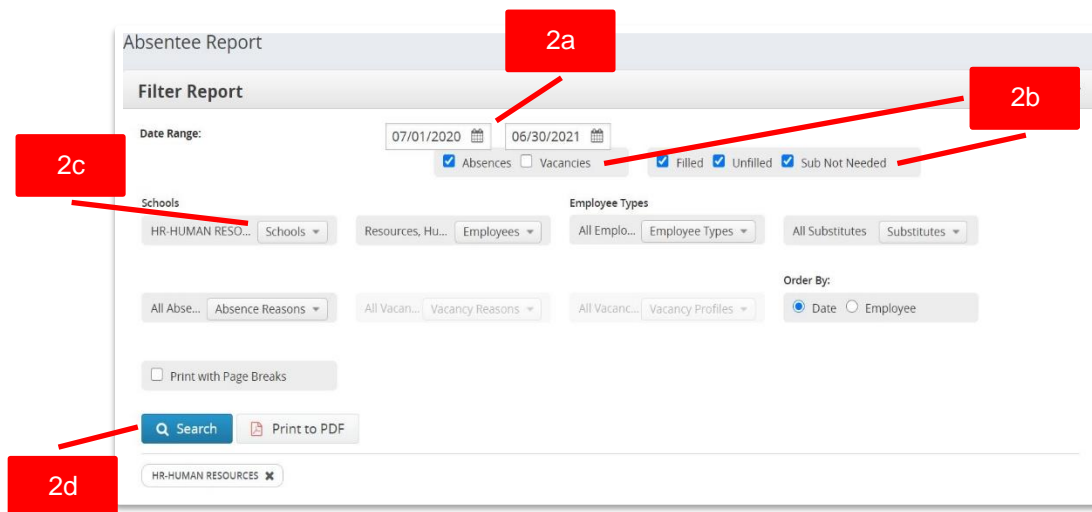
### Modifying an Existing Absence or Vacancy

**Step 1:** Login to Frontline. On your **Dashboard**, hover over your Navigation pane and click on **Reports**. Click on **Absence**. Click on **Absentee Report**. This will take you to the **Absence Reports** page.



**Step 2:** Under the **Filter Report** section of the **Absentee Report**, make sure you select the appropriate filters in order to find the absence or vacancy you are looking for.

- Select the appropriate date range either by typing the **From** and **To** date in the **Date Range** fields or by clicking on the **Calendar**.
  - Please note that whenever looking at more than one employee, your date range must be within three months at a time. If you are looking for an individual employee, your date range can be up to twelve months at a time.
- Ensure that the **Absences**, **Vacancies**, **Filled**, **Unfilled**, and/or **Sub Not Needed** absences/vacancies checkboxes are selected.
- Click on the different drop-down lists to select the **School(s)**, **Employee(s)**, **Employee Type(s)**, **Substitute(s)**, **Absence Reason(s)**, **Vacancy Reason(s)**, and/or **Vacancy Profile(s)** that you would like to edit. In the **Order By** field you may order the report results by **Date (default)** or by **Employee**.
- Click on the **Search** button to view the result based on the filters selected under the **Summary** and **Absentee Report** headers.



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**Step 3:** Click on the **Confirmation Number (Conf. #)** under the **Absentee Report** header of the absence or vacancy that you would like to modify. Please note that the **(Conf. #)** is always included in email notifications and it is the easiest way to troubleshoot or find an absence or vacancy. Whenever you run a report where the absence number looks like a hyperlink, you may click on it in order to edit the absence or vacancy. This will take you to the **View Absence/Vacancy** screen.

**Summary**

Totals  
Total: **1**  
Need Sub: **0**  
No Sub Needed: **1**

Reading the Report:  
 Filled  
 Unfilled  
 No Fill Needed

Date	Conf. #	Name	School	Reason	Duration	Substitute
4/1/2021	436472983	Resources, Human ANALYST	HR-HUMAN RESOURCES	Paid Sick Day (SKS)	Emp: 08:00 AM - 03:00 PM Sub: 07:30 AM - 03:00 PM	Substitute Not Ne...

Total Absences: 1

**Step 4:** Click on **Edit Absence/Vacancy**.

View Absence #436472983 - Resources, Human  
Status: No Substitute Required / No Approval Required  
Hours Per Day: 7 | Created: 1/27/21 9:05 PM | Last Update: 1/27/21 9:05 PM

April 01

Absence Log Approvers Approver Log Available Subs Call History

Edit Absence View by Day Variation Delete

April 01 at HR-HUMAN RESOURCES Unreconciled

Select the day(s) you will be out:  
From 04/01/2021 To 04/01/2021

School: HR-HUMAN RESOURCES

Absence Reason: Paid Sick Day (SKS)

Time: Full Day (08:00 AM to 03:00 PM)

Budget Code: None Selected

Accounting Code: None Selected

Substitute Report Time: Full Day (07:30 AM to 03:00 PM)

ABSENCE SUMMARY  
Substitute Required: No

Thursday, April 1, 2021  
HR-HUMAN RESOURCES  
8:00 AM - 3:00 PM  
Paid Sick Day (SKS)

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**Step 5:** Make any necessary edits and click on **Save Absence/Vacancy**.

The screenshot shows the 'View Absence #436472983 - Resources, Human' interface. At the top, it indicates 'Status: No Substitute Required / No Approval Required' and 'Hours Per Day: 7'. The main form is for 'April 01' and includes tabs for 'Absence', 'Absence Log', 'Approvers', 'Approver Log', 'Available Subs', and 'Call History'. A red box with the number '5' points to the 'Save Absence' button. The form fields include:
 

- School:** HR-HUMAN RESOURCES
- Absence Reason:** Paid Sick Day (SKS)
- Time:** Full Day (08:00 AM to 03:00 PM)
- Substitute Report Time:** Full Day (07:30 AM to 03:00 PM)
- Budget Code:** Select One
- Accounting Code:** Select One

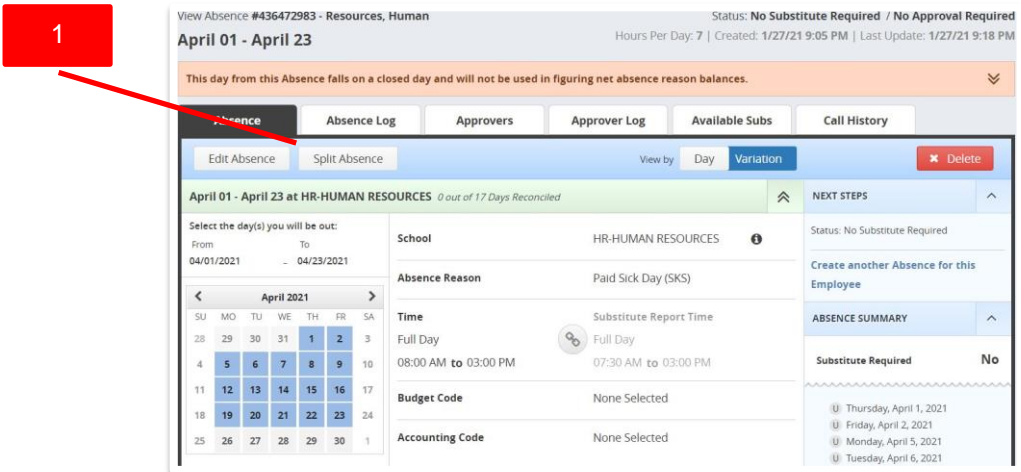
 The right sidebar shows 'NEXT STEPS' with 'Status: No Substitute Required' and 'Create another Absence for this Employee'. The 'ABSENCE SUMMARY' section shows 'Substitute Required: No' and 'Hold Until: No Hold'. A calendar view for April 2021 highlights the 1st. The bottom of the form shows 'April 01 at HR-HUMAN RESOURCES Unreconciled' and a 'Print New Variation' link.

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### Splitting an Existing Absence or Vacancy

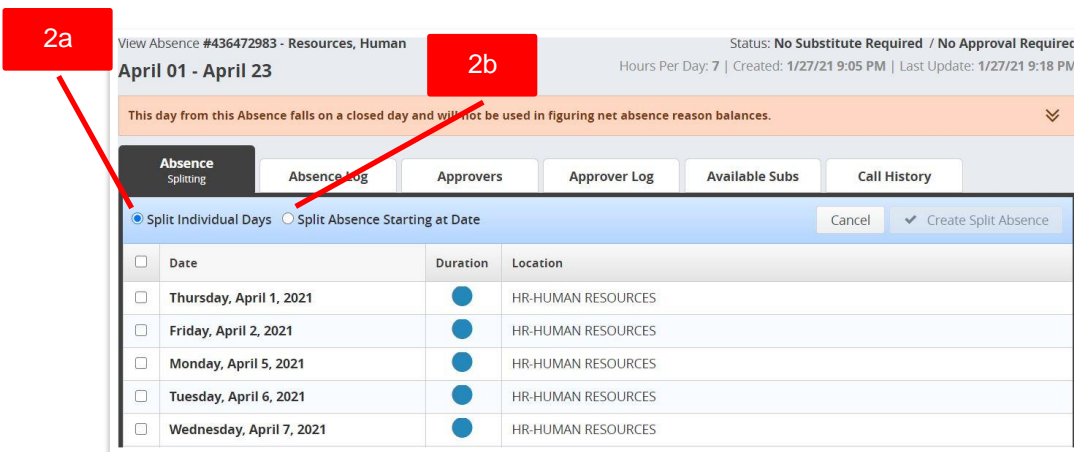
If an absence or vacancy has multiple days, you may need to split the absence or vacancy into different dates in order to accommodate any changes. This is likely necessary if an absence requires different absence reasons, locations, types, or if there have been changes with substitute assignments.

**Step 1:** Follow the steps 1 through 3 listed in the [Modifying an Existing Absence or Vacancy](#) section of this document to reach the **View Absence/Vacancy** screen of the absence/vacancy you selected. Click on **Split Absence/Vacancy**.



**Step 2:** Click on **Split Individual Days** or **Split Absence/Vacancy Starting at Date**.

- Split Individual Days** will allow you to withdraw or separate certain dates from the absence/vacancy one by one.
- Split Absence Starting at Date** will allow you to create a separate absence/vacancy starting at the selected date.



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**Step 3:** Follow steps 3a or 3b based on your selection of **Split Individual Days** or **Split Absence/Vacancy Starting at Date** from step 2.

- a. If you selected **Split Individual Days**, click on the square checkbox of the date(s) you would like to withdraw or separate from this absence.

View Absence #436472983 - Resources, Human
Status: No Substitute Required / No Approval Required

April 01 - April 23
Hours Per Day: 7 | Created: 1/27/21 9:05 PM | Last Update: 1/27/21 9:18 PM

This day from this Absence falls on a closed day and will not be used in figuring net absence reason balances.

Absence Splitting

Absence Log

Approvers

Approver Log

Available Subs

Call History

Split Individual Days
  Split Absence Starting at Date

<input type="checkbox"/>	Date	Duration	Location
<input type="checkbox"/>	Thursday, April 1, 2021	●	HR-HUMAN RESOURCES
<input type="checkbox"/>	Friday, April 2, 2021	●	HR-HUMAN RESOURCES
<input type="checkbox"/>	Monday, April 5, 2021	●	HR-HUMAN RESOURCES
<input type="checkbox"/>	Tuesday, April 6, 2021	●	HR-HUMAN RESOURCES
<input type="checkbox"/>	Wednesday, April 7, 2021	●	HR-HUMAN RESOURCES

- b. If you selected **Split Absence Starting at Date**, click on the radar button that marks the **Start Date** of the new absence or vacancy you wish to create.

View Absence #436472983 - Resources, Human
Status: No Substitute Required / No Approval Required

April 01 - April 23
Hours Per Day: 7 | Created: 1/27/21 9:05 PM | Last Update: 1/27/21 9:18 PM

This day from this Absence falls on a closed day and will not be used in figuring net absence reason balances.

Absence Splitting

Absence Log

Approvers

Approver Log

Available Subs

Call History

Split Individual Days
  Split Absence Starting at Date

<input type="radio"/>	Date	Duration	Location
<input type="radio"/>	Thursday, April 1, 2021	●	HR-HUMAN RESOURCES
<input type="radio"/>	Friday, April 2, 2021	●	HR-HUMAN RESOURCES
<input type="radio"/>	Monday, April 5, 2021	●	HR-HUMAN RESOURCES
<input type="radio"/>	Tuesday, April 6, 2021	●	HR-HUMAN RESOURCES
<input type="radio"/>	Wednesday, April 7, 2021	●	HR-HUMAN RESOURCES

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**Step 4:** Once you have selected the date(s), click on **Create Split Absence/Vacancy** once you are ready to split the absence/vacancy.

View Absence #436472983 - Resources, Human      Status: No Substitute Required / No Approval Required  
 April 01 - April 23      Hours Per Day: 7 | Created: 1/27/21 9:05 PM | Last Update: 1/27/21 9:18 PM

This day from this Absence falls on a closed day and will not be used in figuring net absence reason balances.

**Absence Splitting**    Absence Log    Approvers    Approver Log    Available Subs    Call History

Split Individual Days     Split Absence Starting at Date    Cancel   

Date	Duration	Location
<input type="radio"/> Thursday, April 1, 2021	●	HR-HUMAN RESOURCES
<input type="radio"/> Friday, April 2, 2021	●	HR-HUMAN RESOURCES
<input checked="" type="radio"/> Monday, April 5, 2021	●	HR-HUMAN RESOURCES
<input type="radio"/> Tuesday, April 6, 2021	●	HR-HUMAN RESOURCES
<input type="radio"/> Wednesday, April 7, 2021	●	HR-HUMAN RESOURCES

**Step 5:** Review the **Approve Absence/Vacancy Split** screen to ensure that the dates you selected are correct for the new absence/vacancy and click on **Save Split Absence/Vacancy**. You will receive notification that your **Absence/Vacancy** has been successfully split, and you will be taken back to the **View Absence/Vacancy** screen of the original absence or vacancy.

Approve Absence Split

You have chosen to create a new absence with the following dates

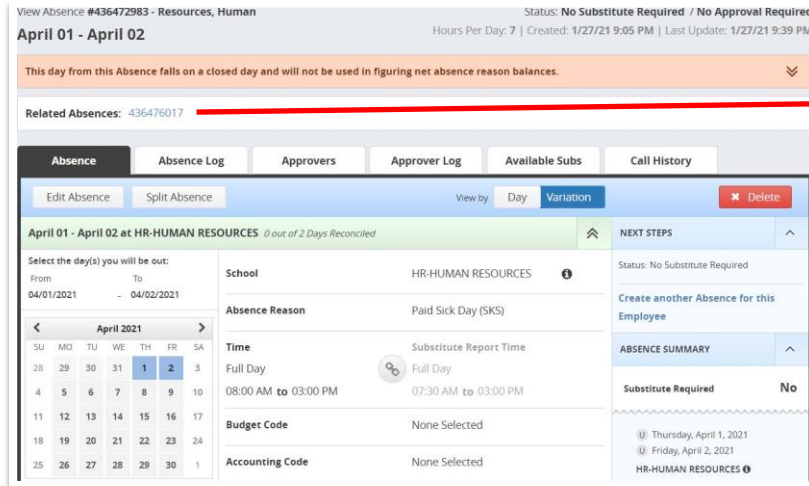
**Date**

- Monday, April 5, 2021
- Tuesday, April 6, 2021
- Wednesday, April 7, 2021
- Thursday, April 8, 2021
- Friday, April 9, 2021

Cancel   

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**Step 6:** Now, you will also be able to see the **Related Absences** section of the **View Absence** page, where you will be able to view the other absences/vacancies that are related to the original one. The related absence will be the one that you last created. Click on the **Confirmation Number(s)** of the related absence/vacancy in the **Related Absence** field in order to make edits to the absence you last created. Follow the steps 4 and 5 listed in the [Modifying an Existing Absence or Vacancy](#) section to modify the absence/vacancy you last created.



View Absence: #436472983 - Resources, Human Status: No Substitute Required / No Approval Required  
 Hours Per Day: 7 | Created: 1/27/21 9:05 PM | Last Update: 1/27/21 9:39 PM

April 01 - April 02

This day from this Absence falls on a closed day and will not be used in figuring net absence reason balances.

Related Absences: 436476017

Absence | Absence Log | Approvers | Approver Log | Available Subs | Call History

Edit Absence | Split Absence | View by: Day | Variation | Delete

April 01 - April 02 at HR-HUMAN RESOURCES 0 out of 2 Days Reconciled

Select the day(s) you will be out:  
 From: 04/01/2021 To: 04/02/2021

April 2021 calendar: 1, 2

School: HR-HUMAN RESOURCES

Absence Reason: Paid Sick Day (SKS)

Time: Full Day (08:00 AM to 03:00 PM)

Budget Code: None Selected

Accounting Code: None Selected

Substitute Report Time: Full Day (07:30 AM to 03:00 PM)

Status: No Substitute Required

ABSENCE SUMMARY

Substitute Required: No

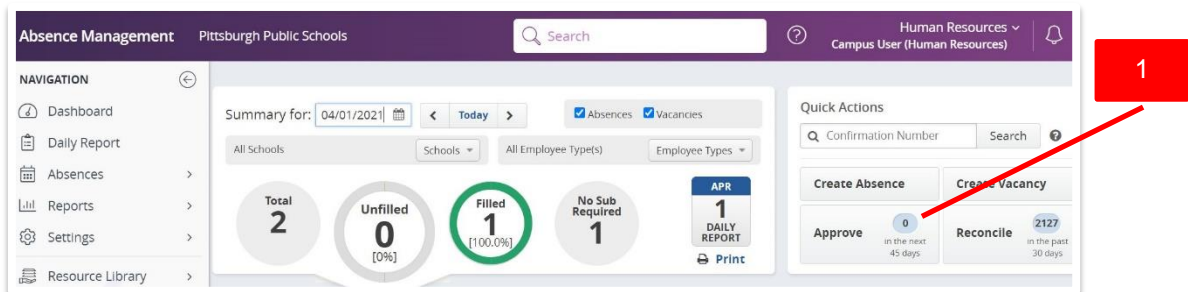
Thursday, April 1, 2021  
 Friday, April 2, 2021  
 HR-HUMAN RESOURCES

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### Approving Absences

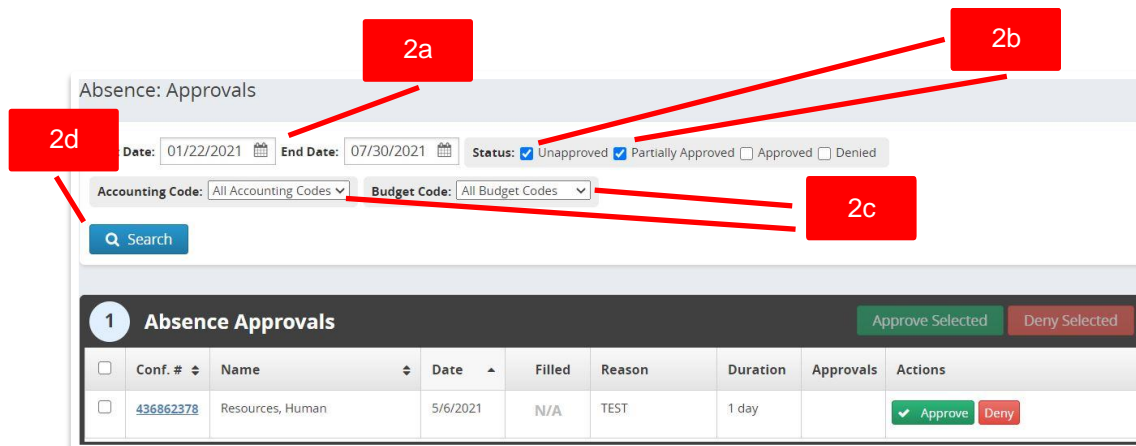
This section covers how to approve absences Frontline. Approvals should occur promptly.

**Step 1:** Login to Frontline and click on the **Approve** button located on the **Quick Actions** section on the right-side of your **Dashboard (home page)**. Please note that the number displayed on this button indicates the number of absences/vacancies at your location that have yet to be approved in the next 45 days. You may also hover over **Absences** in the side navigation bar and choose **Approve**. Once you do so, you will be directed to the **Absence: Approvals** page.



**Step 2:** Complete the below actions under the filter section of the **Absence: Approvals** page.

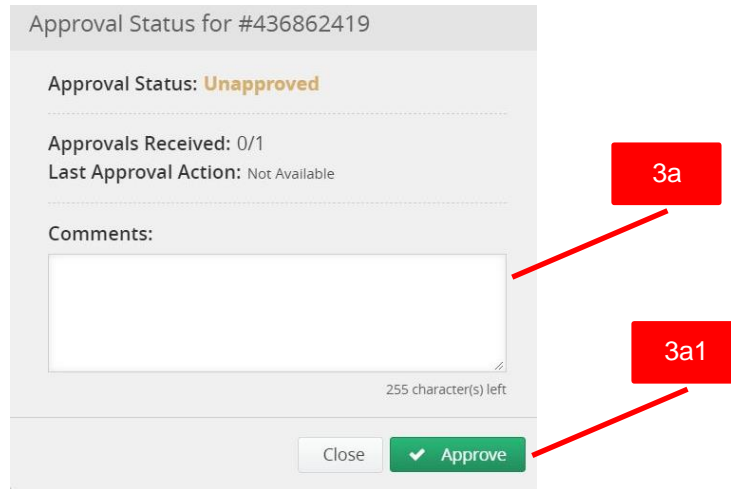
- Select the appropriate date range either by typing the **From** and **To** date in the **Date Range** fields or by clicking on the **Calendar**.
- Ensure that the **Unapproved** and **Partially Approved** absences/vacancies checkboxes are selected.
- If needed, filter absence approvals based on Accounting and Budget Codes. For more information on the use of accounting and budget codes, please refer to the [Frontline Accounting & Budget Codes](#) section of this document.
- Click on the **Search** button to view results of the **Absences: Approvals** report based on the filters selected. Below the **Absence Approvals** header, you can view each absence that requires approval by a single row. The **Actions** column displays a button to **Approve** and a button to **Deny** the absence request.



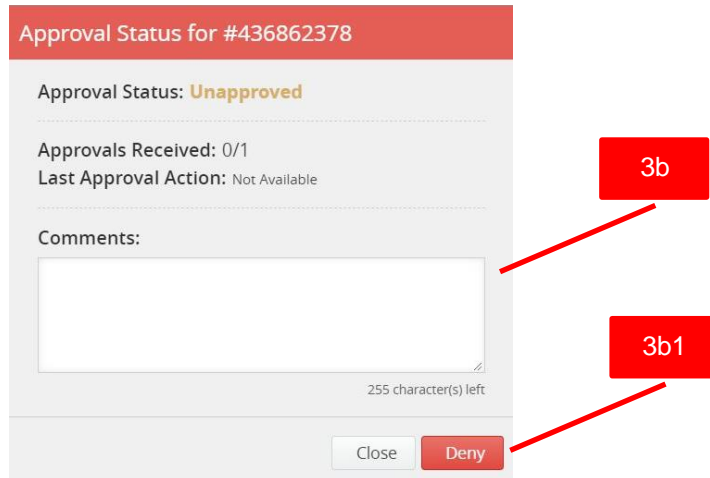
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**Step 3:** Click on either the **Approve** or **Deny** buttons.

- a. **Approve** will open a window where you can leave a comment if required for the request approval.
  - 1. Click **Approve** in the window to finalize the approval status.



- b. **Deny** will open a window where you can leave a comment if required for the request denial.
  - 1. Click **Deny** in the window to finalize the denial status.

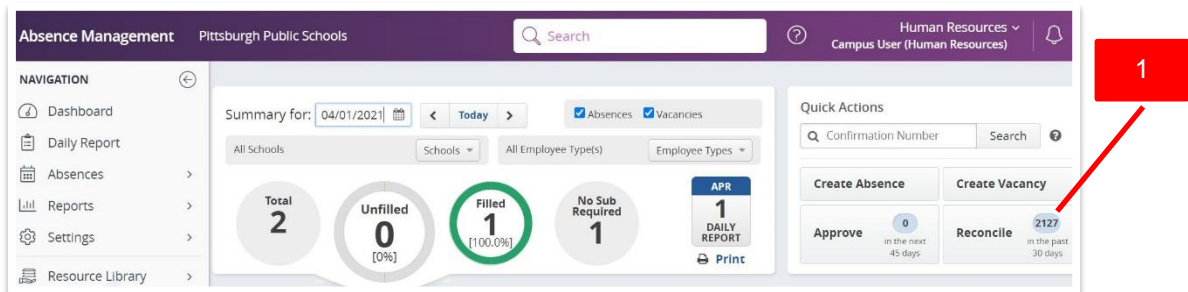


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### Reconciling Absences, Vacancies, & Substitute Assignments

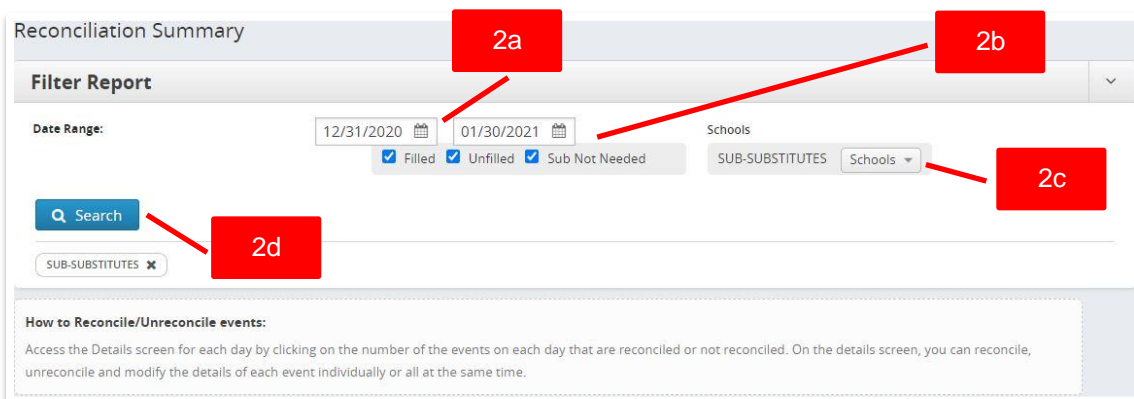
This section covers how to reconcile absences, vacancies, and substitute time worked in order to accurately process payroll. Reconciliation of Frontline data should occur on a daily basis (please note that reconciliation can only occur on dates that are in the past).

**Step 1:** Login to Frontline and click on the **Reconcile** button located on the **Quick Actions** section on the right-side of your **Dashboard (home page)**. Please note that the number displayed on this button indicates the number of absences/vacancies at your location that have yet to be reconciled in the past 30 days. You may also hover over **Absences** in the side navigation bar and choose **Reconcile**.



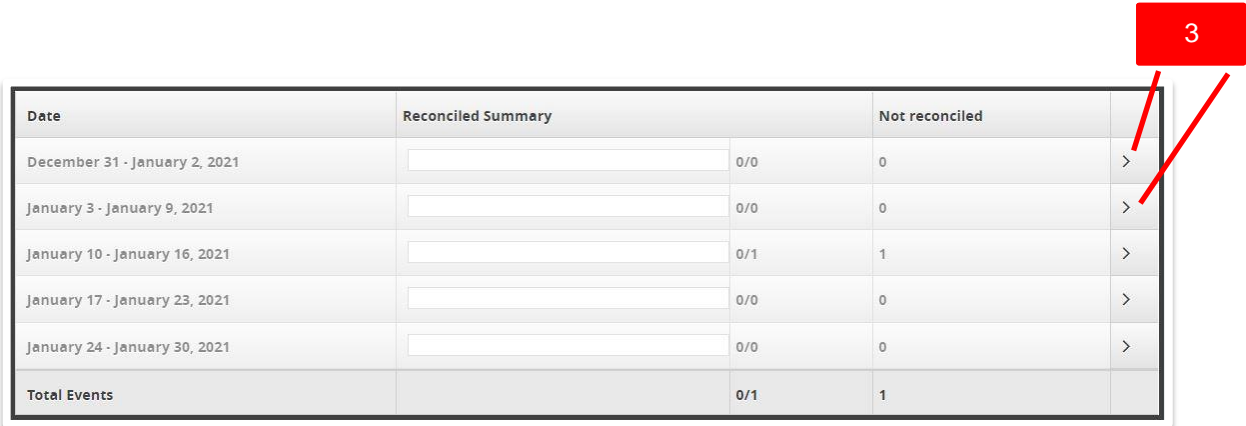
**Step 2:** Complete the below actions under the **Filter Report** section of the **Reconciliation Summary**.

- Select the appropriate date range either by typing the **From** and **To** date in the **Date Range** fields or by clicking on the **Calendar**.
- Ensure that the **Filled**, **Unfilled**, and/or **Sub Not Needed** absences/vacancies checkboxes are selected.
- Click on the **Schools** drop-down lists and select the school/location you would like to view. If you want to view all locations, make sure you select All Schools.
- Click on the **Search** button to view results of the **Reconciliation Summary** based on the filters selected.



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**Step 3:** Scroll down the page to view the **Reconciliation Summary** results. In the summary section, you can view each week by a single row. The **Reconciled Summary** column displays a progress bar with the number of absences/vacancies reconciled and not reconciled. The **Not Reconciled** column displays the number of absences/vacancies that need reconciled. Click on the right arrow at the end of each row to show the detail for the week you are reconciling. When a row of the summary is expanded, you will see **Reconcile** buttons for each day that indicate how many absences/vacancies must be reconciled per day.



Date	Reconciled Summary	Not reconciled	
December 31 - January 2, 2021	<div style="width: 0%;"></div> 0/0	0	>
January 3 - January 9, 2021	<div style="width: 0%;"></div> 0/0	0	>
January 10 - January 16, 2021	<div style="width: 25%;"></div> 0/1	1	>
January 17 - January 23, 2021	<div style="width: 0%;"></div> 0/0	0	>
January 24 - January 30, 2021	<div style="width: 0%;"></div> 0/0	0	>
<b>Total Events</b>		<b>0/1</b>	<b>1</b>

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**Step 4:** Click the **Reconcile** button for a specific day to be taken to the **Reconciliation Details** page where you will see a list of absences/vacancies that need to be reconciled for the day you selected.

January 10 - January 16, 2021		0/1	1	▼
Sunday, January 10, 2021		0/0	0	
Monday, January 11, 2021		0/0	0	
Tuesday, January 12, 2021		0/0	0	
Wednesday, January 13, 2021		0/0	0	
Thursday, January 14, 2021		0/1		Reconcile 1
Friday, January 15, 2021		0/0	0	
Saturday, January 16, 2021		0/0	0	

4

**Step 5:** Review each absence or vacancy under the total items count header. Absences will show the employee name and vacancies will display the vacancy profile. At the top of the page you can filter the absences/vacancies shown by Location, Reason, Codes, Fill Status, Type, and State.

- a. If the absence or vacancy was filled by a substitute or Para2Sub eligible paraprofessional, ensure the substitute/paraprofessional's name is listed in the **Substitute** field. This ensures that the substitute/paraprofessional is paid for their time worked when the item is reconciled.

Reconciliation Details: For **Thursday, 1/14/2021** < > Reconciliation Summary

SUB-SUBSTITUTES Schools All Budget Codes Budget Codes

All Reasons Reasons All Accounting Codes Accounting Codes

**Filled status:**  
 Filled  
 Unfilled  
 Sub Not Needed

**Type:**  
 Absences  
 Vacancies

**State:**  
 Not Reconciled  
 Reconciled

5

1 Item

Absence Resources, Human Full Day (8:00 AM-4:00 PM) Edit Details Reconcile

Confirmation #: 436368411 Report Times: (7:30 AM-4:00 PM)

Employee Type: SPECIALIST EXEMPT Substitute: Human Resources

Location: SUB-SUBSTITUTES Sub Duration: 1 Full Day

Absence Reason: Approved Absence (AAS)

Budget Code: Select One

Accounting Code: Select One

Hours Sub Worked: Hours Save

5a

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**Step 6:** Update each absence/vacancy as needed by clicking on the different fields on the right side of the screen. Remember to click **Save** to apply any added changes.

- Select the appropriate **accounting codes** for early childhood, early head start, early intervention, and program for students with exceptionalities substitutes (i.e. PSE for when a substitute paraprofessional is covering a program for students with exceptionalities professional absence/vacancy).
- Select the appropriate **budget codes** for paraprofessional employees participating in the Para2Sub program (i.e. Para2Sub 3 Periods if the paraprofessional worked three periods for that particular day).
- Any additional updates must be performed via the **Modify Absence/Vacancy** page, which can be accessed by selecting the **Edit Details** button for that particular absence/vacancy.
- If the substitute information needs to be updated, you must make those changes via the **Modify Absence/Vacancy** page.

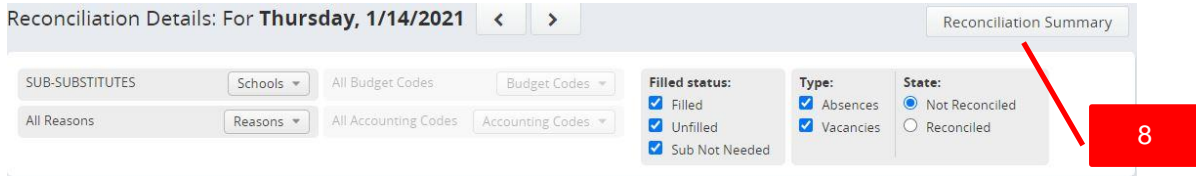
The screenshot shows the 'Absence' form for 'Resources, Human Full Day (8:00 AM-4:00 PM)'. It includes fields for Confirmation #, Employee Type, Location, Report Times, Substitute, Sub Duration, Absence Reason, Budget Code, Accounting Code, and Hours Sub Worked. Red callout boxes point to: 6a (Hours Sub Worked), 6b (Accounting Code), 6c (Absence Reason), and 6d (Budget Code).

**Step 7:** Click on the green **Reconcile** button after you are sure the absence details are correct. This selection will hide the absence and allow you to move on to the next absence that needs to be reconciled. You also have the option to un-reconcile an absence, when needed. However, if there are multiple records for one day, you can reconcile all at once by clicking on the **Reconcile All** button.

The screenshot shows the 'Absence' form with the green 'Reconcile' button highlighted by a red callout box labeled '7'. Below the form, a confirmation message states: '436368411 for Resources, Human has been Reconciled'. There are 'Dismiss' and 'Unreconcile' buttons next to the message. Below the message, it says 'No Results Found'.

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**Step 8:** Scroll to the filter section of the **Reconciliation Details** screen and click on the **Reconciliation Summary** button in the top right corner of the page to reconcile all other days before the payroll cutoff. Please note that in order for the absence data and substitute time worked to be processed by payroll, all time must be reconciled before the payroll cutoff.

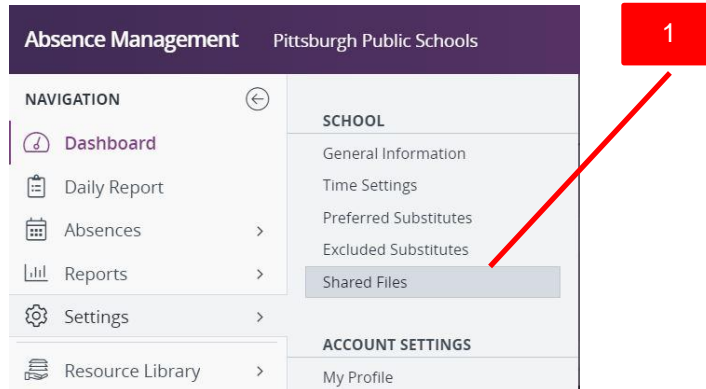


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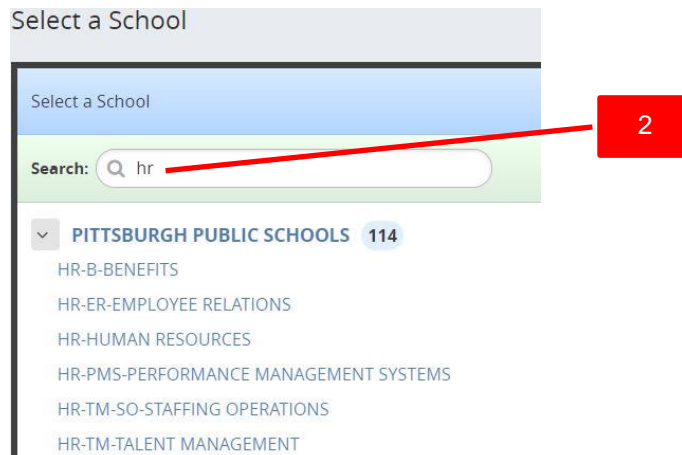
### Understanding Shared Files (Attachments)

As a Campus User, you also have the ability to upload attachments (i.e. all documents included in your school substitute folder) that will be shared to all substitutes that work at your location. Employees also have the ability to upload attachments (i.e. Lesson Plans) on their end.

**Step 1:** Login to Frontline and on your left navigation pane, click on **Settings**. Here you have various setting options divided by **School** and **Account Settings** that you can review or edit depending on your permissions. Click on **Shared Files**.



**Step 2:** Go to the School Settings screen for the location you wish to add shared files to. If you have multiple schools or locations, you will see the **Select a School** screen, otherwise, you will be redirected to your **School Settings** screen. In here, search for your location in the **Search** field and click on the location name below the **Search** field.



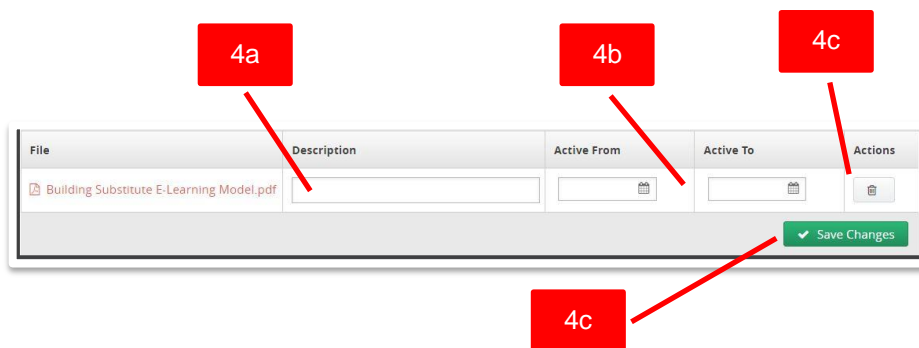
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**Step 3:** You will now see the **School Settings** screen. In the **Shared Files** tab, upload any document as needed. Please note that you will have limitations on file size and file format which will be listed on this page.



**Step 4:** Once the file is uploaded, you may add and do the following:

- Description**
- Active From** date, and **Active To** date.
- You may also choose to **Delete** a file by clicking on the trash can icon.
- Once you have defined the previous, please click on **Save Changes**.

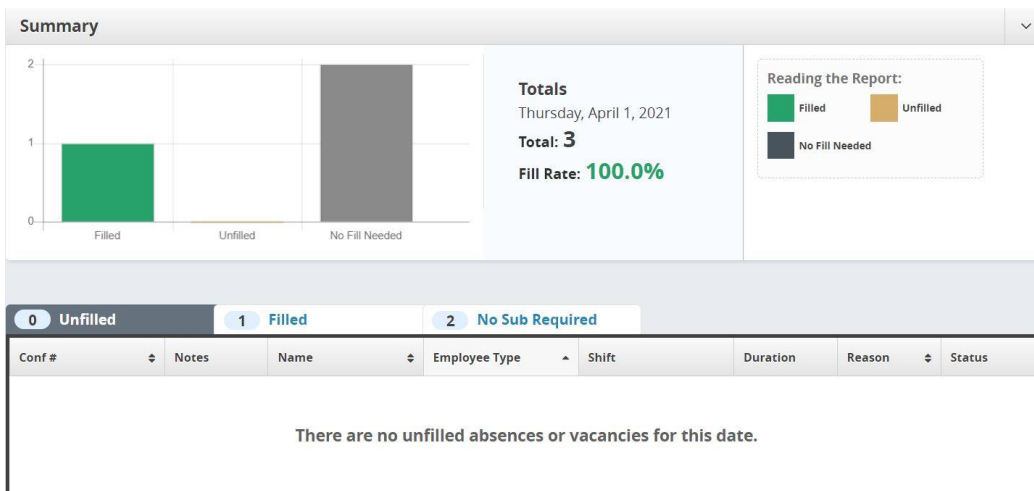


### Viewing Frontline Reports

#### Daily Report

The Daily Report lists all absence information for a specific day. It will be broken down into three sections: Unfilled, Filled, and Substitute Not Needed absences. The report can be run for any day and can be filtered by a number of different options. Please follow the steps below to run the report:

1. On your dashboard, hover over your **Navigation** pane and click on **Reports**.
2. Click on **Absence**.
3. Click on **Daily Report**. This will take you to the **Absence Reports** page.
4. Filter through the following fields to customize your report as needed.
  - Type
    - Absences: All employee user absences.
    - Vacancies: All vacancies created for your school/location(s) when requesting substitute coverage.
  - School/Location
  - Employee Types
  - Group By: Will define how your report will be organized once run by School(s) or by Employee Type(s).
  - List/Tab (View): Located on the upper right-side of the screen. This will define the Daily Report view before you click on **Search**.
    - If you select **List**, the **Filled**, **Unfilled**, and **No Sub Needed** absences/vacancies will show under the **Summary** below each other as a list.
    - If you select **Tab**, the **Filled**, **Unfilled**, and **No Sub Needed** absences/vacancies will show below the **Summary** right next to each other as selectable tabs.
5. Click **Search**. The report results will show below under the **Summary** section.
6. Please note that you may also open and print the **Daily Report** within your dashboard buttons by clicking on the **Daily Report** button on your **Dashboard** below the **Employee Types** filter.

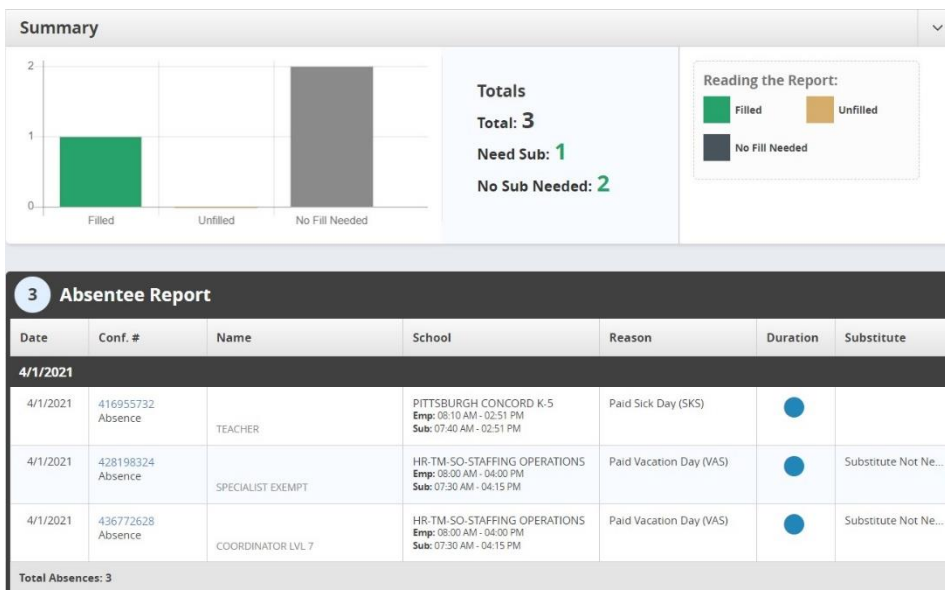


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### Absentee Report

The **Absentee Report** is similar to the **Daily Report**. The report can be run for any date range and can be filtered by a number of different options including employee and substitute name. Please follow the steps below to run the report:

1. On your dashboard, hover over your **Navigation** pane and click on **Reports**.
2. Click on **Absence**.
3. Click on **Absentee Report**. This will take you to the **Absence Reports** page.
4. Filter through the following fields to customize your report as needed. The maximum date range is ninety-two (92) days when running the report per school or for multiple employees, and three hundred and sixty-five (365) days when the report is run for an individual employee.
  - o **Date Range**
  - o Checkbox Filters: **Absences, Vacancies, Filled, Unfilled, Sub Not Needed.**
  - o **School/Location**
  - o **Employee Name(s)**
  - o **Employee Type(s)**
  - o **Substitute Name(s)**
  - o **Absence Reason(s)**
  - o **Vacancy Profile(s)**
  - o **Order By:** Will define how your report will be organized once run by Date or by Employee.
5. Click **Search**. The report results will show below under the **Summary** section.



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### Substitute Sign-In Report

The **Substitute Sign-In** report generates a sign-in sheet with all substitutes that have accepted an assignment at your school for the specified date range. The report can be run for any day and can be filtered by a number of different options including location and employee type. Please follow the steps below to run the report:

1. On your dashboard, hover over your **Navigation** pane and click on **Reports**.
2. Click on **Absence**.
3. Click on **Substitute Sign-In**. This will take you to the **Absence Reports** page.
4. Filter through the following fields to customize your report as needed.
  - **Date Range**
  - Checkbox Filters: **Absences, Vacancies.**
  - **School/Location**
  - **Employee Name(s)**
  - **Employee Type(s)**
  - **Substitute Name(s)**
  - **Vacancy Profile(s)**
  - **Order By:** Will define how your report will be organized once run by Date or by Employee.
5. Click **Search**. The report results will show below under the **Summary** section.

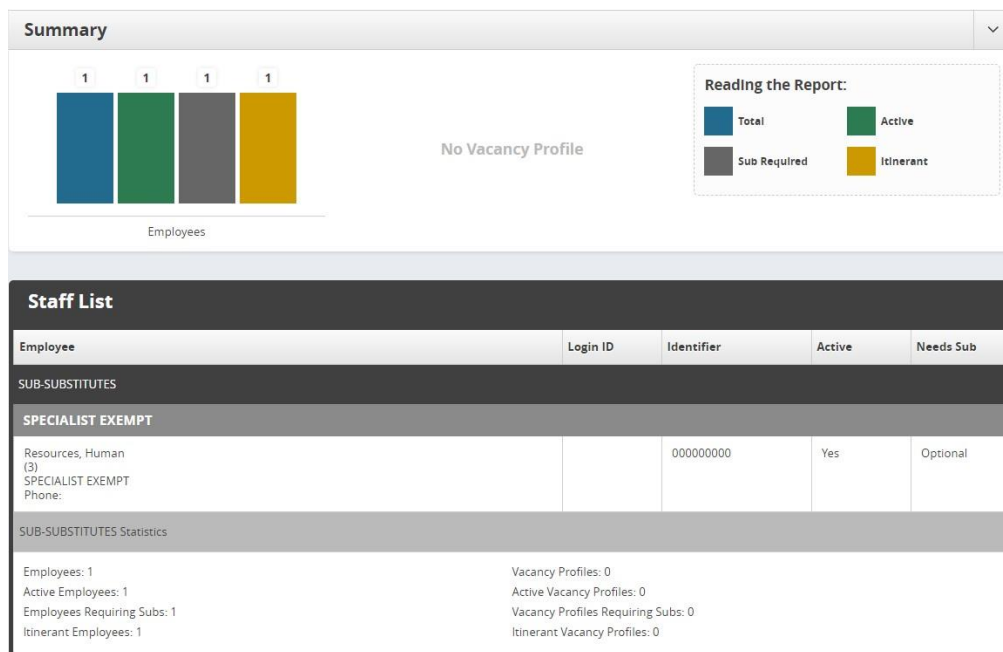
1 Substitute Sign In				
Substitute	Signature	Start/End	Employee	Conf. #
Thursday, April 1, 2021				
PITTSBURGH CONCORD K-5 <small>External ID: 8055</small>	<input checked="" type="checkbox"/>	Full Day 07:40 AM - 02:51 PM	TEACHER <small>External ID: CONCINST</small>	416955732

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### Staff List Report

The **Staff List** report provides the list of employees who have been added to the absence management system. The report can be filtered by: **School, Type (Employee or Vacancy Profile), Employee Types, and Active or Inactive Employees**. This report will be grouped by employee type at each school. Each grouping ends with school statistics including the total number of employees and the number of itinerant employees. The information provided includes the name, title, system identifier, need for substitute, and feedback rating. It also provides the employee’s phone number (Login ID) and PIN. Please follow the steps below to run a report:

1. On your dashboard, hover over your **Navigation** pane and click on **Reports**.
2. Click on **Employee**.
3. Click on **Staff List**. This will take you to the **Employee Reports** page.
4. Filter through the following fields to customize your report as needed.
  - a. **School/Location**
  - b. **Employee Types**
  - c. **Type**
    - i. **Employees:** All employee users.
    - ii. **Vacancy Profiles:** All vacancy profiles available for your school/location(s) when requesting substitute coverage.
  - d. **Status**
    - i. **Active:** All employees who currently are currently actively employed with the District.
    - ii. **Inactive:** All employees who were employed with the District but have since separated.
5. Click **Search**. The report results will show below under the **Summary** and **Staff List** headers.



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### Substitute Availability Report

The **Substitute Availability Report** lists all substitutes available to work on the date specified. Here you may choose to **show skills/certifications** and even filter by those **skills/certifications**.

**Skills/certifications** include substitute certifications and define job visibility for substitutes in Frontline.

The report can be run for any day and can be filtered by a number of different options including location.

Please follow the steps below to run a report:

1. On your dashboard, hover over your **Navigation** pane and click on **Reports**.
2. Click on **Substitute**.
3. Click on **Substitute Availability**. This will take you to the **Substitute Reports** page.
4. Click on the **Show Skills** checkbox.
5. Filter through the following fields if you wish to customize the report.
  - a. **Date**
  - b. **School/Location**
  - c. **Substitute Name(s)**
  - d. **Skills**
  - e. **Sub Prefers Location**
  - f. **Excluded/Blocked**
6. Click **Search**. The report results will show below under the **Substitute Availability** headers.

3 Substitute Availability					
Substitute	Excluded	Prefers Location	Phone Number	Email	Skills
		Yes	(814)	@pghschools.org	English 7-12 Non-Retired Teacher Teacher
		Yes	(724)	@pghschools.org	English 7-12 Non-Retired Teacher Teacher
		Yes	(412)	@pghschools.org	English 7-12 Non-Retired Teacher Social Studies 7-12 Teacher

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### Excluded Substitutes Report

The **Excluded Substitutes Report** allows you to see which substitutes are excluded from seeing jobs at your school and which substitutes your employees have excluded from the absences they submit. The report can be filtered by a number of different options. Please follow the steps below to run a report:

1. On your dashboard, hover over your **Navigation** pane and click on **Reports**.
2. Click on **Substitute**.
3. Click on **Excluded Substitutes**. This will take you to the **Substitute Reports** page.
4. Filter through the following fields to customize your report as needed.
  - a. **School/Location**
  - b. **Show Employee Exclusion**
  - c. **View By:** Will define how your report will be organized once run by **Preference List (School/Location)** or by **Substitute**.
5. Click **Search**. The report results will show below under the **Excluded Substitutes** headers.
6. In order to **exclude** a substitute, please email [subservices@pqhschools.org](mailto:subservices@pqhschools.org) with the name of the substitute and a rationale for the exclusion. This rationale will be included in the comments in Frontline for the exclusion of the substitute. Please make sure the school principal is included in this email.

7 Excluded Substitutes		
Preference List Owner	Excluded Substitute(s)	Comments
<b>School: C&amp;I-ECA-EARLY CHILDHOOD ADMINISTRATION</b>		
		Excluded prior to 2019-07-10
		Excluded prior to 2019-07-10
		Excluded by request of
		Excluded prior to 2019-07-10
		Excluded prior to 2019-07-10
		Excluded prior to 2019-07-10

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### Navigating the Frontline Mobile App

#### Downloading the Frontline Mobile App

1. Search for Frontline Education in your phone or tablet's App Store/Google Play Store.
  - a. There are "Frontline" apps, so be sure to select Frontline Education.
2. Click the Download and/or Open button to download and open the Frontline Education App on your phone.

#### Logging Into the Frontline Mobile App

1. Open the Frontline Education mobile app on your phone or tablet.
2. DO NOT log in using the "Sign in with a Frontline ID" sign in box.
3. Click the gray "Or Sign In with Organization SSO" link below the Frontline ID sign in box.
  - a. You may need to click the "Or Sign In with Organization SSO" multiple times.
4. Enter your full PPS email address into the Organization Email Address box on the Frontline Single Sign-On screen and click the blue "Look up organization sign in page" button.
5. You will be routed to the District's Single Sign-On screens.
  - a. Enter your full email address and click the blue Next button.
  - b. Enter your PPS password (the one you use to access your computer and email) and click the blue Sign On button.
  - c. You will see the "Stay Signed In" screen. Check the "Don't Show' This Again" option and click the blue "Yes" button. However, you will have to log in every time.
6. Now that you have logged in using your PPS Single Sign-On, you will be directed back to the Frontline Mobile app.
7. You will see the "Select a Role" screen.
  - a. As a Campus User, you should see two buttons:
    - i. Campus User
      1. View and approve absences for your staff.
      2. Do NOT enter absences for yourself using the Campus User role, the system gets confused.
    - ii. Employee
      1. Enter absences for yourself.
8. Select the appropriate Role for the actions you would like to take and click Continue at the bottom of the screen.
9. The purple bar at the top of the screen will list the role you are currently using under your name.
  - a. You can toggle between roles by clicking the "Switch" button in the upper right corner of the screen.

#### Viewing Employee Absences

1. The numbers in the purple section at the top of the Home screen will display today's number of unfilled and filled absences for your location/team.
  - a. Clicking the "Yesterday" or "Tomorrow" links will allow you to see the numbers for those days.
2. If you scroll to the "Absences Today" box on the Home screen, you will see a list of your employees who are absent today and their absence reason.
  - a. If you click on "View More" the app will direct you to the "Absences screen" which contains a full list of absences by day.
  - b. On the Absences screen, you can click on the employee's absence record to:
    - i. Approve the Absence (supervisors only)

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- ii. View the assigned substitute
- iii. Assign a substitute if one is not already assigned.
- iv. Add a note to the substitute (click the Edit button in the upper right to add the note).

### Creating an Absence

1. If you need to create an absence for an employee, you can do so from the Absence screen.
  - a. Vacancies must be created using the Frontline Web application.
2. Navigate to the Absence screen from the Menu in the lower left-hand corner of the app.
3. To add an absence, click the white plus sign button in the upper right-hand corner of the Absences screen. You will be walked through the absence creation process set by step.
4. On the Who? Screen, search for the employee by last name.
5. Select the employee by clicking on their name. When selected, it will turn blue.
6. Click right-hand arrow at the bottom of the screen to advance to the next step of the process.
  - a. At any time, you can click the left-hand arrow to go back to a previous screen and make a change.
7. If the employee is assigned to multiple locations, it will ask you to select the location of the absence.
8. On the Why? Screen select the appropriate absence reason. And click the arrow to advance to the next screen.
  - a. Reminder: Campus Users should not create absences using the codes that start with "LOA". The appropriate daily absence code should be used until the leave is approved the Human Resources. Human Resources will then edit the existing absence and change the code the "LOA".
9. On the When? Screen, select the date of the absence by clicking on the day on the calendar. You can select multiple dates by clicking on multiple dates.
  - a. Selected dates will be highlighted with blue circles. Click the arrow to advance to the next screen.
10. On the How Long? Screen, select the appropriate period for the absence. Click the arrow to advance to the next screen.
  - a. Full Day
  - b. Half Day AM
  - c. Half Day PM
  - d. Start and End times are set in Frontline.
11. To save the absence, click the green "Submit Absence"
  - a. You will receive a popup saying the absence has been created.
12. If the employee's position is substitute-eligible, you will see a prompt to assign a substitute.
  - a. If you do not assign a substitute, the absence will be available for any substitute to accept.

### Approving an Absence

1. Only Campus Users who are identified as "Approvers" can approve absences.
  - a. Timekeepers cannot approve absences.
2. If you have approval permissions, you will see any absences pending your approval in the Approvals box on the Home screen.
3. Click on the employee's absence to open the absence details.
4. Click the Approve button on the Absence Detail screen to approve the absence.

### Limitations of the Frontline Mobile App

1. The Frontline Mobile App does not have the full functionality of the Frontline Web App. You cannot do the following functions in the Mobile App:
  - a. Reconcile Absences
  - b. Delete Absences
  - c. Enter a day with a Vacancy Profile
  - d. Editing Absences longer than one day is much easier in the Mobile App.

### Navigating the Frontline Dial-In System

It is recommended that employees use the Frontline Education Mobile App or Frontline Web App to call out. Supervisors and Timekeepers cannot approve or reconcile absences through the Frontline Dial-In System.

### Dialing and Logging Into the Frontline Dial-In System

1. Dial 1-800-942-3767.
2. Enter your Phone Login ID number and then press #.
3. Enter your Phone PIN number and then press #.
  - a. You can locate your Phone Login ID and Phone PIN by logging into the Frontline Web application and clicking on “Account” in the navigation bar. Then click “Phone Credentials”.
  - b. If you are not able to log into the Frontline Web application, email [support@pghschools.org](mailto:support@pghschools.org) for assistance.

### Using the Frontline Dial-In System

Action 1: Create An Absence PRESS 1	Action 2: Review Upcoming Absences PRESS 3	Action 3: Review a Specific Absence PRESS 4	Action 4: Review or Change Your Personal Information PRESS 5
<ul style="list-style-type: none"> <li>• To enter an absence for today, <b>PRESS 1</b></li> <li>• To enter an absence for tomorrow, <b>PRESS 2</b></li> <li>• To enter an absence for another day, <b>PRESS 3</b></li> <li>• To return to the main menu <b>PRESS *</b></li> </ul>	<ul style="list-style-type: none"> <li>• To hear the information again, <b>PRESS 2</b></li> <li>• To hear absences for the next 30 days, <b>PRESS 3</b></li> <li>• To listen to the next absence, <b>PRESS 4</b></li> <li>• To return to the main menu, <b>PRESS 5</b></li> </ul>	<ul style="list-style-type: none"> <li>• Enter the confirmation number and <b>PRESS #</b></li> <li>• To hear the information again <b>PRESS 1</b></li> <li>• To cancel a job <b>PRESS 2</b></li> </ul>	<ul style="list-style-type: none"> <li>• To change the name recording, <b>PRESS 1</b></li> <li>• To change the PIN number, <b>PRESS 2</b></li> <li>• To change the phone number, <b>PRESS 3</b></li> <li>• To return to the main menu, <b>PRESS *</b></li> </ul>

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## Munis Time Entry & Timekeeping Reports

All absences, vacancies, and substitute assignments recorded in Frontline are pulled into the Munis payroll system at close of business on payroll cut off. Frontline must accurately represent employee absences and substitute assignments in order for employees to be paid and have their sick, personnel, vacation days deducted correctly.

Munis Time Entry is used to enter overtime, hourly pay for additional work opportunities, hours worked for hourly employees with non-standard hours, etc. These are not entered in Frontline. For a complete explanation of Munis Time Entry, please see the PPS Munis Timekeeping Handbook available from the Payroll team. If you have questions, please email [support@pghschools.org](mailto:support@pghschools.org).

### Payroll & Timekeeping Procedure

Please remember that the appropriate use of these systems will help ensure appropriate payroll tracking, reporting of employee absences and substitute time worked, and the standardization of time-off request procedures across the District.

Below are the steps timekeepers and supervisors should follow in order to ensure the information in Frontline is up to date and ready to be shared with Munis, our Payroll system. Given the complexity of the Pittsburgh Public Schools organizational structure, you may have visibility to more employees than those for whom you do timekeeping or directly supervise.

1. Run and print the Vacation sick leave report in Peoplesoft (PS) until PeopleSoft is replaced by Munis. Run and review the Munis Employee Accrual Report. For more information on how to complete this step in the timekeeping procedure, please refer to the [Munis Time Entry & Timekeeping Reports](#) section of this document.
2. Run and review the [Daily Report](#) to review daily records or run and review the [Absentee Report](#) to review records within a date range. For more information on how to complete this step in the timekeeping procedure, please refer to the [Viewing Frontline Reports](#) section of this document.
3. Review the Substitute Sign-In Report (If Applicable). If you are a timekeeper or supervisor at a school location run and print the Substitute Sign-In Report in order to keep track of substitute's attendance and time. Please note that substitute attendance records need to be maintained for seven (7) years for auditing purposes. For more information on how to complete this step in the timekeeping procedure, please refer to the [Viewing Frontline Reports](#) section of this document.
4. Approve Absences promptly in Frontline (Supervisors). For more information on how to complete this step in the timekeeping procedure, please refer to the [Approving Absences](#) section of this document.
5. Reconcile Absences, Vacancies, and Substitute Time Worked in Frontline on a daily basis and before each payroll cutoff date (Timekeepers). For more information on how to complete this step in the timekeeping procedure, please refer to the [Reconciling Absences, Vacancies, & Substitute Assignments](#) section of this document.
6. For more information on how to complete this step in the timekeeping procedure, please refer to the [Reconciling Absences, Vacancies, & Substitute Assignments](#) section of this document.
7. Enter time and additional pay for all employees as needed in Munis Time Entry. For more information on how to complete this step in the timekeeping procedure, please refer to the **PPS Munis Timekeeping Handbook**- available from the Payroll Team.
8. Collect and maintain timesheets for non-exempt employees. These records need to be maintained for seven (7) years for auditing purposes.

If you require any updates to your system access or visibility, please review the [Getting Support](#) section of this document.

### Additional Resources

#### Frontline Absence Reasons

#### Biweekly Frontline Absence Reasons Table

Frontline Absence Reason	Code Usage
<b>Approved Absence Hourly</b>	Employee is working but is not at their current work location (i.e. professional learning, testing, etc.)
<b>Bereavement Day Hourly</b>	Employee has a death in the family
<b>Court Subpoena</b>	Employee is subpoenaed to appear in court
<b>Earned Snow Day Hourly</b>	Employee uses a previously earned snow day
<b>Jury Duty Hourly</b>	Employee is serving on jury duty
<b>Military Leave Hourly</b>	Employee is called to active duty or other military training
<b>Non-Workday Hourly</b>	Employee recording non-workdays. Normally used by Personal Care Aides—this code will not be visible to all employee users
<b>Personal Day Hourly</b>	Employee uses a personal leave day
<b>Sick Day Hourly</b>	Employee uses a sick leave day or is submitting a leave of absence request
<b>Sick Hourly Part Time</b>	Employee uses a sick leave day or is submitting a leave of absence request
<b>Snow Day Closure Hourly</b>	Employee decides not to work on a day due to an inclement weather closure
<b>Unpaid Absence Hourly</b>	Employee is absent without any paid days left—this code will not be visible to employee users
<b>Vacation Day Hourly</b>	Employee uses a vacation day

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### Semimonthly Frontline Absence Reasons Table

Frontline Absence Reason	Code Usage
<b>Approved Absence Salaried</b>	Employee is working but is not at their current work location (i.e. professional learning, testing, snow day closure, etc.)
<b>Bereavement Day Salaried</b>	Employee has a death in the family
<b>Court Subpoena Salaried</b>	Employee is subpoenaed to appear in court
<b>Earned Snow Day Salaried</b>	Employee uses a previously earned snow day
<b>Jury Duty Salaried</b>	Employee is serving on jury duty
<b>Military Leave Salaried</b>	Employee is called to active duty or other military training
<b>Non-Workday Salaried</b>	Employee recording non-workdays. Normally used by Assistant Principals. This code will not be visible to all employee users
<b>Personal Day Salaried</b>	Employee uses a personal leave day
<b>Sick Day Salaried</b>	Employee uses a sick leave day or is submitting a leave of absence request
<b>Snow Day Closure Salaried</b>	Employee decides not to work on a day due to an inclement weather closure
<b>Unpaid Absence Salaried</b>	Employee uses an unpaid salary day or is on an unapproved absence—this code will not be visible to employee users
<b>Vacation Day Salaried</b>	Employee uses a vacation day

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### Frontline Absence Reasons for Leaves of Absences Table

The employee relations team in human resources is responsible for coding leave of absences in Frontline once the leave is approved. Supervisors and timekeepers should not use any of the leave of absence codes in Frontline. Employees will not have visibility for the leave of absence codes in Frontline.

Frontline Absence Reason	Code Usage
<b>Administrative</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Charter School</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Child Rearing</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Contested Workers Compensation</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Educational</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>FMLA (Unpaid)</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>FMLA Hourly (Paid)</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>FMLA Hourly (Unpaid)</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Health (Unpaid)</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Health Hourly (Paid)</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Health Salaried (Unpaid)</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Military (Unpaid)</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Military Hourly (Paid)</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Military Salaried (Paid)</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Paid Union Work</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Religious Observation</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Sabbatical Professional Development</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Sabbatical Restoration of Health</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources

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<b>Suspension (Unpaid)</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Suspension Hourly (Paid)</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Suspension Salaried (Paid)</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Unapproved Leave Hourly</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Unapproved Leave Salaried</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Workers Compensation</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Workers Compensation Assault</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Workers Compensation Sick Hourly (Paid)</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources
<b>Workers Compensation Sick Salaried (Paid)</b>	Leave of absence tracking code to be used by the Employee Relations team within Human Resources

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### Frontline Accounting & Budget Codes for Substitutes & Para2Sub

#### Accounting Codes (Substitutes)

Frontline Accounting Code	Code Usage
<b>EC</b>	A substitute working for an early childhood absence/vacancy
<b>EHS</b>	A substitute working for an early head start absence/vacancy
<b>EI</b>	A substitute working for an early intervention absence/vacancy
<b>PSE</b>	A substitute working for a program for students with exceptionalities absence/vacancy. Critical for substitute paraprofessionals who need to be paid at a higher pay rate

#### Budget Codes (Para2Sub Eligible Paraprofessionals)

Frontline Budget Code	Code Usage
<b>Para2Sub 1 Period</b>	Para2Sub eligible paraprofessional works for 1 period as a substitute
<b>Para2Sub 2 Periods</b>	Para2Sub eligible paraprofessional works for 2 periods as a substitute
<b>Para2Sub 3 Periods</b>	Para2Sub eligible paraprofessional works for 3 periods as a substitute
<b>Para2Sub 4 Periods</b>	Para2Sub eligible paraprofessional works for 4 periods as a substitute
<b>Para2Sub 5 Periods</b>	Para2Sub eligible paraprofessional works for 5 periods as a substitute
<b>Para2Sub 6 Periods</b>	Para2Sub eligible paraprofessional works for 6 periods as a substitute

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### Frontline Vacancy Profiles & Reasons

#### Frontline Vacancy Profiles Table

Frontline Vacancy Profile	Profile Usage
<b>Building Substitute</b>	School-based building substitute assignment
<b>EC Paraprofessional Vacancy</b>	Early Childhood Paraprofessional position is vacant/unstaffed
<b>EC Professional Vacancy</b>	Early Childhood Professional position is vacant/unstaffed
<b>EHS Paraprofessional Vacancy</b>	Early Head Start Paraprofessional position is vacant/unstaffed
<b>EHS Professional Vacancy</b>	Early Head Start Professional position is vacant/unstaffed
<b>EI Paraprofessional Vacancy</b>	Early Intervention Paraprofessional position is vacant/unstaffed
<b>EI Professional Vacancy</b>	Early Intervention Professional position is vacant/unstaffed
<b>ESL Paraprofessional Vacancy</b>	English as a Second Language Paraprofessional position is vacant/unstaffed
<b>ESL Professional Vacancy</b>	English as a Second Language Professional position is vacant/unstaffed
<b>Paraprofessional Vacancy</b>	Paraprofessional position is vacant/unstaffed
<b>Professional Vacancy</b>	Professional position is vacant/unstaffed
<b>PSE Paraprofessional Vacancy</b>	Program for Students with Exceptionalities Paraprofessional position is vacant/unstaffed
<b>PSE Professional Vacancy</b>	Program for Students with Exceptionalities Professional position is vacant/unstaffed
<b>School Nurse Vacancy</b>	School Nurse Professional position is vacant/unstaffed
<b>Temporary Additional Support</b>	Extraordinary need for additional substitute staff support.

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### Frontline Vacancy Reasons Table

Frontline Vacancy Reason	Profile Usage
<b>Acting/Interim Role</b>	Employee that holds a school-based position which requires substitute coverage is serving in an acting/interim capacity
<b>Current Vacancy</b>	School-based position that requires substitute coverage is vacant/unstaffed
<b>Temp Add Support</b>	Building substitute and extraordinary need for additional substitute staff support

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### Getting Support

#### Frontline Absence Management District Webpage

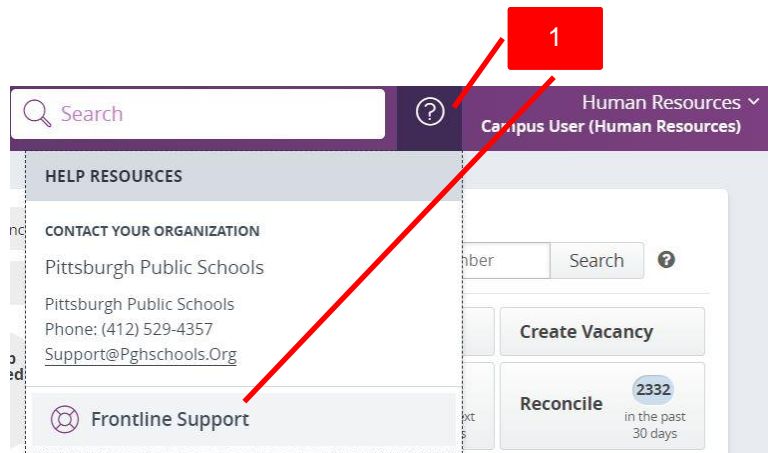
For the most updated information regarding Frontline, please visit the [Frontline Absence Management District Webpage](#). Please review the information on this webpage carefully. You may also find this webpage in the future by visiting the [District's Staff Webpage](#).

For further support, please visit the [Contact Us Webpage](#) in the District's Website. You may also contact PPS support by emailing [support@pghschools.org](mailto:support@pghschools.org).

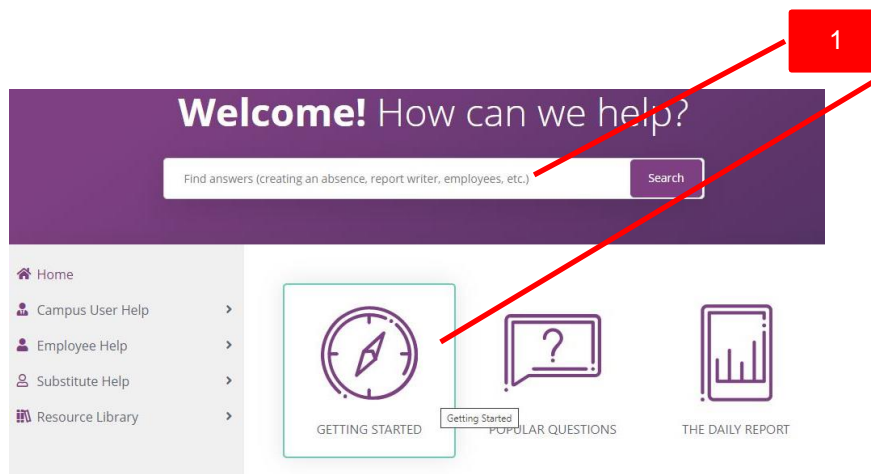
#### Frontline Learning Center

As a Campus User, you have the ability to access the **Frontline Learning Center**. This is a user resources tool maintained by Frontline Education that will be up to date with all possible system updates and features.

1. On the right-side of your top navigation bar, click on the question mark symbol right next to the **Search Box**. A screen will display your contact for the district. Click on **Frontline Support**. This will take you to the **Frontline Learning Center**.



2. Once in the **Learning Center for Absence Management** page, you will be able to search for answers to most of your questions on how to use Frontline by typing your question or topic in the **Search** field and then clicking on **Search**. You may also review further resources tailored for Campus Users by clicking on **Getting Started**.



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### Munis Support

If you are having a Munis or Employee Self Service (ESS) technical issue, need assistance accessing or require additional security permissions, please contact the IT support team by emailing [support@pghschools.org](mailto:support@pghschools.org).

If you have inquiries about the information represented in Munis or Employee Self Service (ESS), please contact the Let's Talk team by emailing [support@pghschools.org](mailto:support@pghschools.org). The Let's Talk team will ensure that your inquiry is routed to the best Human Resources or Payroll team member to address your question.

### Pittsburgh Public Schools Timekeeping Guidelines

#### Timekeeping Handbook

The **PPS Munis Timekeeping Handbook** is available from the Payroll Team. It contains instructions on how to log into Munis as a timekeeper, run the Accruals Report, and enter pay into the Munis Payroll module. Reminder: all absences and instructional substitute payments are entered through Frontline, only additional pay items (workshop rate, extracurricular rate, lack/loss of prep, hours worked for hourly employees with non-standard hours, overtime, etc) are entered in Munis.

#### Logging Into Munis

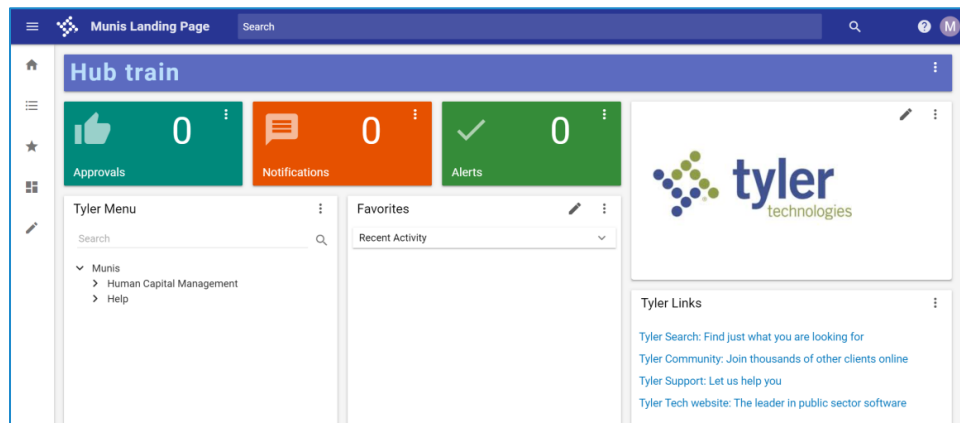
1. Navigate to the Staff Landing page from [www.pghschools.org](http://www.pghschools.org).
  - a. Click on the Staff button (red ID badge image) in the Find It Fast section.
2. On the Staff Landing page, navigate to the Employee Tools section (blue buttons).
3. Click the Munis button in the Employee Tools section.
4. Enter your PPS username and password (same username and password you use to log into your computer).
  - a. Optional: Check the 'Remember Me' box to save your credentials if you are on your work computer.

#### Munis Accruals Report

The Accruals Report in Munis should be used by timekeepers and supervisors to view an employee's available banks of sick, personal, and vacation days. The Accrual Report is accurate as of the previous payroll cutoff date. Any days taken (visible in Frontline) since the previous pay period's cutoff date will need to be deducted from the bank listed in the Munis Accruals Report to determine the actual days an employee has available.

#### Running the Munis Accruals Report

1. In the Tyler menu, click the arrow next to Human Capital Management to expand the menu.



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2. Navigate through the menu options to find the Employee Accruals Report.
  - a. Click Human Resources
  - b. Click Leave/Absence Management
  - c. Select the Employee Accruals Report
  - d. Helpful Hint: You can pin the Employee Accruals Report to your Favorite Menu (center box on the Tyler Hub screen) by right clicking on Employee Accruals Report and selecting Add Favorite from the popup menu.

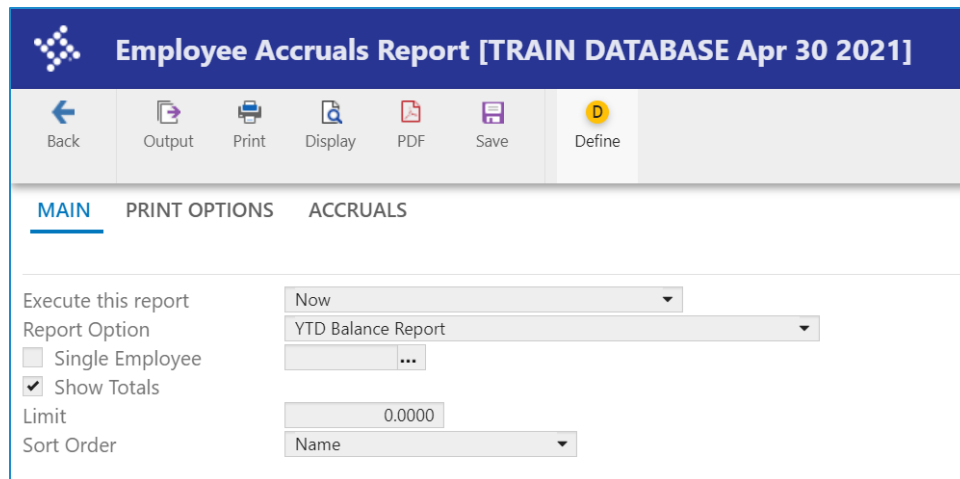
### Tyler Menu

Search

---

- ▼ Munis
  - ▼ Human Capital Management
    - ▼ Human Resources
      - ▼ Leave/Absence Management
        - Employee Accruals Report
    - > Payroll
    - > Help

- On the Employee Accruals Report screen, click the Define button (yellow skittle).



**Employee Accruals Report [TRAIN DATABASE Apr 30 2021]**

Back Output Print Display PDF Save **Define**

**MAIN** PRINT OPTIONS ACCRUALS

Execute this report: Now

Report Option: YTD Balance Report

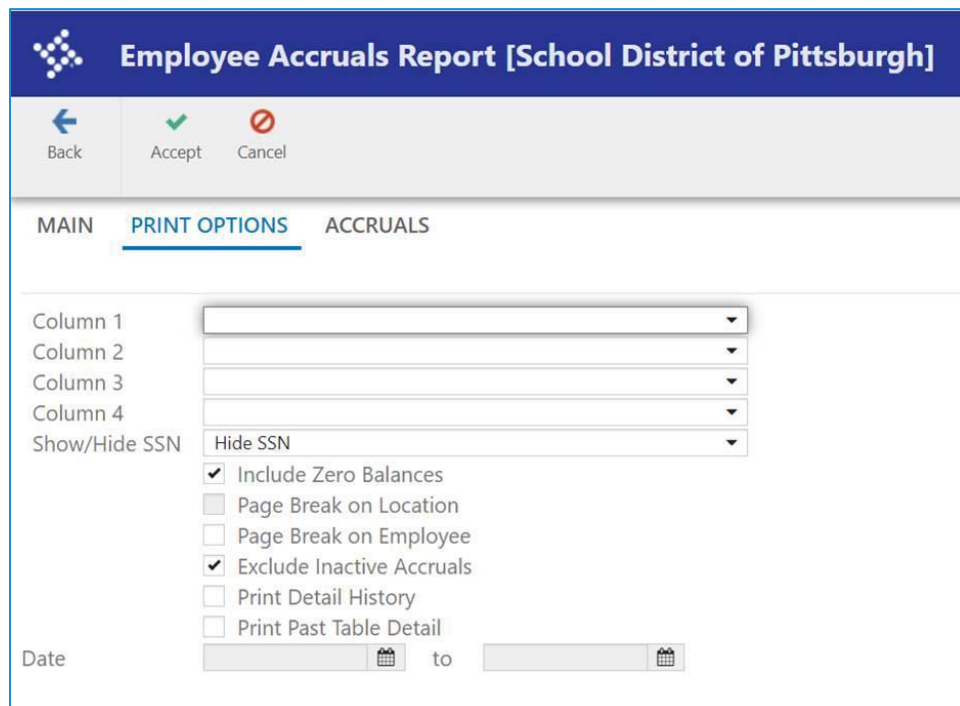
Single Employee

Show Totals

Limit: 0.0000

Sort Order: Name

- Select the Print Options tab.
  - Check the “Include Zero Balances” check box.
  - Check the “Exclude Inactive Accruals” check box.
  - Click the Accept button (green checkmark) at the top of the screen to save your selected options.



**Employee Accruals Report [School District of Pittsburgh]**

Back **Accept** Cancel

**MAIN** **PRINT OPTIONS** ACCRUALS

Column 1

Column 2

Column 3

Column 4

Show/Hide SSN: Hide SSN

Include Zero Balances

Page Break on Location

Page Break on Employee

Exclude Inactive Accruals

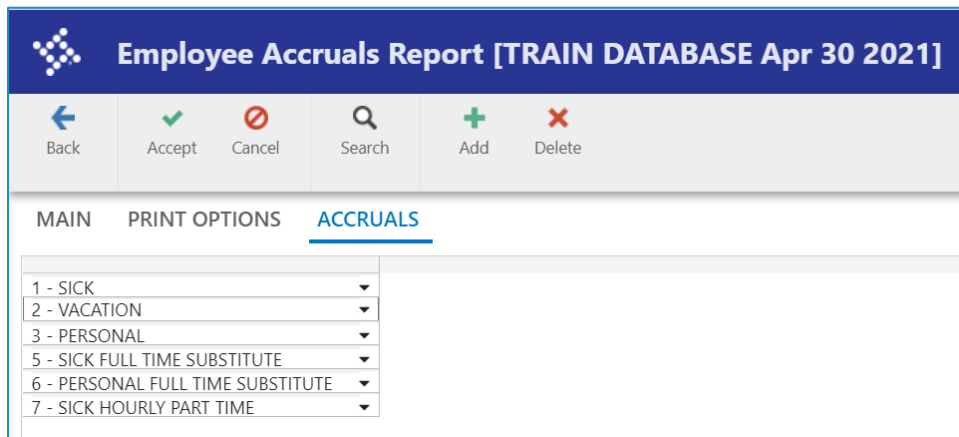
Print Detail History

Print Past Table Detail

Date: to

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5. Select the Accruals tab.
  - a. Add the following values to the selection on the Accruals tab.
    - i. 1-Sick
    - ii. 2-Vacation
    - iii. 3-Personal
    - iv. 5-Sick Full Time Substitute
    - v. 6-Personal Full Time Substitute
    - vi. 7-Sick Hourly Part Time



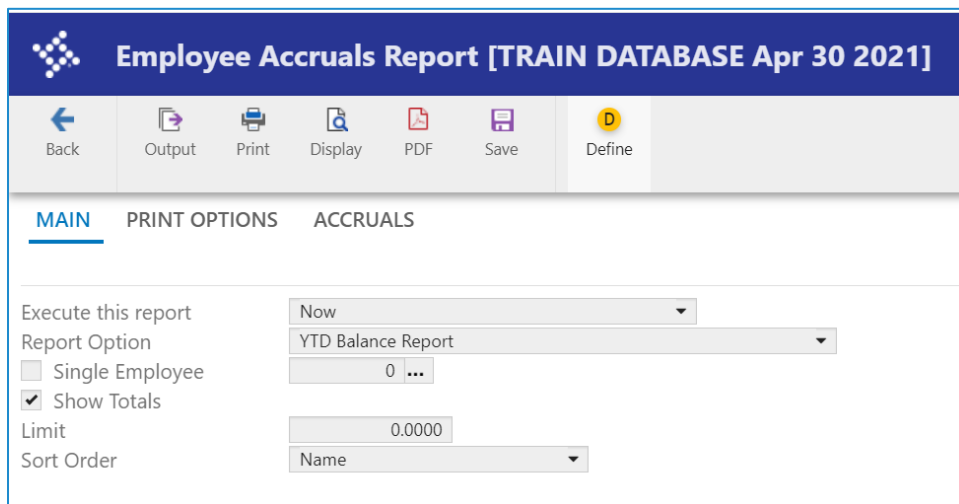
**Employee Accruals Report [TRAIN DATABASE Apr 30 2021]**

Back Accept Cancel Search Add Delete

MAIN PRINT OPTIONS **ACCRUALS**

- 1 - SICK
- 2 - VACATION
- 3 - PERSONAL
- 5 - SICK FULL TIME SUBSTITUTE
- 6 - PERSONAL FULL TIME SUBSTITUTE
- 7 - SICK HOURLY PART TIME

6. To run the report, click the PDF button in the tool bar.



**Employee Accruals Report [TRAIN DATABASE Apr 30 2021]**

Back Output Print Display PDF Save Define

**MAIN** PRINT OPTIONS ACCRUALS

Execute this report: Now

Report Option: YTD Balance Report

Single Employee

Show Totals

Limit: 0.0000

Sort Order: Name

7. The Balance column will show each employee's accrual balances excluding time taken in the current payroll
  - a. You can download the PDF and save it to your computer by clicking the download button (upside down arrow) in the PDF report tab.

TRAIN DATABASE Apr 30 2021								munis a tyler erp solution	
EMPLOYEE ACCRUALS YTD REPORT									
LOC RANGE: ALL LOCATIONS    GROUP RANGE: ALL GROUPS    EXCLUDE INACTIVE: N									
EMPLOYEE LOC/ORG/GRP/JOB	ACCRUAL DATE	ACCRUAL CODE	SOY BALANCE	EARNED YTD	USED YTD	BALANCE	DEFAULT RATE		
██████████ LOC: 301    ORG: 013040B0 GRP: PAA    JOB: 4010	11/01/2009 11/01/2009	SICK PERSONAL	130.5000 2.0000	0.0000 0.0000	0.00 0.00	130.5000 2.0000	15.0000 2.0000		
██████████ LOC: 301    ORG: 01305170 GRP: PAR    JOB: 2010	04/01/2017 04/01/2017	SICK PERSONAL	18.0000 2.0000	0.0000 0.0000	0.00 0.00	18.0000 2.0000	10.0000 2.0000		
██████████ LOC: 301    ORG: 01304031 GRP: PRO    JOB: 1100	08/27/2003 08/27/2003	SICK PERSONAL	99.5000 2.0000	0.0000 0.0000	0.00 0.00	99.5000 2.0000	12.0000 2.0000		

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