

Frontline Time & Attendance

Employee Reference Guide: Managing Time Off

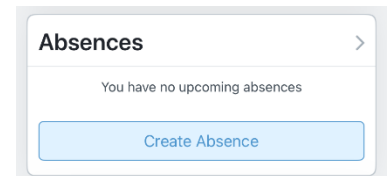
The Frontline mobile app provides secure access to Time & Attendance, allowing employees to manage their timekeeping and attendance information from their mobile device. Employees can also use the app to manage time off, including creating and submitting absence requests.

Creating an Absence

From the homepage, use the **Absences** section to create an absence request.

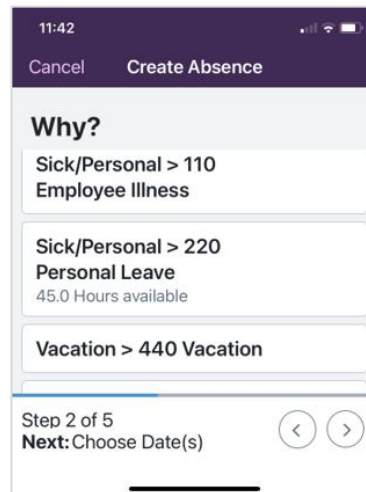
1. Create the Absence

- Tap **Create Absence**.



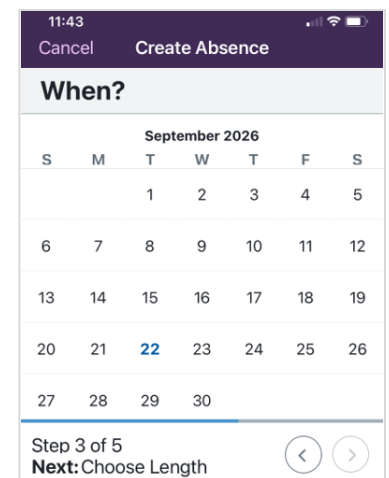
2. Select the Absence Reason (Time Off Type)

- Under **Why?**, select the appropriate **Absence Reason** (Time Off Type).
- Tap the **Next** arrow in the bottom-right corner to continue.



3. Select the Date(s)

- Under **When?**, select a date or date range from the calendar.
- Tap the **Next** arrow to continue.



4. Select the Absence Duration

- Under **How Long?**, select the appropriate timeframe:
 - Full Day**
 - Half Day AM**
 - Half Day PM**
 - Custom**

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- If you select **Custom**, tap the **Edit** (pencil) icon next to the start or end time to enter a different timeframe. Click **Done**.
- Tap the **Next** arrow to continue.

11:43 Cancel Create Absence

How Long?

Full Day Half Day AM

Half Day PM Custom

Start Time: 7:30 AM End Time: 4:30 PM

Step 4 of 5
Next: View Summary

11:52 Cancel Create Absence

How Long?

Full Day Half Day AM

Half Day PM Custom

Start Time: 7:30 AM End Time: 4:30 PM

Done

Step 4 of 5
Next: View Summary

5. Indicate Whether a Substitute Is Required

- Select **Yes** or **No** based on your position's requirements.
Note: If you select "Yes", enter a note for the substitute in the provided field, if needed.
- Tap the **Next** arrow to continue.

11:52 Cancel Create Absence

Substitute

Is a substitute required?

Yes No

Step 5 of 5
Next: View Summary

3:22 Cancel Create Absence

Substitute

Is a substitute required?

Yes No

Note to substitute

Add your note here (Max 255 characters)

0/255

Step 5 of 5
Next: View Summary

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6. Review the Absence Details

- Review the summary of your absence request, including the **location**, **absence reason** (time off type), **date/timeframe**, and whether a **substitute is required**.
- If needed, add a personal note for the administrator.

7. Submit the Absence

- Tap **Submit Absence** to create the absence request.
- A confirmation message will appear once the request has been submitted.

If you select the “View Absence” option, the app will display the absence details (e.g. approval status, confirmation number, etc.).

