

Frontline Timesheet Entry

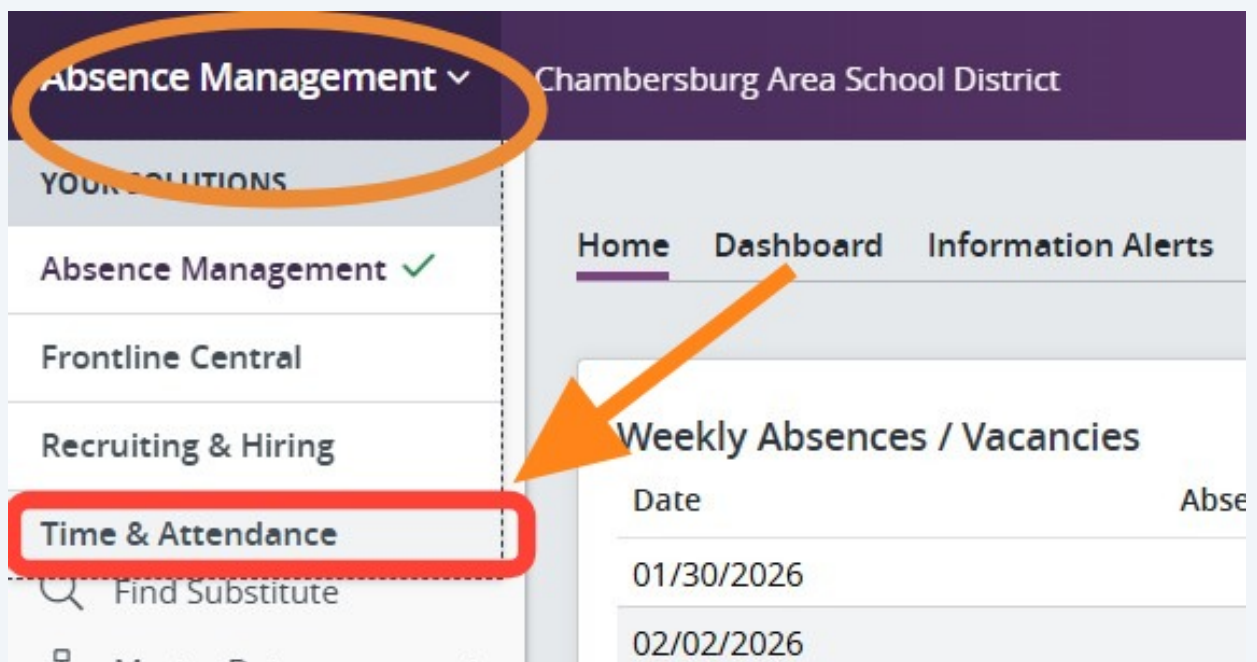


- 1 Log in to your Frontline account (where you enter absences)

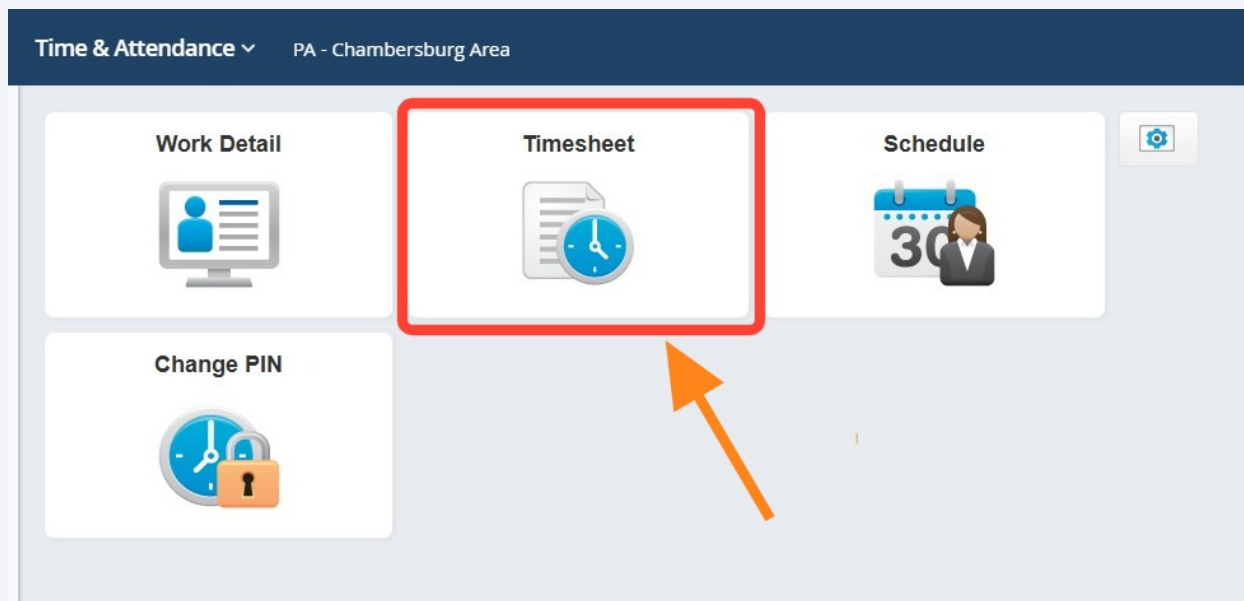


If you are a Campus User, you will need to be sure you are entering under your "Employee" setting.

- 2 In the upper left corner of the screen, click the drop down and choose "Time & Attendance"

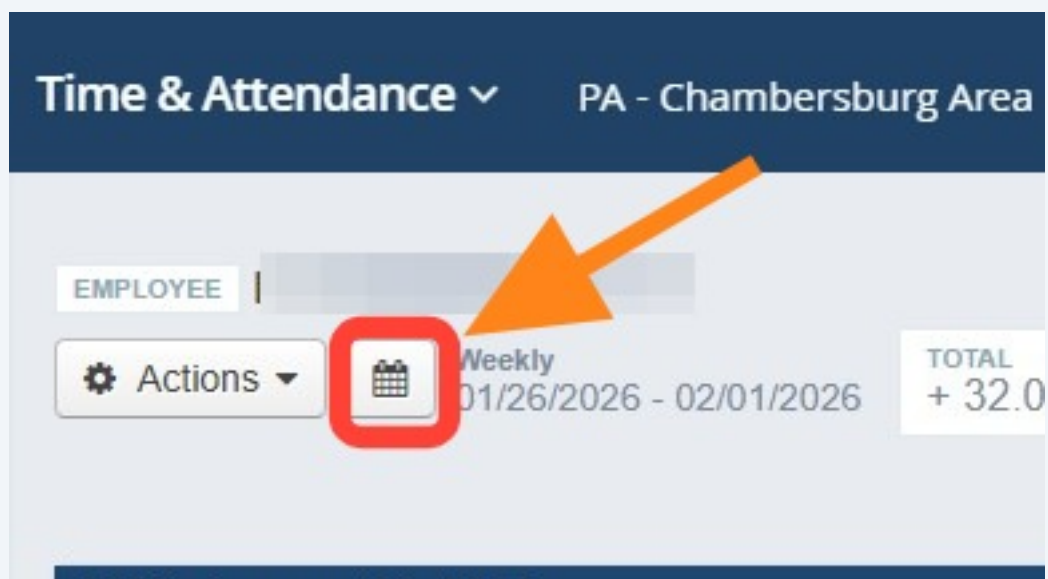


3 Click "Timesheet" tile



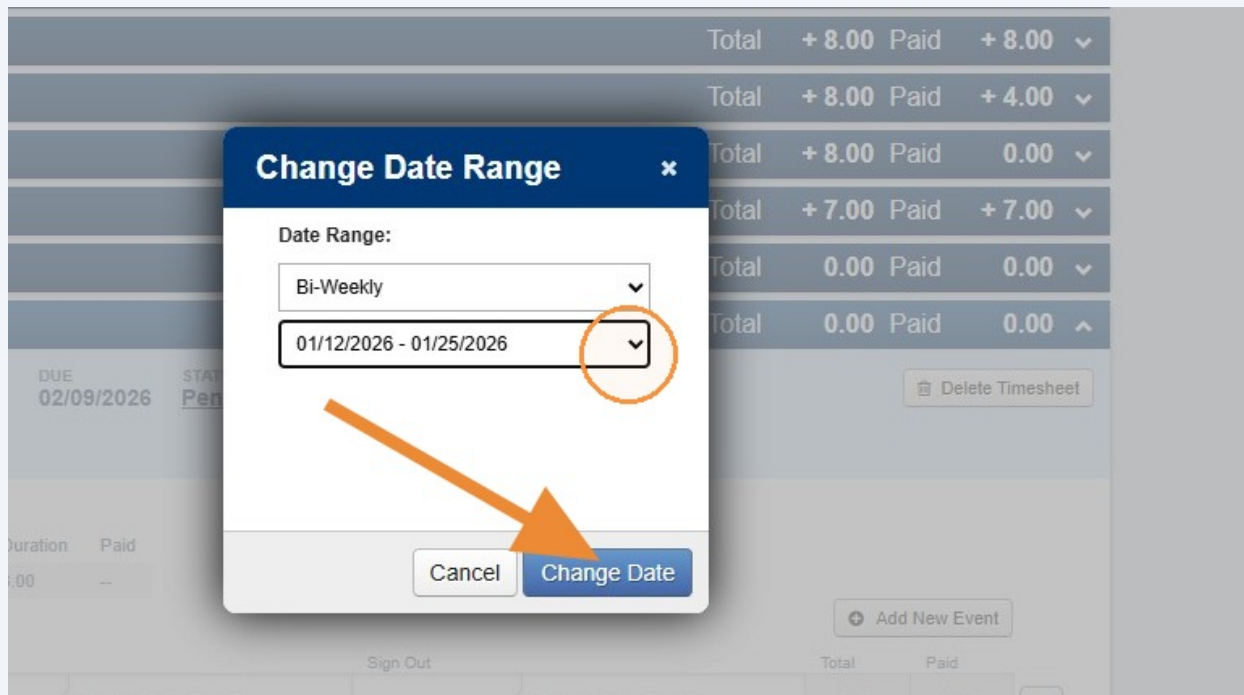
4 The system will automatically select the current 2 week pay cycle.

5 **If you would like to select a different pay period,** use the Calendar icon below your name to change the weeks.



6

A window will open where you can select the correct date range, then Click "Change Date".



7

Click on the blue bar of a date to view the details. You can also select "Expand All" or "Collapse All" to reveal or hide the details of all days.

The screenshot displays the 'Time & Attendance' interface for 'PA - Chambersburg Area'. At the top, there's a header with 'Time & Attendance' and a dropdown. Below it, a section shows 'EMPLOYEE' with a blurred name, 'Actions', a calendar icon, 'Weekly 01/26/2026 - 02/01/2026', and summary boxes for 'TOTAL + 32.00' and 'PAID + 20.00'. To the right are buttons for 'Submit', 'Cancel All Changes', and 'Save Changes'. A red box highlights two buttons: 'Expand All' and 'Collapse All'. Below these is a table of daily entries:

Day	Date	Total	Paid
MON	January 26, 2026	+ 8.00	+ 8.00
TUE	January 27, 2026	+ 8.00	+ 8.00
WED	January 28, 2026	+ 8.00	+ 4.00
THU	January 29, 2026	+ 8.00	0.00
FRI	January 30, 2026	0.00	0.00

Below the daily entries is a 'Weekly 01/26/2026 - 02/01/2026 Summary' table:

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Administration Building		Leave	24.00	12.00
Administration Building		Calamity / Calamity Break	8.00	8.00
Total			32.00	20.00

8 ADDING TIME

- 9 Type your "In" and "Out" times for your work before lunch. Be sure to use PM when needed as the system will default to AM. A comment is not needed unless your time worked is different than what is expected.

FRI January 30, 2026 Total **+4.50** Paid **+4.50**

LOCATION **Administration Building** JOB TYPE **Management** DUE **02/02/2026** STATUS **Pending**

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	--	--	8.00	--

TIME EVENTS

Sign In/Out	Sign In	Sign Out	Total	Paid
	07:30 AM	12:00 PM	+ 4.50	+ 4.50

TIMESHEET COMMENT

Insert Comment **+ 4.50** **+ 4.50**



For those with a designated PAID lunch where you remain with students, you will only have 1 punch each day... your start and end time.

10

To add a second punch for the day when you return from lunch, click "Add New Event"

FRI January 30, 2026 Total +4.50 Paid +4.50

LOCATION Administration Building JOB TYPE Manager DUE 02/02/2026 STATUS Pending Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	--	--	8.00	--

TIME EVENTS

Sign In	Sign Out	Total	Paid	
Sign In/Out	07:30 AM	12:00 PM	+ 4.50	+ 4.50

TIMESHEET COMMENT

Insert Comment	Total	Paid
Insert Comment	+ 4.50	+ 4.50



2-hour delay's or early dismissal due to weather: enter a separate time punch for the 2 hours and add comment, such as "2 hour snow delay", to explain the entry.

11 Click "Save Changes" when finished making entries.

The screenshot shows a timesheet interface for an employee. At the top, there's a header with 'EMPLOYEE' and a 'Submit' button. Below this, there's a section with 'Actions', a calendar icon, the date range 'Weekly 01/26/2026 - 02/01/2026', and two boxes for 'TOTAL + 39.00' and 'PAID + 27.00'. To the right of these boxes are two buttons: 'Cancel All Changes' and 'Save Changes'. The 'Save Changes' button is highlighted with a red box, and an orange arrow points to it from the left. Below the buttons is a table with columns for days of the week and dates, and rows for 'Total' and 'Paid' amounts. The table shows data for Monday through Friday, with totals and paid amounts for each day. Below the table, there's a section for 'LOCATION Administration Building', 'JOB TYPE', 'DUE 02/02/2026', and 'STATUS Pending'. There's also a 'Delete Timesheet' button. At the bottom, there's a section for 'SCHEDULE' with a table showing 'Regular' work with a duration of 8.00. Below this is a 'TIME EVENTS' section with a table showing sign-in and sign-out times, durations, and paid amounts. There are two events listed: one from 07:30 AM to 12:00 PM with a duration of 4.50 and a paid amount of 4.50, and another from 12:30 PM to 03:00 PM with a duration of 2.50 and a paid amount of 2.50. The second event has a comment 'correction' and an 'Insert Comment' button. At the very bottom, there's a 'TIMESHEET COMMENT' section with an 'Insert Comment' button and a total of 7.00 for both 'Total' and 'Paid'.

Day	Date	Total	Paid
MON	January 26, 2026	+ 8.00	+ 8.00
TUE	January 27, 2026	+ 8.00	+ 8.00
WED	January 28, 2026	+ 8.00	+ 4.00
THU	January 29, 2026	+ 8.00	0.00
FRI	January 30, 2026	+ 7.00	+ 7.00

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	--	--	8.00	--

TIME EVENTS	Sign In	Sign Out	Total	Paid
Sign In/Out	07:30 AM -- (Actual)	12:00 PM -- (Actual)	+ 4.50	+ 4.50
Sign In/Out	12:30 PM -- (Actual)	03:00 PM -- (Actual)	+ 2.50	+ 2.50

TIMESHEET COMMENT	Total	Paid
Insert Comment	+ 7.00	+ 7.00

12 To edit an existing entry, click the pencil icon.

You **must** add a comment in the box to the right of the entry you just changed or you will receive an error when you try to save the changes.

MON	January 26, 2026	Total	+ 8.00	Paid	+ 8.00	▼
TUE	January 27, 2026	Total	+ 8.00	Paid	+ 8.00	▼
WED	January 28, 2026	Total	+ 8.00	Paid	+ 4.00	▼
THU	January 29, 2026	Total	+ 8.00	Paid	0.00	▼
FRI	January 30, 2026	Total	+ 7.00	Paid	+ 7.00	▲

LOCATION
Administration
Building

JOB TYPE

DUE
02/02/2026

STATUS
Pending

Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	--	--	8.00	--

Add New Event

TIME EVENTS	Sign In	Sign Out	Total	Paid
 Sign In/Out	07:30 AM -- (Actual)	12:00 PM -- (Actual)	+ 4.50	+ 4.50
 Sign In/Out	12:30 PM -- (Actual)	03:00 PM -- (Actual)	+ 2.50	+ 2.50

TIMESHEET COMMENT

 Insert Comment	+ 7.00	+ 7.00
--	--------	--------

13 To delete any entry, click the trash can.

The screenshot shows a time sheet interface for Friday, January 30, 2026. At the top, there's a header with the date and totals: Total +7.00, Paid +7.00. Below this, there's a section for LOCATION (Administration Building), JOB TYPE, DUE (02/02/2026), and STATUS (Pending). A 'Delete Timesheet' button is visible. The main section is a table of time events. The first event is a 'Regular' work entry from 07:30 AM to 12:00 PM, with a duration of 8.00 and a paid amount of 4.50. The second event is a 'Sign In/Out' entry from 12:30 PM to 03:00 PM, with a duration of 2.50 and a paid amount of 2.50. A trash can icon is highlighted on the second event row. Below the events, there's a 'TIME SHEET COMMENT' section with an 'Insert Comment' button and a total of 7.00.

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	--	--	8.00	--

TIME EVENTS	Sign In	Sign Out	Total	Paid
Sign In/Out	07:30 AM -- (Actual)	12:00 PM -- (Actual)	+ 4.50	+ 4.50
Sign In/Out	12:30 PM -- (Actual)	03:00 PM -- (Actual)	+ 2.50	+ 2.50

TIME SHEET COMMENT	Total	Paid
Insert Comment	+ 7.00	+ 7.00



Using paid/unpaid Leave: Absences entered in Absence Management will automatically populate on your time sheet so separate entry of hours will not be needed on the time sheet.

Half days of leave: you should only make a time punch for what you physically work. The system will automatically populate your leave time from your entry in Absence Management.

Holidays and Snow Days: these days will automatically populate on your time sheet. You should not enter any time for them.

14 Here is where you will find leave and/or holidays populate when applicable.

LOCATION: Administration Building | JOB TYPE: [Redacted] | DUE: 02/02/2026 | STATUS: Pending

SCHEDULE	Type	From	To	Duration	Paid
Sick Leave: 7	Leave	--	--	8.00	Yes

[Add New Event](#)

TIME EVENTS		Sign In	Sign Out	Total	Paid
Sign In/Out	▼	Insert Comment	Insert Comment	0.00	0.00

LEAVE		Total	Paid
Sick Leave		+ 8.00	+ 8.00

Account: -- None Selected -- [Change](#)

TIMESHEET COMMENT			
Insert Comment		+ 8.00	+ 8.00

WED January 28, 2026		Total	+ 8.00	Paid	+ 4.00
THU January 29, 2026		Total	+ 8.00	Paid	0.00

15 SUBMITTING YOUR TIME

i You **should not** "submit" your time sheet before all days have populated for the 2 week pay cycle. Wait till the following Monday to "submit" or contact Payroll for assistance.

! Time sheets in "Pending" status cannot be approved and may not be paid.

16

Before submitting your bi-weekly hours, you should first verify the total **PAID** hours are correct.

Time & Attendance PA - Chambersburg Area

EMPLOYEE [REDACTED]

Actions Weekly 01/26/2026 - 02/01/2026 TOTAL + 39.00 PAID + 27.00

Submit Cancel All Changes Save Changes

Expand All Collapse All

Day	Date	Total	PAID
MON	January 26, 2026	+ 8.00	+ 8.00
TUE	January 27, 2026	+ 8.00	+ 8.00
WED	January 28, 2026	+ 8.00	+ 4.00
THU	January 29, 2026	+ 8.00	0.00
FRI	January 30, 2026	+ 7.00	+ 7.00

Weekly 01/26/2026 - 02/01/2026 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Administration Building		Leave	24.00	12.00
Administration Building		Calamity / Calamity Break	8.00	8.00
Administration Building		Time Events	7.00	7.00
Total			39.00	27.00

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Click "Submit"

Time & Attendance PA - Chambersburg Area

EMPLOYEE [REDACTED]

Actions Weekly 01/26/2026 - 02/01/2026 TOTAL + 39.00 PAID + 27.00

Submit Cancel All Changes Save Changes

Expand All Collapse All

Day	Date	Total	PAID
MON	January 26, 2026	+ 8.00	+ 8.00
TUE	January 27, 2026	+ 8.00	+ 8.00
WED	January 28, 2026	+ 8.00	+ 4.00
THU	January 29, 2026	+ 8.00	0.00
FRI	January 30, 2026	+ 7.00	+ 7.00

Weekly 01/26/2026 - 02/01/2026 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Administration Building		Leave	24.00	12.00
Administration Building		Calamity / Calamity Break	8.00	8.00
Administration Building		Time Events	7.00	7.00
Total			39.00	27.00

- 18 Click "Continue". All days for the week should be selected.

Timesheet Status (1 of 2) ×

Action:
Submit Pending/Rejected Timesheets

Select Dates:

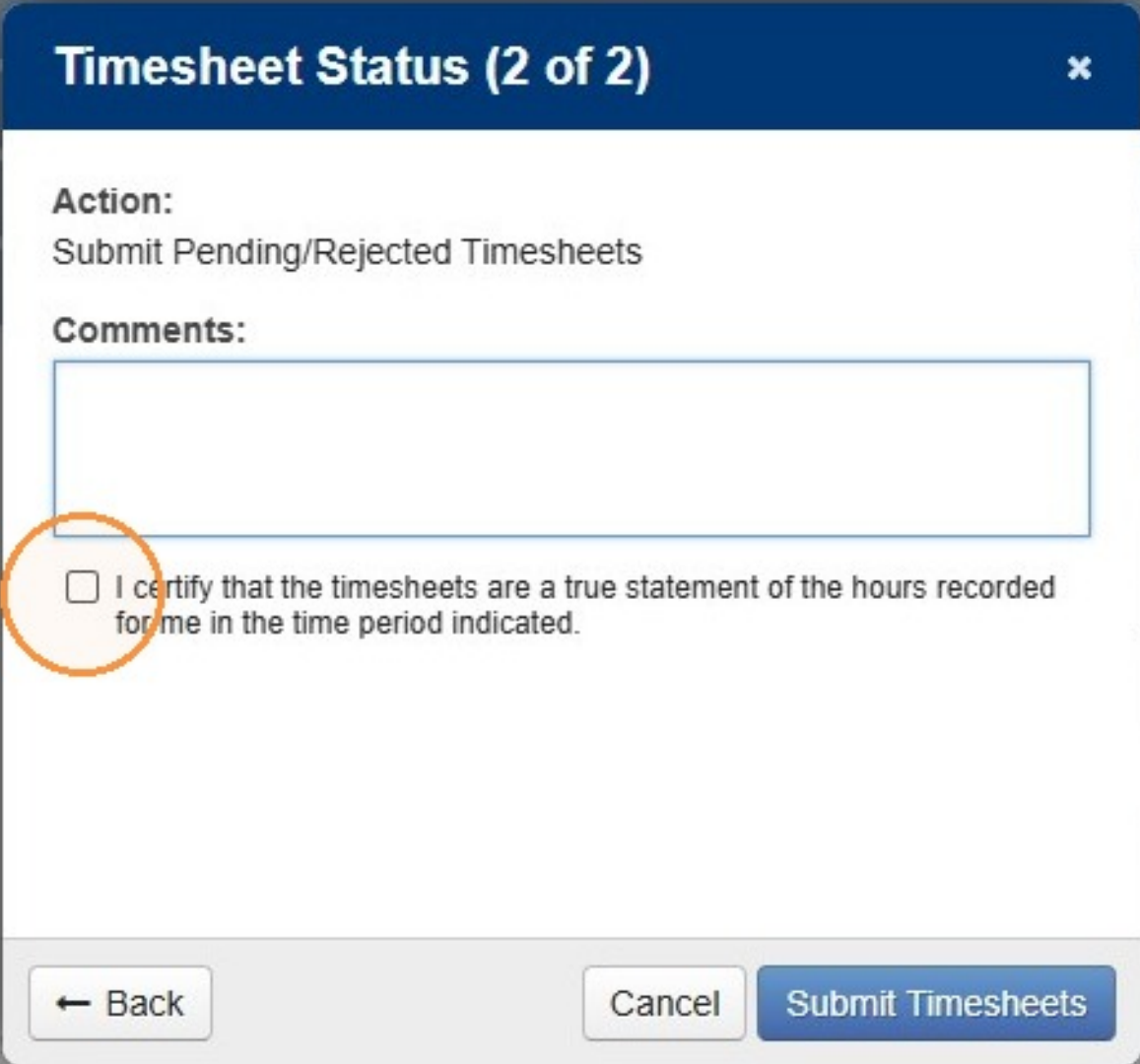
☒ All Timesheets	⌵
☒ 01/26/2026 - Monday (1 timesheet)	
☒ 01/27/2026 - Tuesday (1 timesheet)	
☒ 01/28/2026 - Wednesday (1 timesheet)	
☒ 01/29/2026 - Thursday (1 timesheet)	
☒ 01/30/2026 - Friday (1 timesheet)	

Cancel Continue →

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Click to certify your time sheet is an accurate reflection of your time worked. A "Comment" is only needed to explain any time that varies from what the approver is expecting.



Timesheet Status (2 of 2) ×

Action:
Submit Pending/Rejected Timesheets

Comments:

☐ I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

← Back Cancel Submit Timesheets

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20

Click "Submit Timesheets"

Timesheet Status (2 of 2) ×

Action:
Submit Pending/Rejected Timesheets

Comments:

☒ I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

[← Back](#) [Cancel](#) [Submit Timesheets](#)

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You will still be able to "Undo" the submission to make any needed corrections **until the time sheet has been approved**, at which time this button will no longer be available. Remember to "Submit" your time sheet after any corrections.

Time & Attendance ▾

PA - Chambersburg Area

EMPLOYEE

Actions ▾

Weekly
01/26/2026 - 02/01/2026

TOTAL
+ 39.00

PAID
+ 27.00

Undo Submission

Cancel All Changes

Save Changes

Expand All

Collapse All

MON	January 26, 2026	Total	+ 8.00	Paid	+ 8.00	▾
TUE	January 27, 2026	Total	+ 8.00	Paid	+ 8.00	▾
WED	January 28, 2026	Total	+ 8.00	Paid	+ 4.00	▾
THU	January 29, 2026	Total	+ 8.00	Paid	0.00	▾
FRI	January 30, 2026	Total	+ 7.00	Paid	+ 7.00	▾

Weekly 01/26/2026 - 02/01/2026 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Administration Building		Leave	24.00	12.00
Administration Building		Calamity / Calamity Break	8.00	8.00
Administration Building		Time Events	7.00	7.00
Total			39.00	27.00