

Frontline Time & Attendance

Employee Reference Guide: Clocking In Using the Mobile App

The **Frontline mobile app** provides secure mobile access to Time & Attendance and lets employees manage their timekeeping and attendance information. The app can be accessed from any location, but geofencing requirements apply when clocking in and out.

Clock In

From the homepage, use the **Time Clock** section to clock in.

1. Locate the **Time Clock** section.
2. Tap **Clock In**.
3. Tap **Continue**.

After you successfully clock in, the button turns red and reads **Clock Out**.

Clock Out

From the homepage, use the **Time Clock** section to clock in.

1. Locate the **Time Clock** section.
2. Tap **Clock Out**.
3. Tap **Continue**.

The system will confirm the clock-out time and record the work details on your timesheet.

Location Error (Geofencing)

The Frontline mobile app verifies your location when you clock in or out. Although the app can be accessed from any location, you must be within approximately 750–1,000 feet of an approved CCPS location for a time punch to record successfully.

If a location error continues while you are at an approved CCPS location, verify that Location Services are enabled and that the Frontline mobile app has permission to access your device location. If the issue persists, contact your supervisor or the CCPS Help Desk.

