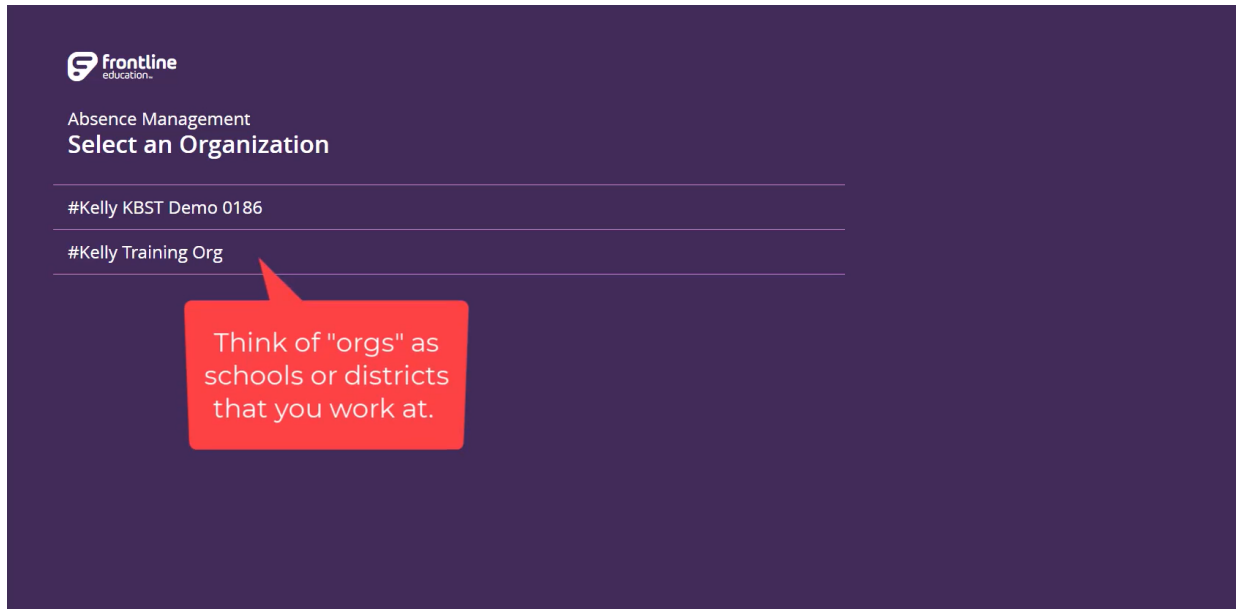


How to Submit Time in Webtime

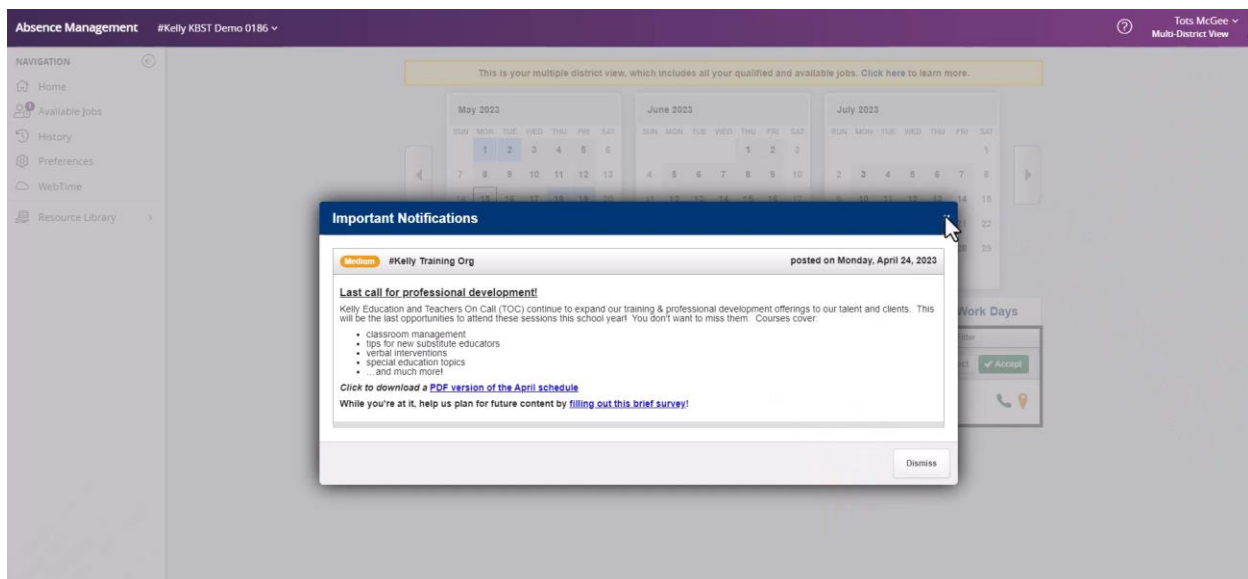
[Click Here for Video Tutorial](#)

Hours must be submitted by Sunday, 11:59PM, local time

- 1- Log in to [Frontline Education](#)
- 2- Select the assigned school district for which you need to log your time. You will need to record time for each district, separately.



- 3- **"Important Notifications"** will display upon signing in. Please review and click "dismiss" or the "x" on the upper right, to exit out.



4- Select the “WebTime” tab, under the navigation bar:

The screenshot shows the 'Absence Management' interface for user '#Kelly KBST Demo 0186'. The left sidebar contains a 'NAVIGATION' menu with options: Home, Available Jobs, History, Preferences, WebTime (highlighted with a red box), and Resource Library. The main content area displays a message: 'This is your multiple district view, which includes all your qualified and available jobs. Click here to learn more.' Below this are three calendar views for April 2023, May 2023, and June 2023. At the bottom, there are tabs for '1 Available Jobs', '3 Scheduled Jobs', '5 Past Jobs', and '0 Non Work Days'. The 'Available Jobs' tab is active, showing a table with columns: Date, Time, Duration, Location, and a Filter button. The table lists one job for 'Fox, Larry' at 'Home Economics' on 'Wed, 5/24/2023' from '7:20 AM - 2:15 PM' for a 'Full Day' at '#Kelly Training Org Bloomfield HS'. There are 'Reject' and 'Accept' buttons for this job.

5- Select the appropriate week, from the drop-down menu and click go:

The screenshot shows the 'Absence Management' interface for user '#Kelly KBST Demo 0186'. The left sidebar is the same as in the previous screenshot, with 'WebTime' selected. The main content area is titled 'Time Sheet for Tuesday, May 9 - Monday, May 15, 2023'. There is a 'Change Organization' dropdown set to '#Kelly KBST Demo 0186' and a 'Go' button. Below this is a dropdown menu showing a list of date ranges: '5/9/2023 - 5/15/2023', '5/9/2023 - 5/15/2023', '5/2/2023 - 5/8/2023', '4/25/2023 - 5/1/2023', and '4/18/2023 - 4/24/2023'. A mouse cursor is pointing at the '4/25/2023 - 5/1/2023' option. Below the dropdown is a message: 'No time sheet exists for the date range you selected. If you believe this is incorrect, please contact your Administrator for assistance.'

- 6- Enter your “start time” and “end time” under the correct columns.
- *If assignment information is incorrect, contact the fulfillment team at 800-991-5157, option 1 or EDNEFulfillmentSupport@kellyservices.com, prior to saving your time.

Absence Management #Kelly KBST Demo 0186

NAVIGATION

- Home
- Available Jobs
- History
- Preferences
- WebTime
- Resource Library

Time Sheet for **Tuesday, April 25 - Monday, May 1, 2023**

Change Organization: #Kelly KBST Demo 0186 Go

4/25/2023 - 5/1/2023 Go Cancel Save Time Sheet

	Date	Location	Employee	Scheduled Start	Scheduled End	Break Times	Break Hours	Total Hours	Units
⚠	Tuesday 4/25/2023	East HS	Tyranski, Test	7:30 AM 07:30 AM	3:30 PM 3:30 PM	Start End - -	0:00	0	0
⚠	Wednesday 4/26/2023	East HS	Tyranski, Test	7:30 AM	3:30 PM	Start End - -	0:00	0	0

✓ This submission has been approved.

⚠ No values have been entered for this item.

✗ Rejected and needs revision. If the item is not open for input, the maximum number of rejections has been reached. Please contact your administrator.

👤 This submission represents time submitted for an assignment that you did not work. If you worked that day there should be a line item for the proper assignment. If that line item isn't showing please contact your administrator to reconcile your payroll.

Time Sheet Comments: East HS

Comments are only available from the time the time sheet is saved up until it is approved.

Cancel Save Time Sheet

- 7- Lunch breaks may be recorded under “Break Times”

Time Sheet for **Tuesday, April 25 - Monday, May 1, 2023**

Change Organization: #Kelly KBST Demo 0186 Go

4/25/2023 - 5/1/2023 Go Cancel Save Time Sheet

	Date	Location	Employee	Scheduled Start	Scheduled End	Break Times	Break Hours	Total Hours	Units
⚠	Tuesday 4/25/2023	East HS	Tyranski, Test	7:30 AM 07:30 AM	3:30 PM 3:30 PM	Start End - -	0:00	0	0
⚠	Wednesday 4/26/2023	East HS	Tyranski, Test	7:30 AM	3:30 PM	Start End - -	0:00	0	0

✓ This submission has been approved.

⚠ No values have been entered for this item.

✗ Rejected and needs revision. If the item is not open for input, the maximum number of rejections has been reached. Please contact your administrator.

👤 This submission represents time submitted for an assignment that you did not work. If you worked that day there should be a line item for the proper assignment. If that line item isn't showing please contact your administrator to reconcile your payroll.

Time Sheet Comments: East HS

Comments are only available from the time the time sheet is saved up until it is approved.

Cancel Save Time Sheet

Didn't take a break?
Leave the break time fields blank.

8- Once your time has been accurately recorded, click **“Save Time Sheet”**:

The screenshot shows the 'Absence Management' interface for user '#Kelly KBST Demo 0186'. The main window displays a 'Time Sheet for Tuesday, April 25 - Monday, May 1, 2023'. A date range selector at the top shows '4/25/2023 - 5/1/2023'. Below this is a table with the following data:

Date	Location	Employee	Scheduled Start	Scheduled End	Break Times	Break Hours	Total Hours	Units
Tuesday 4/25/2023	East HS	Tyranski, Test	7:30 AM	3:30 PM	Start 11:15 AM - End 11:45 AM	0:30	7.5	1
Wednesday 4/26/2023	East HS	Tyranski, Test	7:30 AM	3:30 PM	Start 11:15 AM - End 11:45 AM	0:30	7.5	1

Below the table, there are status messages and a 'Time Sheet Comments' section. The 'Save Time Sheet' button is located at the bottom right of the form.

By default, the screen displays the current period of pay also known as the *Assignment Record*. Select the desired pay week (if necessary) by clicking the drop down arrow and then click **GO**.

The screenshot shows the 'Absence Management' interface for user '#Kelly KBST Demo 0186'. The main window displays a 'Time Sheet for Monday, August 11 - Sunday, August 17, 2014'. A date range selector at the top shows '8/11/2014 - 8/17/2014'. Below this is a table with the following data:

Date	Location	Employee	Scheduled Start	Scheduled End	Break Times	Break Hours	Total Hours	Units
Monday 8/11/2014	Davis El...		7:30 AM	3:30 PM	Start 11:30 AM - End 12:00 PM	0:30	7.5	1
Tuesday 8/12/2014	Deer Valley	East El...	7:30 AM	3:30 PM	Start - End	0:30	7.5	1

A dropdown menu is open, showing a list of pay weeks: 8/11/2014 - 8/17/2014, 8/4/2014 - 8/10/2014, 7/28/2014 - 8/3/2014, and 7/21/2014 - 7/27/2014. The 'Save Time Sheet' button is located at the bottom right of the form.

Approval Process:

- **Submission Deadline:** Ensure that you submit your timesheet by Sunday at 11:59 PM.
- **Approval Window:** The district will receive automated emails to approve or reject your timesheet on Monday and Tuesday.
- **Automatic Approval:** If the school does not take action to approve or reject your timesheet by Tuesday night, the system will automatically approve it on Wednesday.

For timesheets submitted after the cutoff period (Monday at 11:59 PM):

- **Next Week Processing:** Your timesheet will be approved between Monday and Wednesday of the following week.
- **Payment Schedule:** You will receive payment on the subsequent Friday.