



## FRONTLINE CENTRAL EMPLOYEE USER GUIDE

### What is Frontline Central (FC)?

Frontline Central is a centralized self-service home page that serves as a “headquarters” to help drive your daily system tasks. FC allows you to better manage all of your data, users, and forms within one place. Once logged in, you will see a comprehensive homepage that provides information in these areas:

★ Absence Management ★ Frontline Central ★ Recruiting & Hiring

### Who Will Use FC?

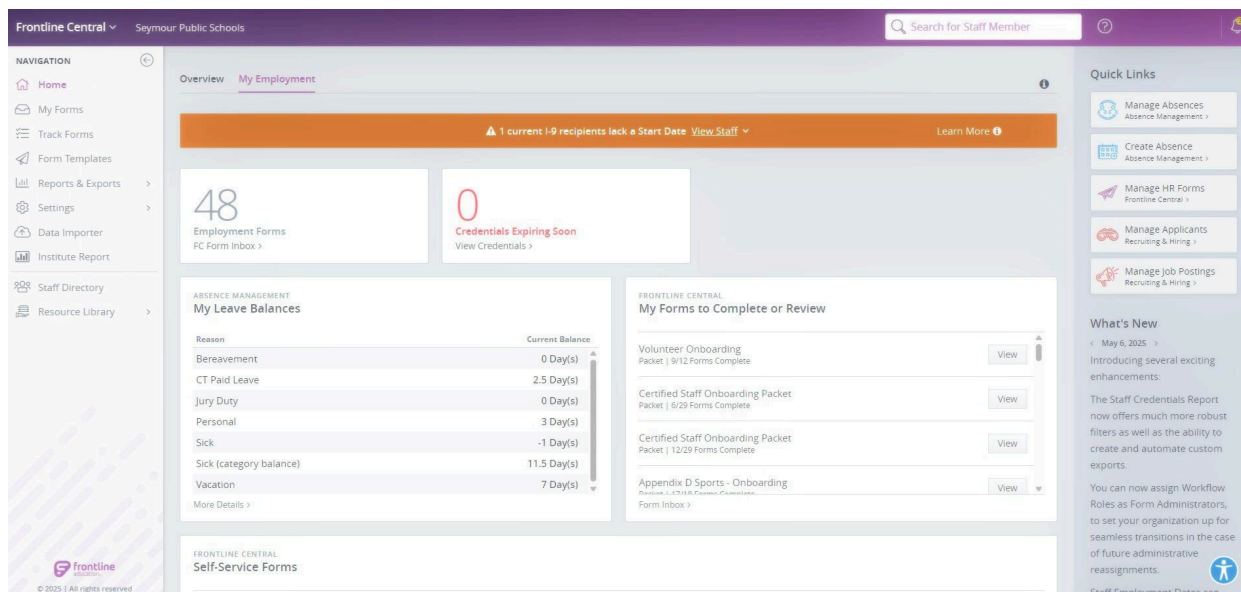
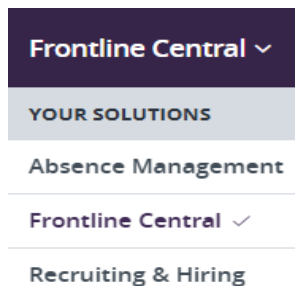
All Seymour Public Schools employees can use FC for the above-noted tasks.

### How do you access FC?

You can access [FC](#) by logging in using the same credentials (username and password) you use for other Frontline Solutions (e.g., Absence Management). Note: Once you’ve logged into *any* Frontline application, you can switch between them through the menu in the upper left-hand corner or by clicking on one of the Quick Links.

### How Do You Navigate FC?

Through the Centralized Homepage: The Centralized Homepage is divided into two separate tabs: an “Overview” tab for administrators and a “My Employment” tab for employee functionality. *Keep in mind you may only see some of the options outlined below, or you may see additional options depending on the Frontline solutions to which you have been given access.*



## **“My Employment” Tab (Employees)**

Applicable to all employees this tab includes helpful self-service information specific to one’s employment record.

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Employment Forms  
FC Form Inbox >

0

Credentials Expiring Soon  
View Credentials >

★ **Employment Forms** - Indicates the number of forms within your FC inbox that need your attention. Click *FC Form Inbox* to access your inbox and the forms directly.

★ **Credentials Expiring Soon** - If you possess a teaching or professional certificate, the credential has been loaded into your employee record. If a credential is set to expire, it will be listed here. Click *View Credentials* to navigate to your staff profile. If your credential(s) is not uploaded, please do so if able.

| Absence Management<br>My Leave Balances |                 |
|-----------------------------------------|-----------------|
| Reason                                  | Current Balance |
| Bereavement                             | 5 Day(s)        |
| Comp Time                               | 0 Day(s)        |
| Personal Illness (category balance)     | 11 Day(s)       |
| Personal Leave (category balance)       | 5 Day(s)        |
| Vacation (category balance)             | 10 Day(s)       |
| More Details >                          |                 |

★ **Absence Reason Balance** - Displays your absence balances from the Absence Management System (AM). Clicking *Account > Absence Balance Reason* will take you to your Absence Balance Reason in AM.

★ **My Forms to Complete or Review** - Here are electronic forms that have been sent to you and their current status (i.e., “Pending,” “Review,” “Due Soon,” “Complete”). Click the corresponding button to access a specific form and its workflow steps.

My Forms

Find Forms

Current Forms 29 | Sent Forms | Completed Forms | Forms I Can Start

Sort by Form Category ▾

Connecticut Partnership Plan 2.0 (Anthem) Enrollment Form

Category: Benefits | Form Administrator: None

Start this form

Open Enrollment Information - CT Partnership 2.0

Category: Benefits | Form Administrator: None

Start this form

Delta Dental Enrollment Form

Category: Benefits | Form Administrator: None

Start this form

FSA Enrollment Form 2025

Category: Benefits | Form Administrator: None

Start this form

Waiver of Health Insurance Coverage

Category: Onboarding | Form Administrator: Shannon Levey

Start this form

★ **Self-Service Forms** - Some forms do not require administrative assistance (e.g. Open Enrollment forms (at applicable times), Direct Deposit, tax forms, etc.). Clicking *My Forms > Forms I Can Start* will display a complete list of self-initiated forms.

## **Questions?**

Any questions can be sent to Shannon Levey, Executive Administrative Assistant, at [slevey@seymourschools.org](mailto:slevey@seymourschools.org) in the Central Office.