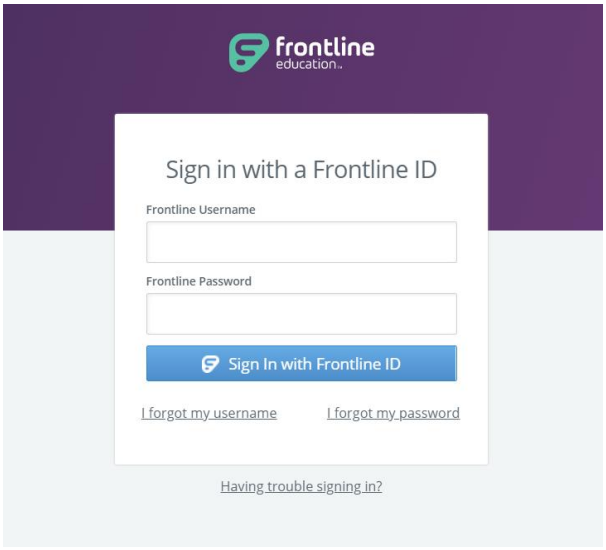
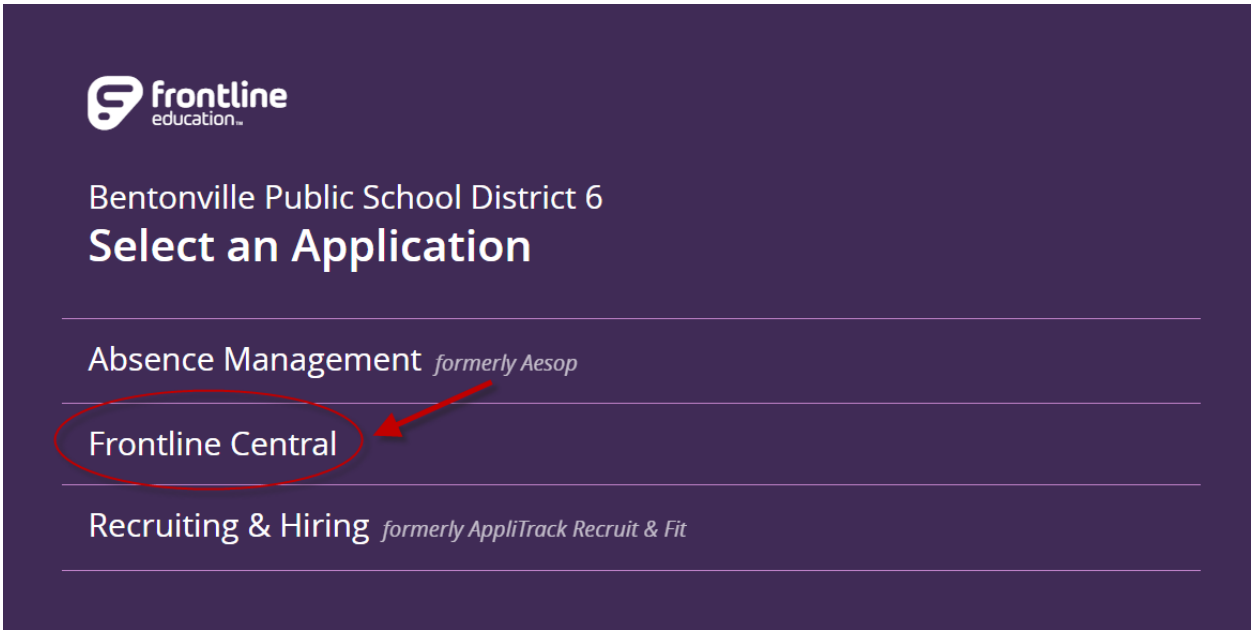
INSTRUCTIONS TO ACCESS HR EMPLOYEE FORMS IN FRONTLINE CENTRAL

Login to Frontline using this link or by using the Frontline icon on your desktop and enter your employee login ID and password. This should be the same login ID and password that you use for Frontline Absence Management.

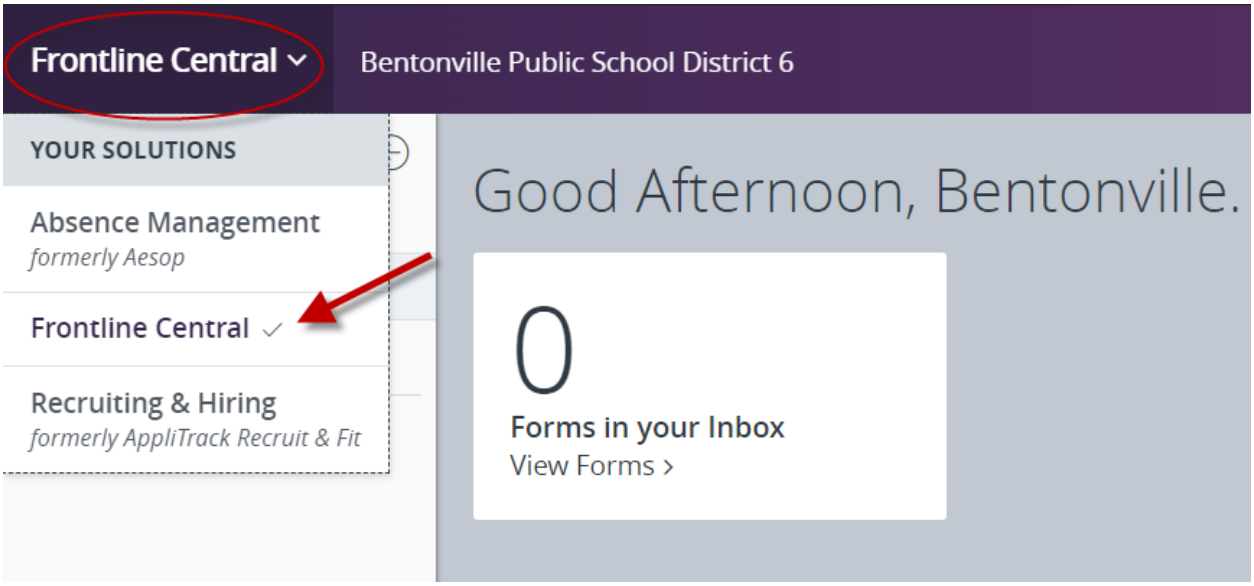


Once you are logged into Frontline, ensure that you are in the Frontline Central system as you now have multiple Frontline systems that you can access with your employee login ID.

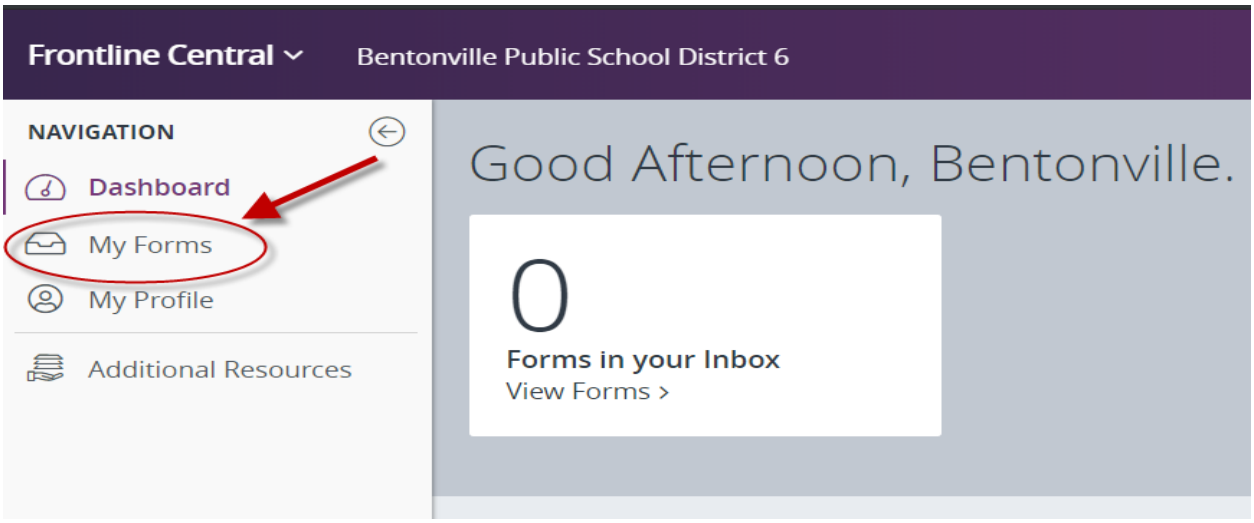
If a screen like this appears, then select Frontline Central as shown below.



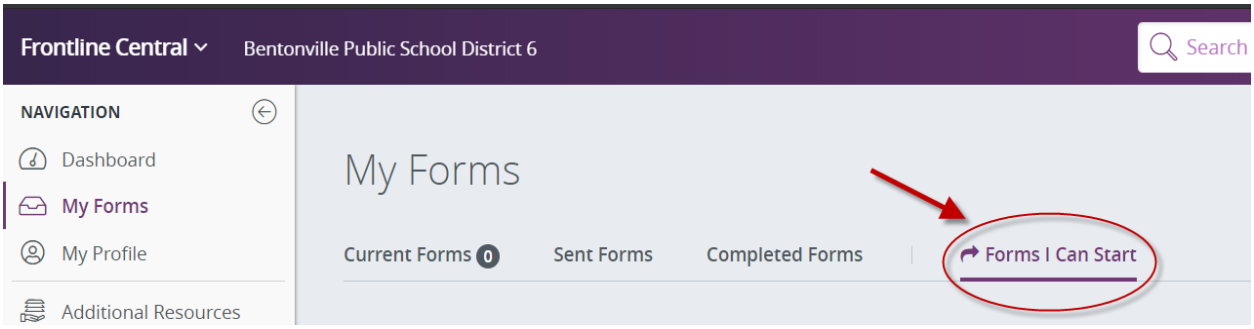
If you are taken directly into a Frontline system , ensure that you are in the Frontline Central system by selecting it from the drop down at the top left of your screen if it is not already selected.



Once you are in Frontline Central, you will need to click on “My Forms” on the left hand side of your screen to access the HR employee forms awaiting your completion.

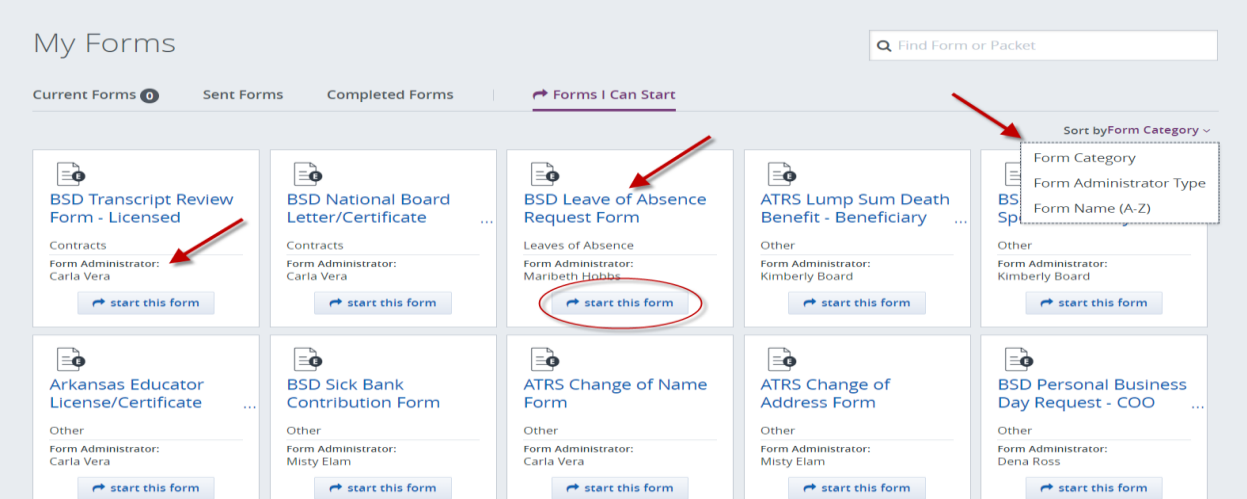


If you need to initiate a new form, you will click on “My Forms” and then click on “Forms I Can Start”.

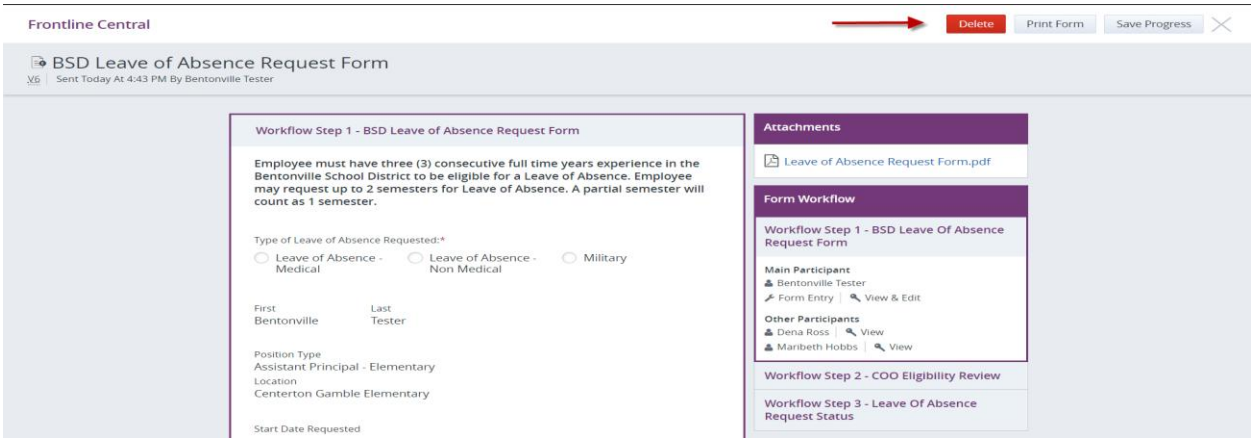


This will provide you with a list of all the HR employee forms that you can complete and submit in Frontline Central (i.e. address change, name change, LOA request, transcript review, resignation, etc.). You can sort the list by Category, Administrator Type, or Name (A-Z).

To preview the form without starting/submitting it, just click on the title of the form. To start/submit the form, click the "start this form" button. The system will automatically pull in the name and employee ID onto the form for the person logged into the system so you cannot start a form for somebody else. If you have questions about a specific form, then please contact the HR personnel listed under "Form Administrator" for each form.



Once you are in a form, you can delete the form, print the form, and/or save progress of the form and return later to complete it. You must click on save progress in order to save the information you have entered. The form will remain in "My Forms" until it has been submitted.



NOTE: All HR employee forms are housed in Frontline Central, and all Payroll employee forms are housed in Etrieve . Please contact your HR Representative or Kim Board if you have any issues accessing the HR employee forms in Frontline Central. If you need help with Payroll forms, please contact Mike Forrest.