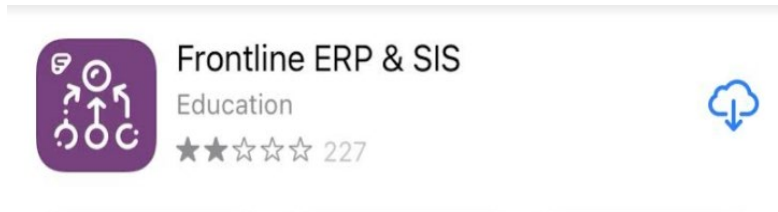


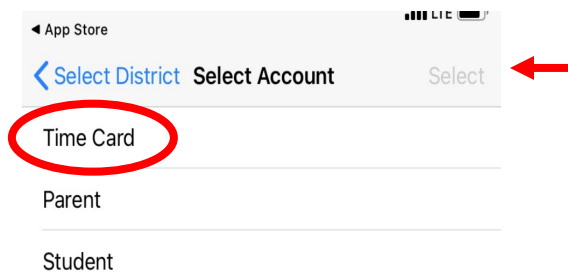
Time & Attendance Methods

Method 1: Frontline Mobile App:

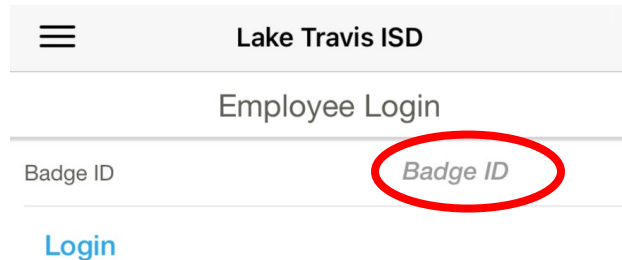
1. Download the Frontline ERP & SIS App from your App Store.



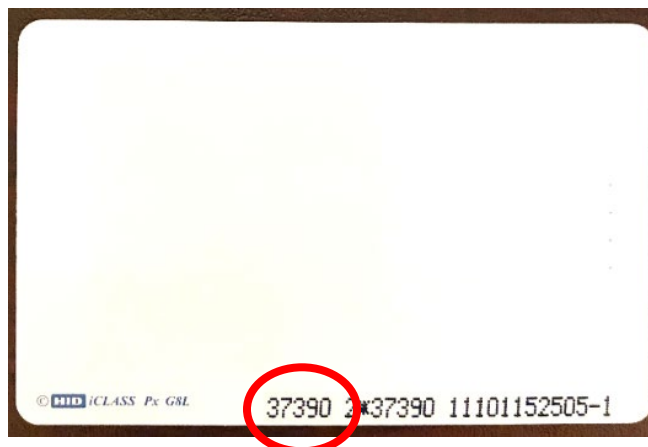
2. Select Lake Travis ISD as your school district.
3. Select Time Card as the account. And then press select.



4. Enter your badge ID here and select Login. (**FOR STUDENT EMPLOYEES- use your Employee ID as the Badge ID)



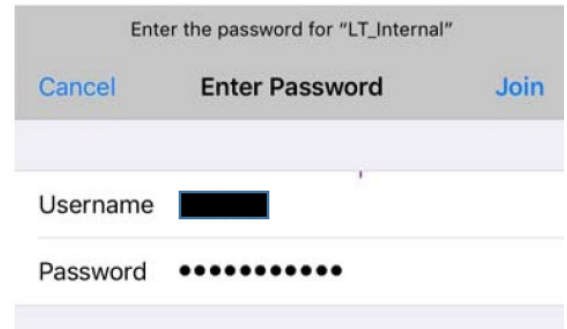
** Your Badge ID is located on the back of your Employee Badge. It is the first set of five digits or the set of five digits after 2+, depending on your badge type.



** You will only have to do the above steps once when installing the app.

Using the Mobile Phone App

1. Connect to **LT_ Internal Wi-Fi**. Settings→ Wi-Fi→ LT_Internal
2. Enter your LTISD Username & Password (same as desktop sign-on) → Join
3. Certificate→ Accept

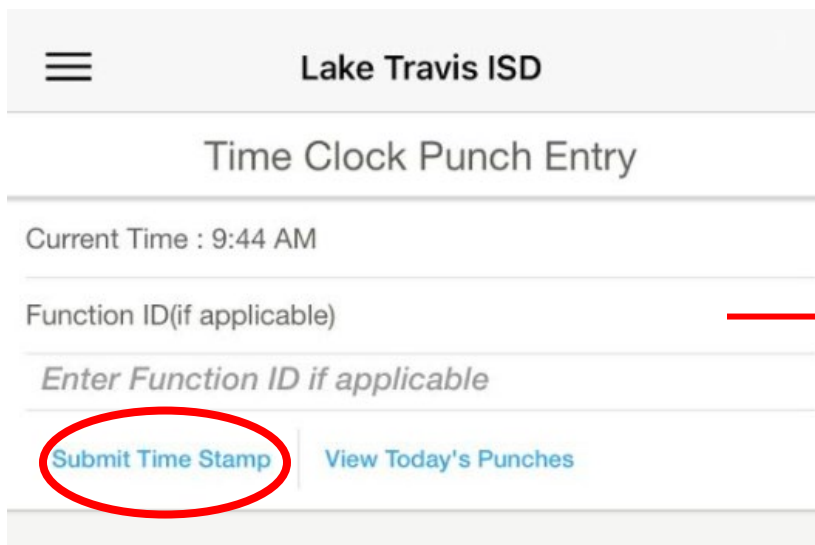


4. Open the Frontline App on your mobile device.



ERP & SIS

5. When clocking in or out of your **regular primary** job, select “Submit Time Stamp”.
When clocking into a supplemental job, enter a function ID.
Summer School - will also “Submit Time Stamp” to clock in/out. Do not enter a function ID.



Leave Function ID blank when clocking in/out of your regular or summer school job. Both hourly and salaried employees will use a function ID only when clocking into a supplemental job.

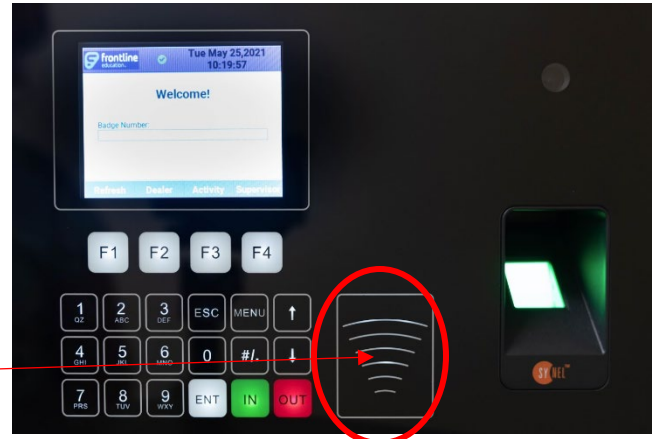
**** When clocking in for a supplemental job, enter the function ID for that job first and then select Submit Time Stamp. The function ID can be provided to you by the campus or department supervisor or administrative assistant.**

***** Please note that if the supplemental job is paid as an hourly rate, you will need to swipe in and out. However, if the supplemental job is a flat rate you will submit the supplemental pay request to your campus/department supervisor.**

Method 2: Wall Mount Clock

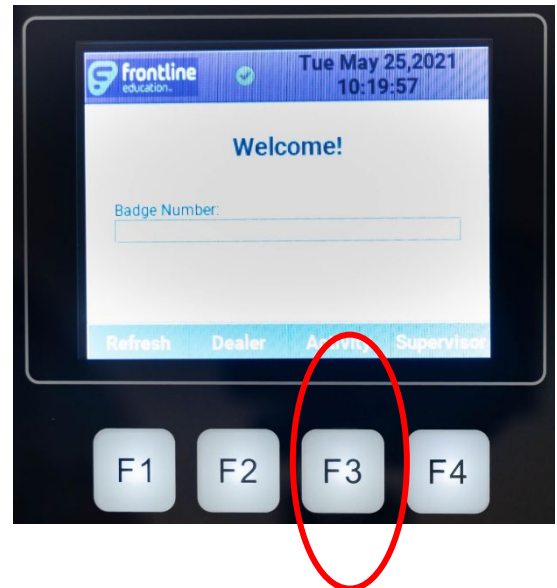
1. You can either swipe your badge or enter your five-digit badge ID (Please note- this is NOT the same as your Employee ID. Badge ID can be found on the back of your Employee Badge).
 - Extended Care Only Student Employees will use their Employee ID as their Badge ID to clock in.
2. You will receive confirmation of the clocked record. This will automatically clock you in or out of your regular hourly job.

Swipe here

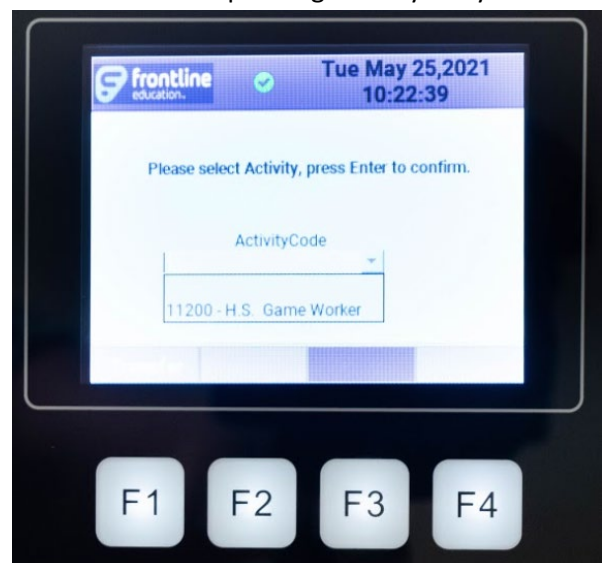


Summer School Programs- swipe your badge or enter your five-digit badge ID. Confirm your name flashes on the screen. You no longer need to enter a function ID.

3. If you are clocking in for a supplemental job, select F3 for "Activity". Then swipe your badge or enter your badge ID. **Please note that if the supplemental job is paid as an hourly rate, you will need to swipe in and out. However, if the supplemental job is a flat rate you will only need to swipe in once.**

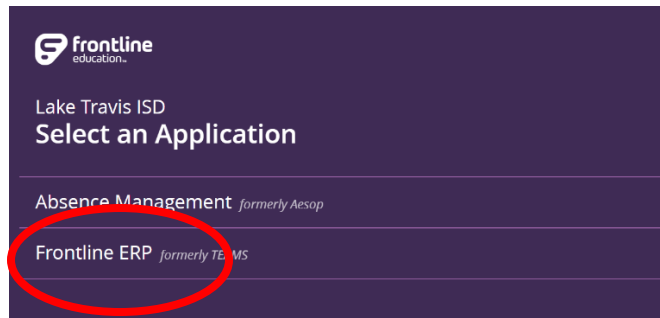


4. Select the appropriate activity code from the drop box selection. These will be preassigned to you by a supervisor or campus/department administrative assistant. Use the arrows and press enter to confirm.

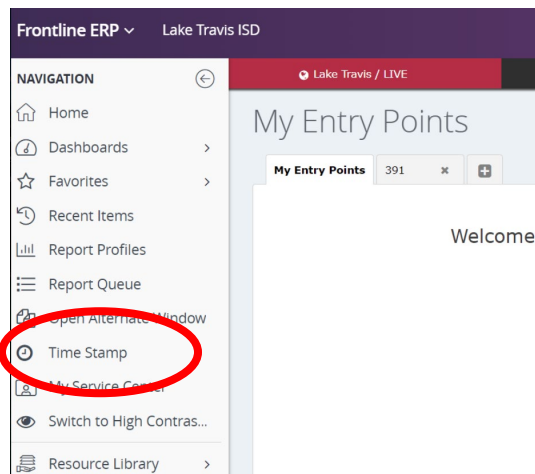


Method 3: Frontline ERP Website

1. Log into Frontline at <https://login.frontlineeducation.com/sso/ltidschools>
2. Select Frontline ERP:



3. From the left menu, select Time Stamp:



4. To clock in and clock out of your regular hourly job, select "Submit Punch".

Summer Programs- will leave Function ID blank and click "Submit Punch"

Welcome [Redacted]

05-24-2021 2:16 PM

Function ID:
|

Welcome to Frontline Time & Attendance. Please click "Submit Punch" to clock in/out. If you are working a supplemental job, please contact your supervisor for the Function ID.

Submit Punch

View Last 8 Punches

Cancel

Leave this blank when clocking in/out of your regular job. Both hourly and salaried employees will use a function ID only when clocking into a supplemental job.

**** When clocking in for a supplemental job, enter the function ID for that job first and then select Submit Punch. The function ID can be provided to you by the campus or department supervisor or administrative assistant.**