

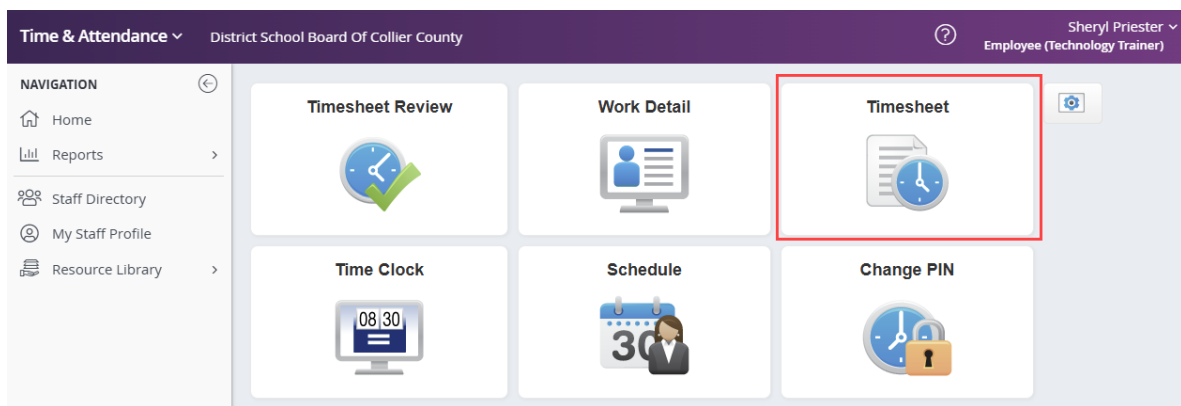
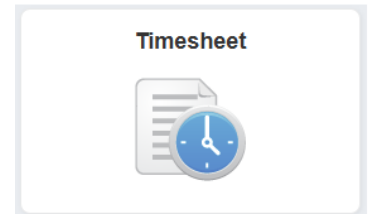
Frontline Time & Attendance

Employee Reference Guide: Your Timesheet

This guide walks you through accessing, reviewing, editing, and submitting your timesheet in Frontline Time & Attendance. Follow the steps below and refer to the screenshots for a visual walkthrough of each screen.

Accessing Your Timesheet

1. Navigate to your Time & Attendance home page.
2. Click the Timesheet icon.
3. Your current timesheet will display.



Understanding Your Timesheet

At the top of the timesheet, you will see the following:

- Your name
- Timesheet's date range
- Records of scheduled time
- Entries of time worked
- Summary for the week of time collected

Timesheet Options

Option	Description
Calendar	Filter by date range (weekly, bi-weekly, or custom, depending on your organization's setup). Make your selection and click Change Date to view results.
Expand All / Collapse All	Expand or collapse all timesheet records within the chosen timeframe.

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The screenshot shows the top of the Frontline Time & Attendance interface. The navigation bar includes 'Time & Attendance', 'District School Board Of Collier County', and a user profile for 'Sheryl Priester'. Below this, a sidebar on the left contains 'NAVIGATION' links: Home, Reports, Staff Directory, and My Staff Profile. The main area displays 'EMPLOYEE Priester, Sheryl' with a calendar icon highlighted by a red box. To the right of the employee name are buttons for 'Undo Submission', 'Submit', 'Cancel All Changes', and 'Save Changes'. Below these are 'Expand All' and 'Collapse All' buttons, also highlighted by a red box. The bottom of the main area shows a blue bar for 'MON September 14, 2026' with 'Total 0.00 Paid 0.00'.

The days of the week appear as blue bars. When you select a day, the job location and type will appear directly underneath the bar, along with scheduled time and/or worked time.

This screenshot provides a detailed view of a timesheet for 'MON September 14, 2026'. At the top, it shows 'EMPLOYEE' information and a summary for the week 'Weekly 09/13/2026 - 09/19/2026' with 'TOTAL + 32.00' and 'PAID + 32.00'. Below this is a table of days with their respective totals and paid amounts. Under the selected day, there is a section for 'LOCATION Lake Trafford Elementary School', 'JOB TYPE ASSISTANT, ESE', 'DUE 09/19/2026', and 'STATUS Pending'. A 'Delete Timesheet' button is also present. The 'TIME EVENTS' section shows a 'Sign In/Out' event with 'Sign In' at 07:30 AM and 'Sign Out' at 03:30 PM, both with 'Actual' times. Below this is a 'TIMESHEET COMMENT' section with an 'Insert Comment' button. At the bottom, a 'Weekly 09/13/2026 - 09/19/2026 Summary' table shows the total for 'Lake Trafford Elementary School' as 32.00 for both 'TOTAL' and 'PAID'.

Day	Total	Paid
MON September 14, 2026	+ 8.00	+ 8.00
TUE September 15, 2026	+ 8.00	+ 8.00
WED September 16, 2026	+ 8.00	+ 8.00
THU September 17, 2026	+ 8.00	+ 8.00

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Lake Trafford Elementary School	ASSISTANT, ESE	Time Events	32.00	32.00
Total			32.00	32.00

Adding Time

Time gets added to your timesheet in various ways.

- Absences added in Frontline Absence Management
- Manual entries added by your Office Manager
- Entries added from time clock usage

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Timesheet Edits

You cannot make edits to your own timesheet. If you need changes made to your time, contact your Office Manager.

Adding Comments

Comments can be entered for individual events.

- Click within the entry box below "Timesheet Comment" (for a timesheet comment)

THU September 17, 2026						Total	0.00	Paid	0.00	^
LOCATION Technology	JOB TYPE Office Manager, High	DUE 09/19/2026	STATUS <u>Pending</u>							
SCHEDULE	Type	From	To	Duration	Paid					
Regular	Work	--	--	8.00	--					
× Insert Comment						0.00	0.00			

Submitting Your Timesheet for Approval

Timesheets are automatically submitted each night. No manual submission is required.

FRI September 18, 2026 ⚠						Total	+1.50	Paid	+1.50	^
LOCATION Technology	JOB TYPE Office Manager, High	DUE 09/19/2026	STATUS <u>Submitted</u>		WARNING ⚠ Short Time	Delete Timesheet				