

Frontline Time & Attendance

Office Manager/Campus User Reference Guide: Daily, Weekly & Pay Period Responsibilities

Your Role as a Campus User

As an office manager with **Campus User** access, you can view, correct, and approve all timesheets at your school, on the web or in the Frontline mobile app.

Your Responsibilities at a Glance

When	What you do	Where in Frontline
Daily (morning)	Check who has clocked in and follow up with anyone showing as Missing .	Reports > People Locator
Daily (as needed)	Correct missing or incorrect punches. Move time recorded under the wrong job or location.	Current Timesheet; Actions > Move Timesheet Events
Weekly	Audit timesheets for errors, missing punches, and unusual hours.	Reports > Timesheet Review
Weekly (or as needed)	Review timekeeping issues that go beyond today's check.	Reports > Clock Exceptions
Every pay period	Review final timesheets for the pay period.	Reports > Timesheet Review

Frontline vs. Kronos – Who's on What?

Not everyone at your school clocks in through Frontline. Use this table to know which system applies to each position. Staff listed under Kronos are not time kept in Frontline.

Position	Time & Attendance System
Facility Manager	Frontline
Assistant Principal	Frontline
Office Manager	Frontline
School Staff (instructional and non-instructional)	Frontline
Principal	Kronos
Cafeteria Staff (Manager and staff)	Kronos
Contracted Staff (SLP, etc.)	Kronos

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Getting Started

Open Time & Attendance

1. Log in to **Frontline**.
2. Open the **app switcher** or **drop-down** menu in the upper left corner.
3. Select **Time & Attendance**.

Your Dashboard

The dashboard gives you quick access to the main timekeeping and employee-management functions.

Dashboard Item	What it is used for
Timesheet Review	Check or review employees' timesheets.
Work Detail	Investigate an employee's specific punches or hours when something doesn't look right.
People Locator	Locate or check staff attendance information.
My Users	See the employees assigned to you.
Reports	Generate attendance and timekeeping information for administrative purposes.

Note: These options can also be accessed from the **Reports** tab on the left sidebar.

Daily Routine

Catch problems while people still remember what happened. Each morning, check:

- Who has clocked in and who has **not**
- Who is currently working
- Whether anyone appears to be missing a punch
- Staff attendance and location information

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Run the People Locator

Use the **People Locator** for your morning and current-day attendance check.

1. Go to **Reports > People Locator**.
2. Set the filters:
 - **User Type:** Any
 - **User Status:** Active
 - **Assignment:** Any
 - **Filter By:** Check **Missing** and **Scheduled**
3. Click **Run Report**.
4. Review each person's **Status** (see table below).
5. Follow up with anyone listed as **Missing** first.

Status	What it means	Your action
In/Out Event	Shows the most recent sign-in or sign-out time.	No action unless a punch looks wrong.
Leave (Absence)	Planned time away, such as an absence or calendar event.	Confirm it matches approved leave.
Scheduled	Scheduled to work, but the start time has not yet arrived.	Check again after the start time.
Missing	Scheduled to work, start time has passed, and no clock event is recorded.	First priority. Follow up now.

Important: Missing does **not** automatically mean absent. It means Frontline has not recorded a clock event even though the scheduled start time has passed.

Following Up on Employee(s) with a Missing Status

1. Verify whether the employee is expected to work that day.
2. Check whether they may be absent or on approved leave. If an absence needs to be entered, see **Adding an Employee Absence**.
3. If they are expected to be working, contact the employee for punch information.
4. Determine whether they forgot to clock in or whether there is another reason for the missing clock event.
5. If a punch needs to be added or fixed, see **Determine How to Communicate Time Edits** and **Making Corrections** below.

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Determine How to Communicate Time Edits

When a time sheet requires correction or additional information, contact the employee to obtain the correct time entry. Clearly identify the issue and specify the information the employee needs to provide.

When communicating a time edit:

- Identify the **date** of the time entry.
- Explain what is **missing or needs to be corrected**.
- Ask the employee to provide the **specific time or information** needed.
- Use your department's **established method** for communicating time edits.

Examples

- “You are missing a punch for today. Please provide the time you arrived/started work.”
- “Your timesheet is missing an out punch for Tuesday. Please provide the time you left work.”
- “There appears to be an issue with your time entry for Monday. Please confirm your start and end times for that day.”
- “Please review your timesheet for Wednesday and provide the correct time for the missing punch.”
- “Your timesheet shows overlapping time entries on Friday. Please confirm the correct start and end times.”

Next step: Once the employee provides the corrected information, update the time entry using the steps in **Making Corrections**.

Making Corrections

Campus Users can correct missing punches or edit existing entries directly from the **Current Timesheet**. Always enter the accurate time and add a **comment** documenting the adjustment.

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Access the Current Timesheet

From the People Locator page:

1. Locate the employee's name.
2. Click the **Quick link** icon next to the employee's name.
3. Select **Current Timesheet**.
4. Select the appropriate **date range**, if needed.
5. Click **Expand All** to display all time events.

Add a Missing Punch

1. From the **Time Events** drop-down menu, select **Sign In/Out**.
2. Enter the correct **punch-in or punch-out time**.
3. Add a **comment** explaining the correction.
4. Click **Save Changes**.

Edit an Existing Punch

1. Click directly on the **time entry** that needs to be corrected.
2. Enter the correct time.
3. Add a **comment** explaining the correction.
4. Click **Save Changes**.

Important: Review the timesheet after making changes to make sure all punches and times are accurate.

Employee Clocks In Using the Wrong Location

This matters most for employees with **multiple locations**. An employee may accidentally clock into the wrong timesheet, for example:

- They clock into the **wrong campus or location**.
- They work at multiple locations during the day and record time under the wrong location.
- They have both a different job and a different location and select the wrong timesheet.

Before moving any time: Verify where the employee actually worked.

Important: Office Managers can only move timesheet events within their assigned location. If an event needs to be moved to a different location, email time@collierschools.com and they can move it for you.

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Move Timesheet Events

Prerequisite: The target date must have at least **2 timesheets** in a “**Pending**” status that contain time events.

From the employee’s timesheet:

1. Click **Actions**.
2. Select **Move Timesheet Events**.
3. Choose:
 - The specific **date**.
 - The **Source (From)** timesheet – where the time event is currently recorded.
 - The **Destination (To)** timesheet – where the time event should be recorded.
4. Check the box next to each time event you want to move.
5. Click **Move Events**.
6. Click **Close Window**.
7. Click **Save Changes**.

Important: Review the timesheet after making changes to make sure all punches and times are accurate.

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Adding an Employee Absence

When an employee is absent, enter the absence in **Absence Management**. While signed in to Frontline:

1. **Switch to Absence Management.** In Time & Attendance, click the **app switcher** icon in the top navigation bar and select **Absence Management**.
2. **Start the absence.** Select **Absences > Create Absence** or **Create Absence** from the left sidebar menu.
3. **Select the employee.** Search by last name or use the letter selector, click the radio button next to the employee's name, and select **Fill out Details**.
4. **Enter the absence details:**
 - **Date(s):** Choose the single date or date range on the calendar.
 - **Absence Reason:** Pick the reason from the drop-down menu (for example, sick leave or personal day).
 - **Duration/Time:** Choose **Full Day**, **Half Day (AM/PM)**, or **Custom** hours.
 - **Substitute:** Indicate whether a substitute is required (Yes/No, if applicable to the position).
 - **Notes/Attachments:** Add any administrator or substitute notes or file attachments.
5. **Review and submit.** Check the summary for accuracy and click **Create Absence** to generate a confirmation number.

Important: Review the summary carefully before submitting to make sure the dates, reason, and duration are accurate.

Clock Exceptions

Use the **Clock Exceptions** report to review timekeeping issues that may need attention beyond the current day's People Locator check.

1. Go to **Reports > Clock Exceptions**.
2. Set the filters to narrow your results (for example: date range, location, job type, exceptions, and user type/status).
3. Click **Run Report**.
4. Open any employee with an exception and resolve it using the steps in **Making Corrections**.

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Weekly Routine (and Every Pay Period)

Timesheet Review or Work Detail?

Timesheets can be viewed through either report. They serve different purposes:

	Timesheet Review	Work Detail
Best for	Auditing and snapshots. Quickly spot errors, missing punches, deviations from schedules, or status changes across your entire staff.	Detailed reporting and printing. A low-level breakdown of exact clock-in/clock-out events and wage categories.
Use it when	You need to see who has an outstanding issue (such as the yellow warning triangle or a difference).	You need to print a complete record of timecards or manually cross-reference hourly counts.
Key actions	Sort staff by status, identify “Attention” flags, and click names to inspect individual timesheets.	Use display settings to show or hide details (for example, “Hide Days”) for a clean printout.

For a standard end-of-week audit, **start with Timesheet Review**. It works as an interactive dashboard designed to flag errors.

Review Timesheets

1. Go to **Reports > Timesheet Review**.
2. Choose the **date range** (pay period) you are reviewing.
3. Set the filters: **Outstanding**, **Rejected**, **Needs Approval**, or **Net Difference** to find specific records.
4. Click **Run Report**.
5. Identify discrepancies:
 - **Attention column:** Look for the **yellow warning triangle**. It flags critical errors such as a missing clock-out punch or an unexcused absence.
 - **Net Difference column:** Look for deviations from scheduled hours. This shows whether someone worked fewer hours than scheduled or accumulated unauthorized overtime.
6. Click the small **timesheet icon** next to the employee’s name to open their timesheet.
7. When all punches are accurate, **approve** the timesheet.

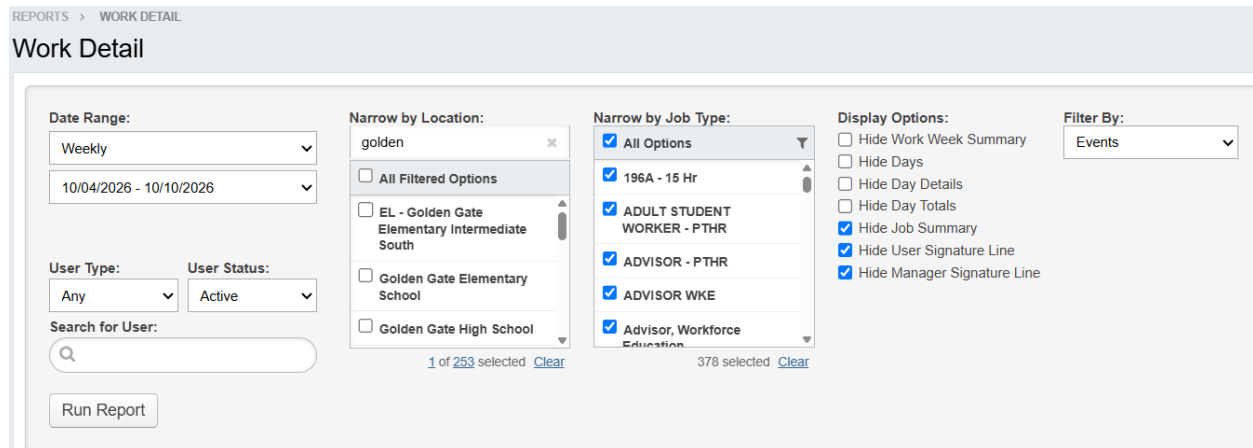
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Work Detail

1. Go to **Reports > Work Detail**.
2. Select the **date range** for the pay period you are reviewing.
3. Apply the appropriate filters to narrow your results, such as location, job type, and display options.

Recommended Settings:



REPORTS > WORK DETAIL

Work Detail

Date Range:
 Weekly
 10/04/2026 - 10/10/2026

User Type: Any **User Status:** Active
 Search for User:

Narrow by Location:
 golden
☐ All Filtered Options
☐ EL - Golden Gate Elementary Intermediate South
☐ Golden Gate Elementary School
☐ Golden Gate High School
 1 of 253 selected [Clear](#)

Narrow by Job Type:
☒ All Options
☒ 196A - 15 Hr
☒ ADULT STUDENT WORKER - PTHR
☒ ADVISOR - PTHR
☒ ADVISOR WKE
☒ Advisor, Workforce Education
 378 selected [Clear](#)

Display Options:
☐ Hide Work Week Summary
☐ Hide Days
☐ Hide Day Details
☐ Hide Day Totals
☒ Hide Job Summary
☒ Hide User Signature Line
☒ Hide Manager Signature Line

Filter By: Events

[Run Report](#)

4. Click **Run Report**.
5. Identify discrepancies:

Task	For Clock-In / Clock-Out Staff	For Clock-In Only Staff
Primary Goal	Verify hours worked.	Confirm daily attendance and ensure scheduled workdays are accounted for.
Report Review	Review clock-in and clock-out entries and investigate missing clock-out times.	Review clock-in times and investigate missing punches.

6. Review the entries and make any necessary corrections.

Important: Verify that all discrepancies are resolved before completing your payroll review.

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Quick Checklist

☐ Daily	☐ Weekly	☐ Every Pay Period
☐ Run People Locator (Missing + Scheduled) ☐ Follow up with every Missing employee ☐ Add or correct punches with a comment ☐ Move time entered under the wrong job/location	☐ Run Timesheet Review ☐ Check Attention and Net Difference columns ☐ Run Clock Exceptions ☐ Resolve open exceptions	☐ Select the pay period date range ☐ Review wage codes on flagged timesheets ☐ Confirm punches and hours are accurate ☐ Approve timesheets