

Agenda

- I. Frontline & Munis Systems Integration**
- II. Employee Timekeeping Responsibilities**
- III. Frontline User Types**
- IV. Frontline System Access**
- V. Frontline Usage and PPS Timekeeping Procedure – Live Demonstration**
 - a) Creating an Absence
 - b) Editing or Canceling Absences
 - c) Shared Files
 - d) Download and Use Mobile Application
 - e) Using Dial-In Phone System
- VI. Additional Resources**
 - a) Frontline Website
 - b) Timekeeping Guide for Employees
 - c) Frontline Absence Management Training and Supporting Documents

PPS Timekeeping Systems – History and Transition

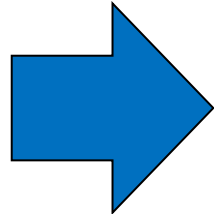
Prior to 2021

Peoplesoft

- Official system of record for financial, human resource, and payroll information.

Frontline

- System used by school-based employees (teachers, counselors, paraprofessionals) to request time off.
- System used by substitutes to select sub assignments during the absence of a school-based professional or paraprofessional



Beginning March 19, 2021

Munis

- Official system which will serve as the system of record for financials, human resources, and payroll information.

Frontline

- Official system of record to be used by **ALL** employees to request and record time off and track substitute time worked.

Benefits of Frontline and Munis

The appropriate use of these systems will help to ensure:

- **appropriate** payroll tracking for all employees;
- **accurate** reporting of employee absences;
- **correct** tracking of substitute time worked;
- **standardized** time-off request procedures across the District.
- **elimination** of data entry into 2 systems.

Pittsburgh Public Schools - Timekeeping

At Pittsburgh Public Schools **timekeeping** is the process of reporting employee leave and work time for payroll purposes.

Timekeeping is tracked through two systems:



Frontline Absence Management (Frontline)



Munis ERP Solution (Munis)

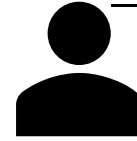
Frontline Absence Management

Finance Department conducts audits in the system.

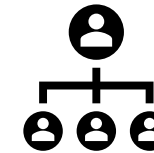
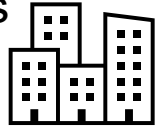


All employees submit the following leave request in the system in 1/2 or full day increments using frontline absences reasons:

- | | | |
|-----------------|------------------|--------------|
| Court Subpoenas | Leave of Absence | Snow Day |
| Funeral | Military | Vacation Day |
| Holidays | Personal | |
| Jury Duty | Sick | |



Human Resources Department manages the system.



Supervisors approve employees' time off requests. Sick time does not require approval.

Timekeeper reconcile employee absences and substitute time worked to ensure proper payroll occurs.



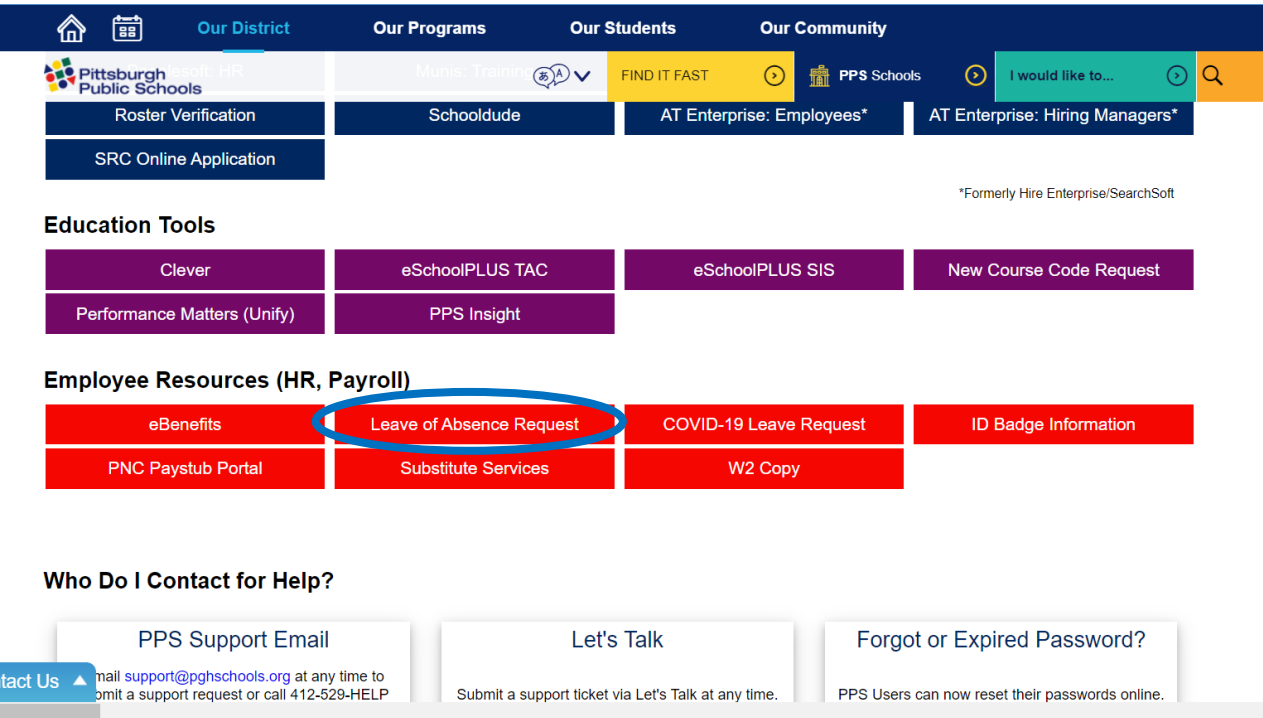
Substitutes select assignments based on school-based employee absences.

Leave of Absence Request

Employees must submit a leave of absence request through the [District's Staff Webpage](#) when the absence request is longer than 3 days. However daily absences **must** be entered in Frontline until an approval notice is received from HR.

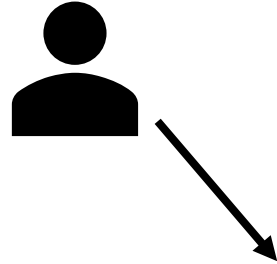
How To Submit A Leave of Absence Request

1. Go to the District's Staff webpage.
(www.pghschools.org/staff)
2. Click the **Leave of Absence Request** icon.
(Located under Employee Resources section)
3. Complete the Leave of Absence Request Form.



Munis System

All employees review their leave balances on their paystubs.

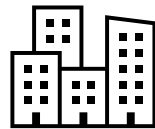


Timekeepers enter employee work time (overtime, stipends, deductions, payroll) into the system.



munis[®]
a tyler erp solution

Human Resources Department updates employee personnel information (address/phone, etc.) into the system.



Finance Department conducts timekeeping audits and processes reimbursements, requisitions and other financial transactions.



Personnel Information Change Request Form

Employees must complete the Personnel Information Change Request form to make changes to their name, address, and/or phone number within the Munis system. It is important that all personnel information be updated in the Munis system as it is the official system of record for employee information.

How To Change Your Personnel Information

1. **Go to the District's Staff webpage.**
(www.pghschools.org/staff)
2. **Click on [Login to My PPS Sharepoint icon](#).**
(Located under Employee Resources section)
3. **Enter your PPS District credentials.**
(Your board email address and password)
4. **Click on the [Departments Tab](#) and select [Human Resources](#).**
5. **Then click [Personnel Information Change Request](#) on the left side of the screen and complete the Personnel Information Change Request Form.**

The screenshot displays the My PPS SharePoint interface. The top navigation bar includes links for Apps, MyPPS, Login - Blackboard..., Teacher Certificatio..., Employer User Login, FBI Login, Employee Benefits, PA-Educator.Net, College Websites, and Other bookmarks. The main navigation menu features HOME, DEPARTMENTS, DEPARTMENTAL GROUPS, WEB TOOLS, and STAFF RESOURCES. A search bar is located in the top right corner. The page title is "Office of Human Resources". The left sidebar lists various HR-related links, with "Personnel Information Change Request" highlighted in a red circle. The main content area features a colorful banner and the heading "Welcome to the Office of Human Resources". Below this, there is a "Department Focus" section with bullet points: "Manages school- and centrally-based staffing processes to fill vacancies with well-qualified applicants who will help advance the District's goals for students." and "Implements employee benefits programs (medical, dental, and vision) and serves as a resource for those with questions about retirement programs." On the right side, there is a "Cabinet Sponsor" section listing Robert Harris as Chief Human Resources Officer, and a "Direct Leads" section listing Brian Glickman as Director, Talent Management and Alyssa Ford Hevwood as Director, Performance.

Frontline & Munis Integration For Payroll



Employee Leave Time Entered

Substitute Employee Work Time Entered



Employee Work Time Entered



Employee Timekeeping Responsibilities

1. Review and understand the [Pittsburgh Public Schools Timekeeping Guidelines](#).
2. Monitor leave balances to ensure available amounts before making absence requests.
3. Submit annual vacation schedule and non-workdays by the requested deadline in Frontline.
4. Enter daily absence requests in Frontline to acquire supervisor approval and substitute coverage.
5. Submit a leave of absence request through the [District's Staff Webpage](#) when the absence request is longer than 3 days. Daily absences **must** be entered in Frontline until an approval notice is received from HR.
6. Provide the required physician's certificate upon returning to work according to the [Pittsburgh Public Schools Timekeeping Guidelines](#).
7. 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.

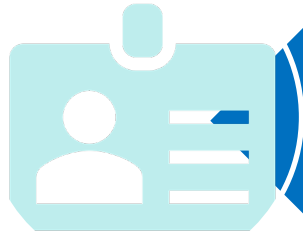
Supervisor Timekeeping Responsibilities

1. Review and understand the [Pittsburgh Public Schools Timekeeping Guidelines](#).
2. Outline timekeeping expectations and protocols with supervisees.
3. Ensure that supervisees submit daily absence requests, annual vacation schedules, and non-workdays in Frontline to ensure departmental coverage is maintained.
4. Ensure that supervisees submit a **leave of absence** request through the [District's Staff Webpage](#) when the absence request is longer than three (3) days. Supervisee **must** enter their absences daily into Frontline until an approval notice is received from HR.
5. Monitor supervisee leave balances to ensure available leave time and approve absence requests in the Frontline system.
6. Approve supervisee absence request in the Frontline system.
7. Confirm that the designated timekeeper is conducting proper accounting of time while reconciling supervisee absences and substitute days worked.
8. Request physician's certificate from supervisees according to the [Pittsburgh Public Schools Timekeeping Guidelines](#).
9. Address excessive absences with supervisees and Employee Relations Team within the Human Resources department.

Timekeepers Timekeeping Responsibilities

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

Frontline User Types



Employee Users

(All Employees & Substitute who reach Full-Time Status)



Substitute Users

(Those who provide support ins the classroom during the absence of school-based professional or paraprofessional employees.)



Campus Users

(Timekeepers and Supervisors)

Frontline System Access

