Submitting Timesheets Through the Frontline Mobile App

This article explains how to review, adjust, and submit timesheets using the Frontline Mobile App.

First Steps: See Downloading the Frontline Mobile App to get started.

Click a hyperlink below to jump to that topic:

- **Locate Your Timesheets**
- **Review Your Timesheets**
- **Adjust Your Timesheets**
- **Submit Your Timesheets**

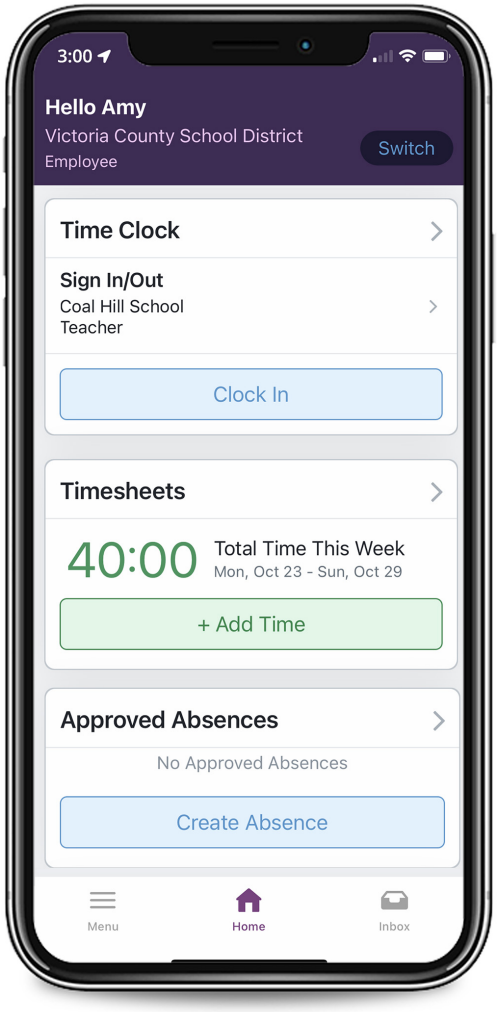
Locate Your Timesheets

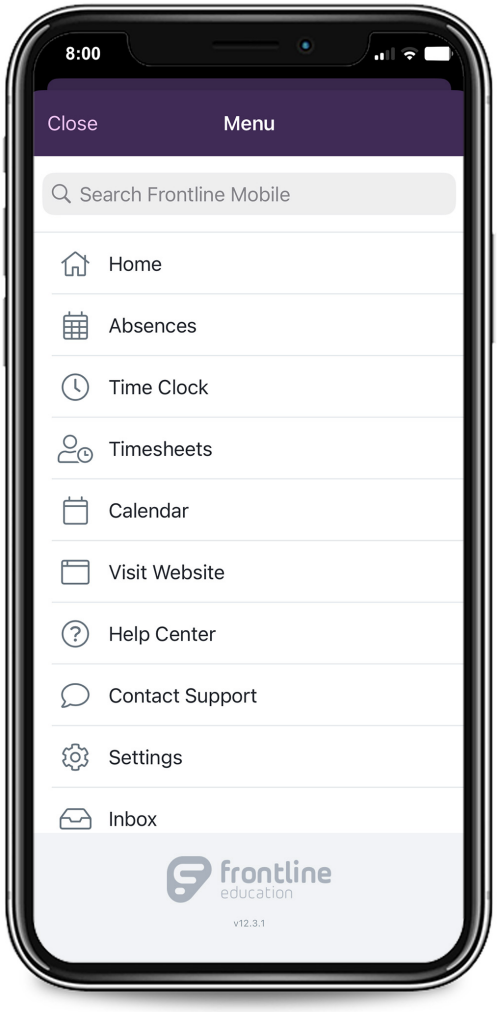
You can access your timesheets from the app's home page or side navigation menu.

- Sign in to the Frontline Mobile App.
- Locate the section labeled **Timesheets**.
- Tap the option to **View Timesheets** or adjust time entries, if permissions allow.

Access to timesheet editing features depends on your organization's setup and permission settings.

Example of Timesheets access via Home page and Menu

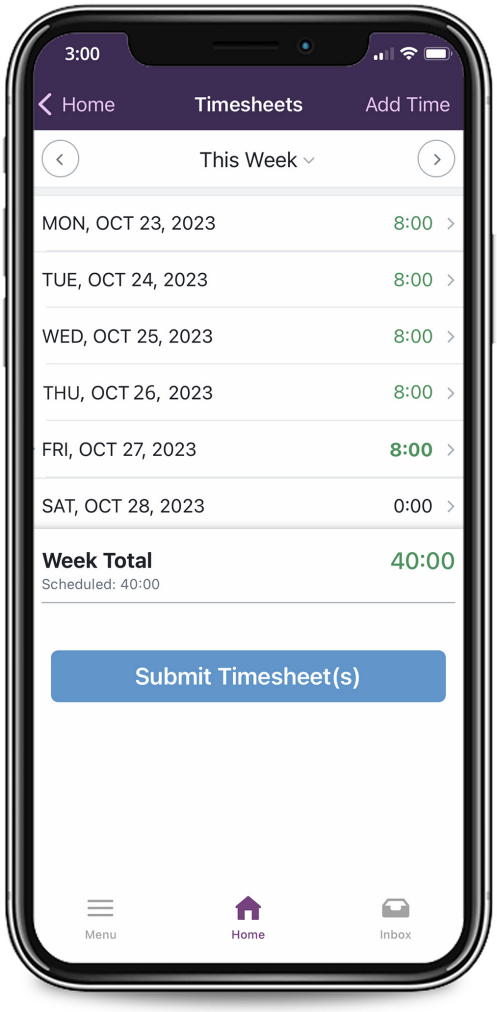


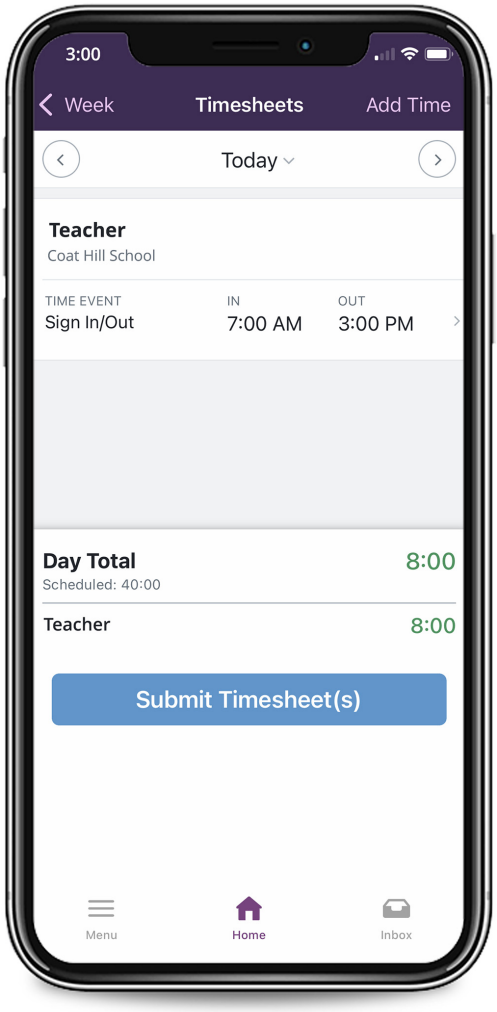


Review Your Timesheets

- Tap **Timesheets** from the home page or navigation menu.
- The page displays your time worked for the current week.
- To view another timeframe, use the **arrows** (/) to move between weeks, or select a specific date using the dropdown next to “This Week.”
- Each day’s data appears in the list for the selected week. You can add new time, view specific days, or submit timesheets.

Example of Timesheets page and selection of individual day



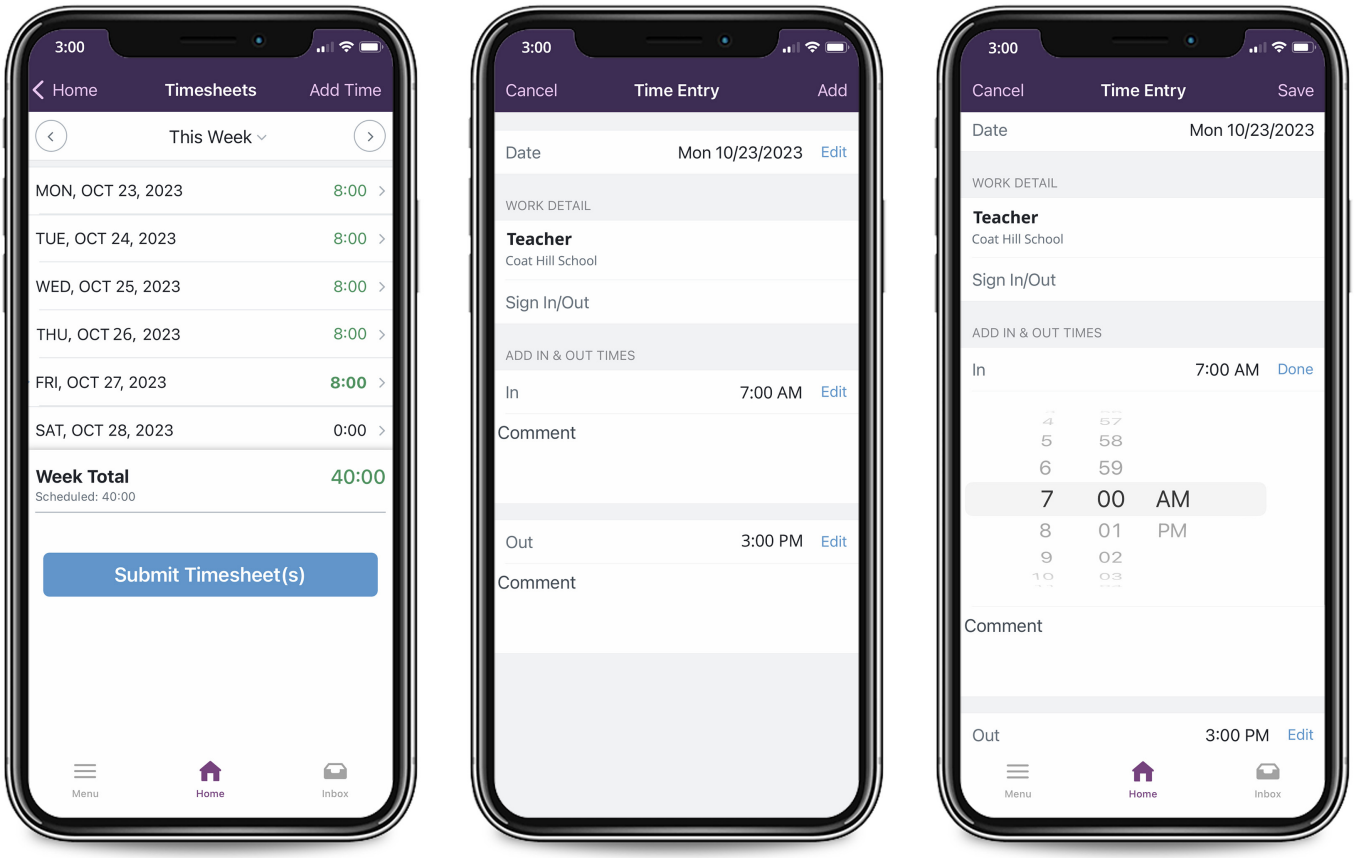


Adjust Your Timesheets

Add Time

- Tap **Add Time** in the top-right corner of the Timesheets section.
- On the Time Entry page, review the date, job details, and in/out times.
- Tap **Edit** to adjust the times, then press **Add** to save the new entry.

Example of Timesheets, Add Time Entry, and Time Entry editor

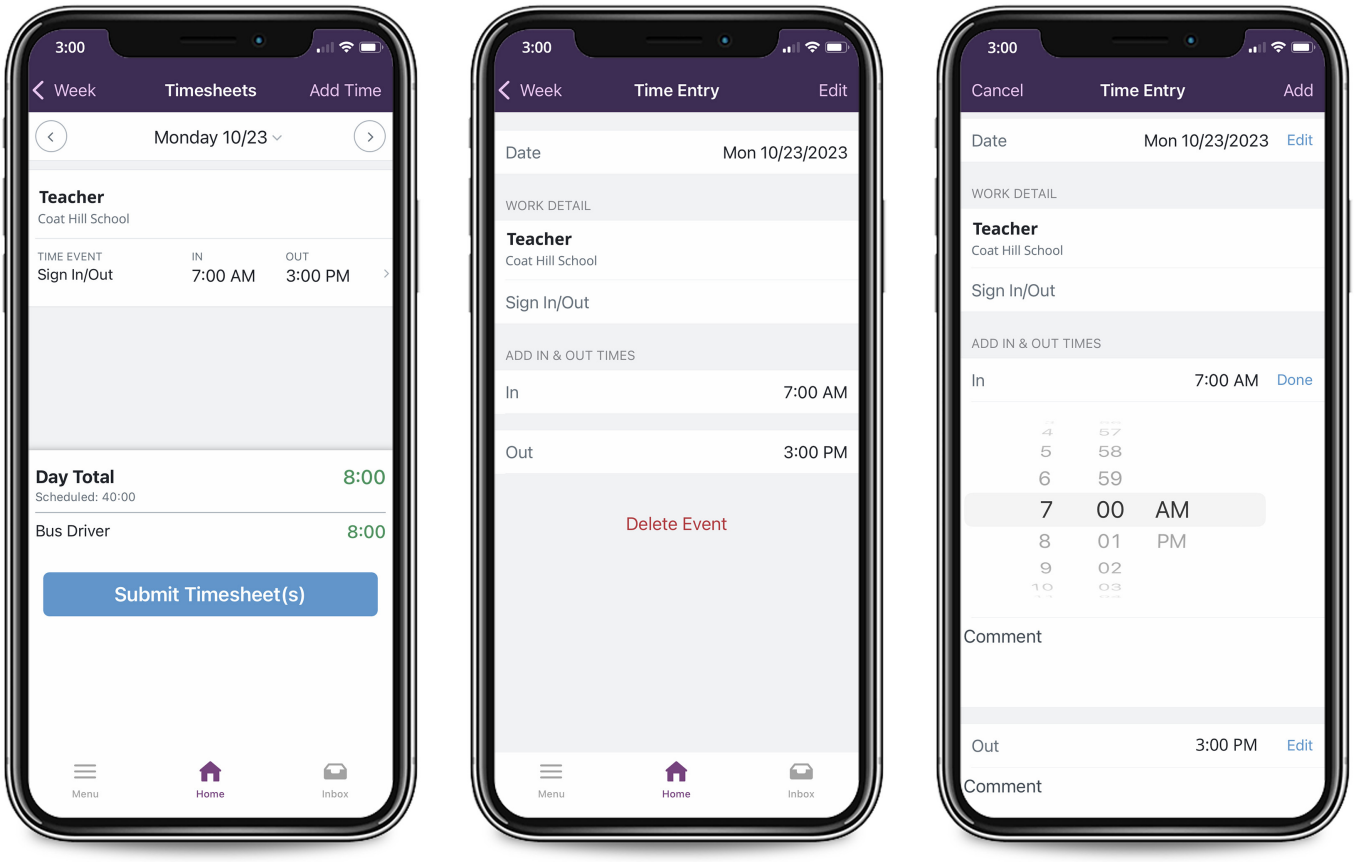


Edit Time

- Tap an existing time entry from the Timesheets page to open the Time Event page.
- Select a specific Time Event, then tap **Edit** (upper right).
- Adjust the In and Out Times as needed.
- If prompted, add a comment explaining the reason for the change.
- Tap **Save** to record your updates.

Some organizations may require a comment before saving any changes. If prompted, press within the comments sections under the In/Out entries and explain your reason for the changes.

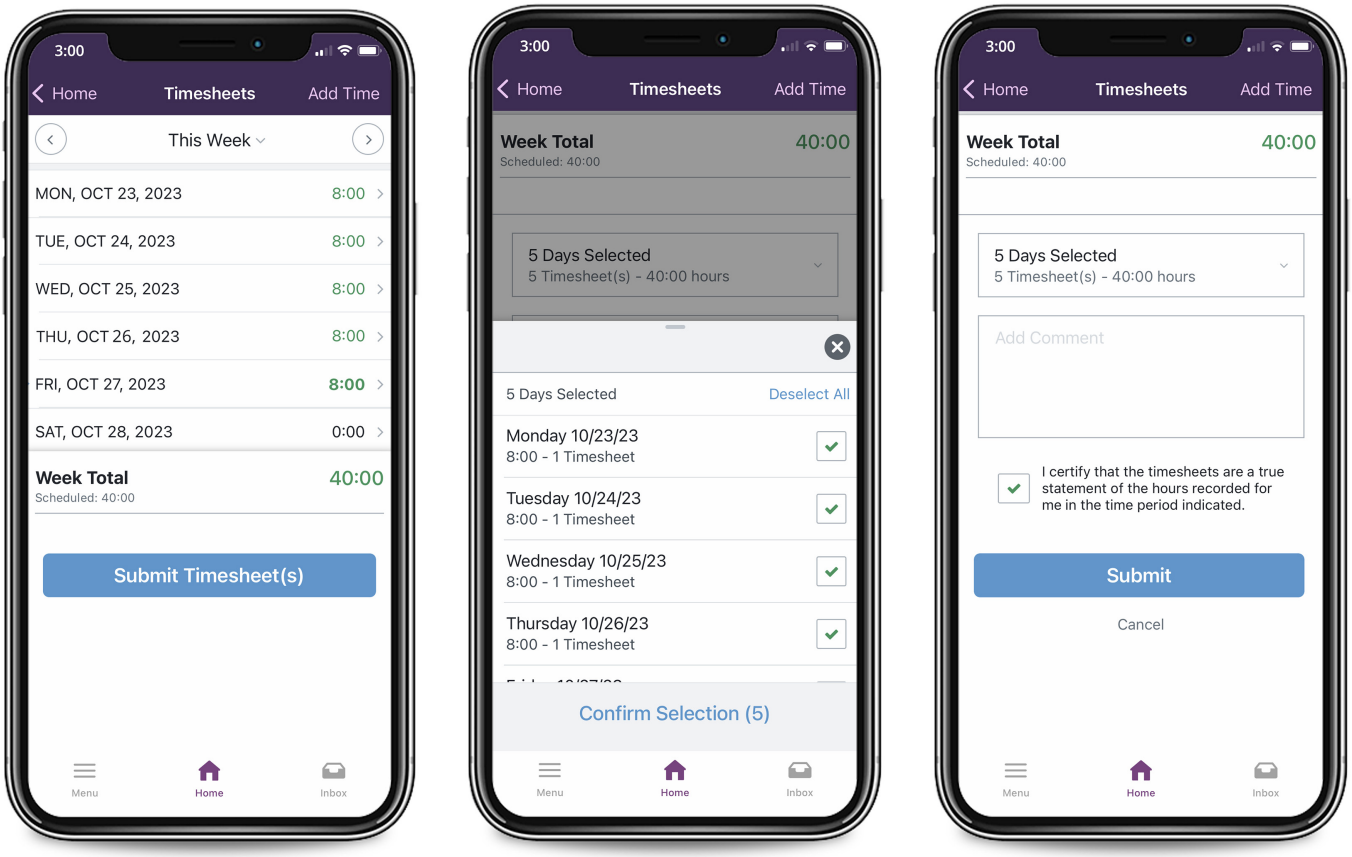
Example of Time Event, Individual Time Event, and Time Entry editor



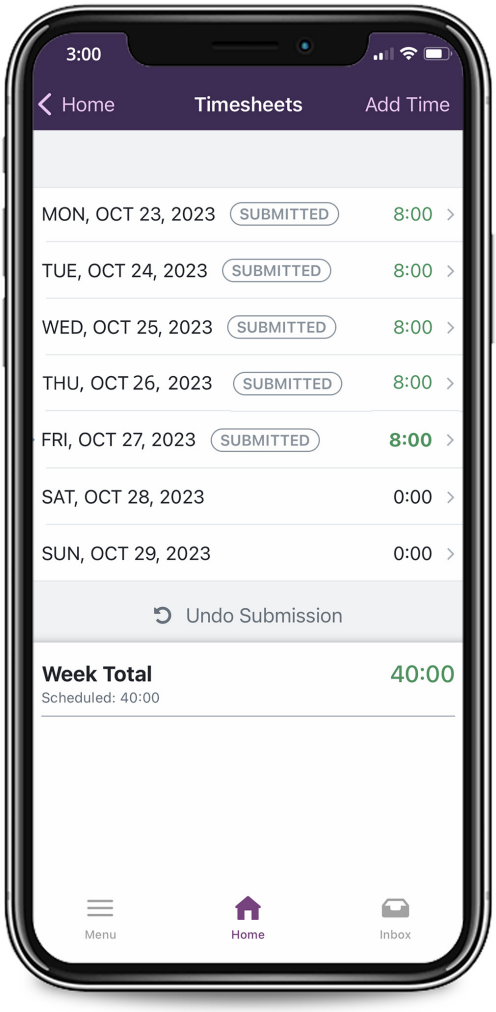
Submit Your Timesheets

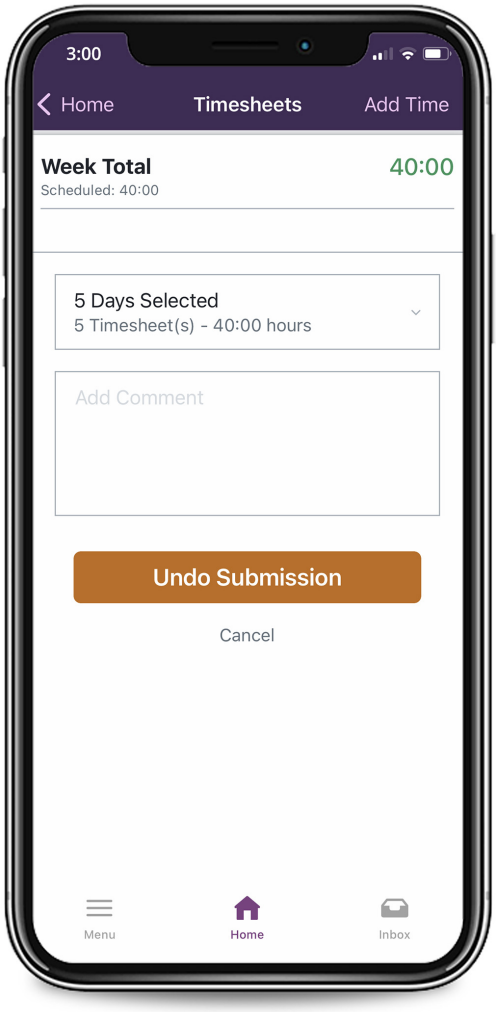
- Go to the **Timesheets** section and tap **Submit Timesheets**.
- A new page will display the days selected for submission.
- Tap the dropdown beside the listed days and use the checkboxes to add or remove specific days.
- Tap **Confirm Selection** to save your choices.
- Review the selected days, add a comment if needed, and check the box confirming that the timesheets are accurate.
- Tap **Submit** to send your timesheets for approval.

Example of Timesheets, Timesheet Day selector, and Timesheet Submit



Once submitted, the selected days will display a Submitted status until an approver reviews and finalizes them. If further edits are required before approval, you can tap **Undo Submission** to make adjustments. This option is removed once the timesheet has been approved.





Additional Resources: [Clocking in Through the Frontline Mobile App]