Clocking in Through the Web Clock

This article explains how to clock in and out using the Frontline Time & Attendance (T&A) web clock. It includes instructions for both workstation and smartphone access, as well as details about schedule, event history, and job information.

How It Works: These instructions focus specifically on web clock access through the *Frontline T&A website*, but note, you can also clock in via the Frontline mobile app. Or, for alternate kiosk options, see Using a Time & Attendance Kiosk.

VIDEO

Check out our related video - **Using the Web Clock (1:38)** - as you review this topic.

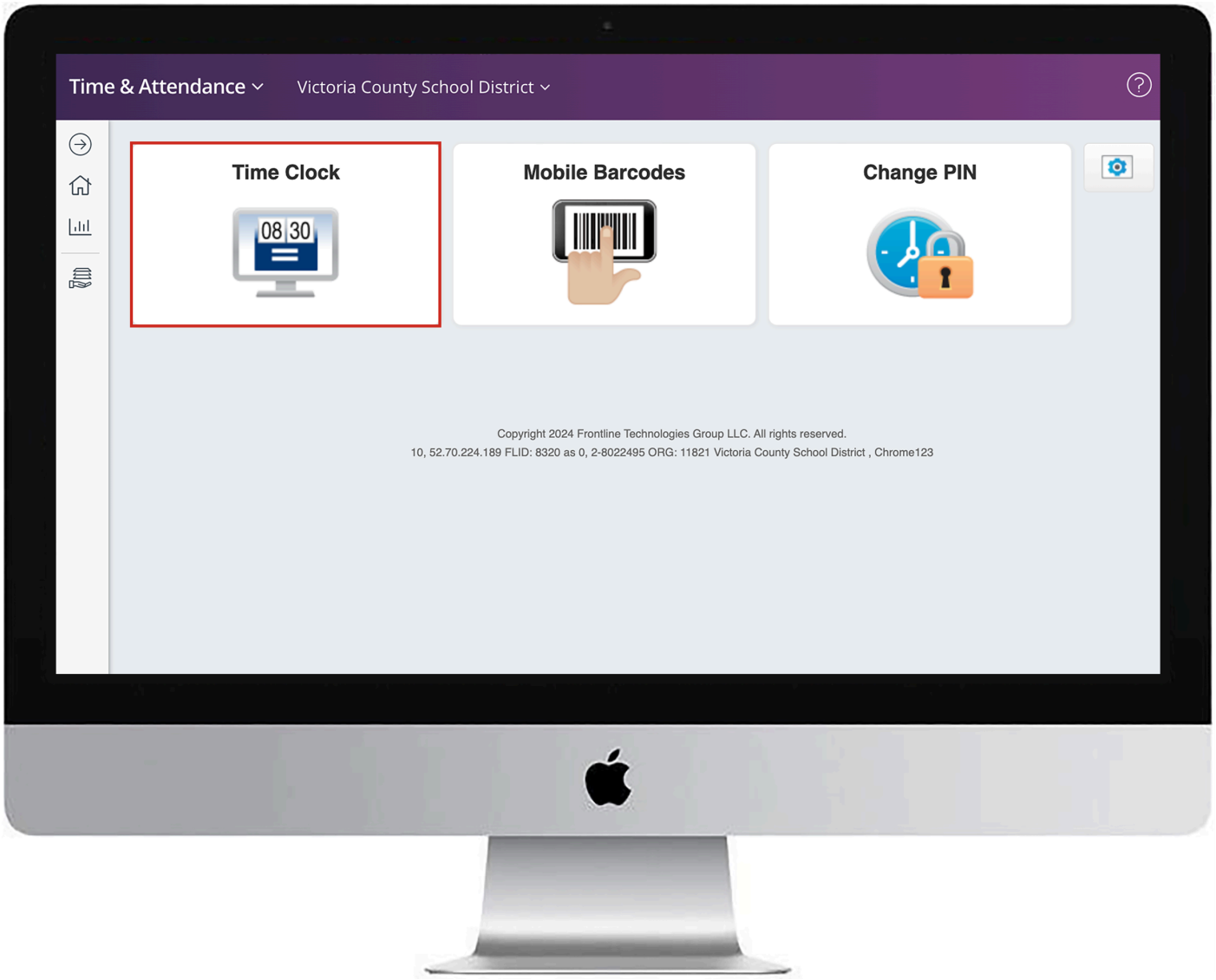
Click a hyperlink below to jump to that topic:

- **Workstation**
- **Smartphone**

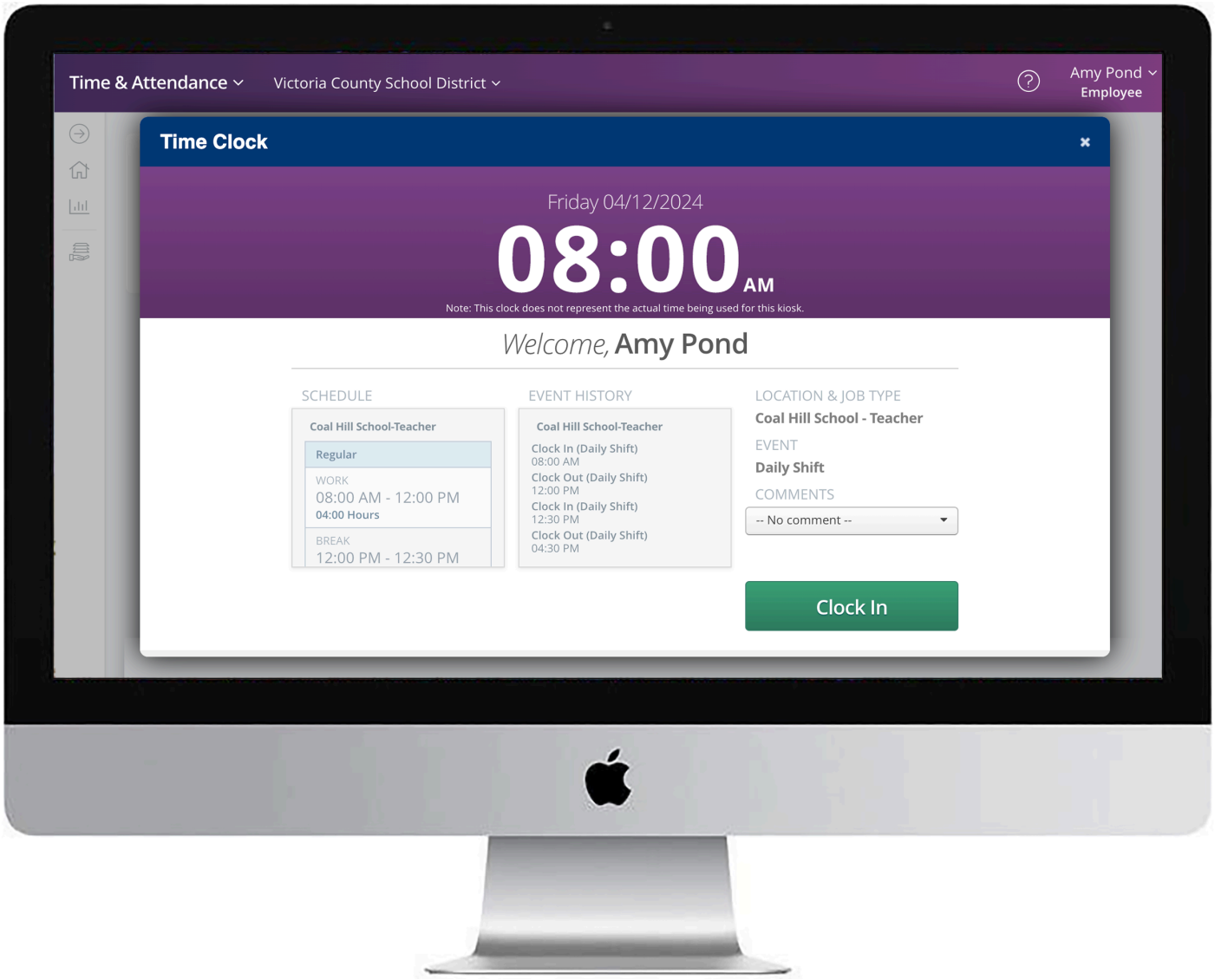
Workstation

Let's first examine a general workstation.

- Sign in via app.frontlineeducation.com.
- Select the **Time Clock** option on your T&A homepage.



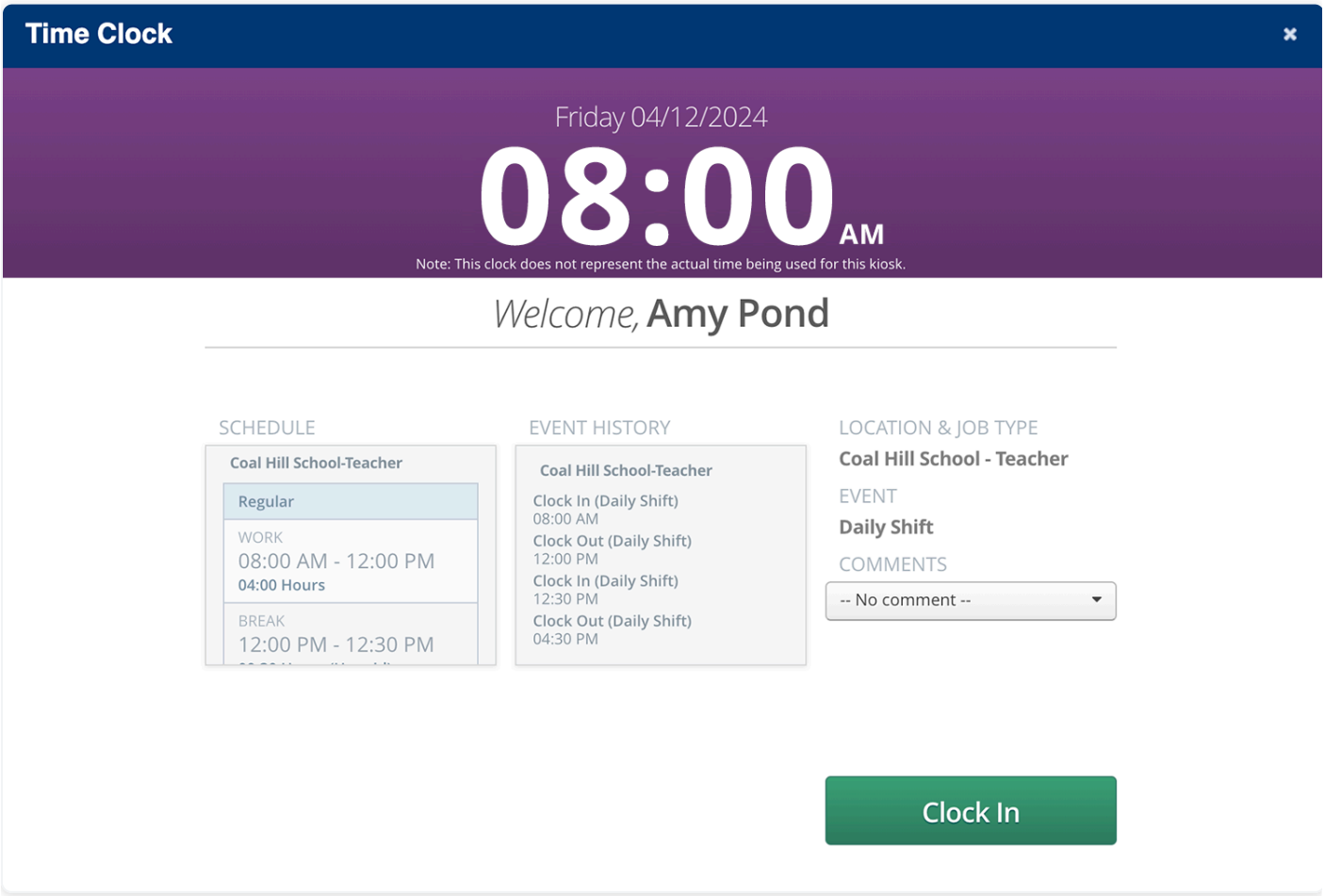
This selection opens a personalized web clock.



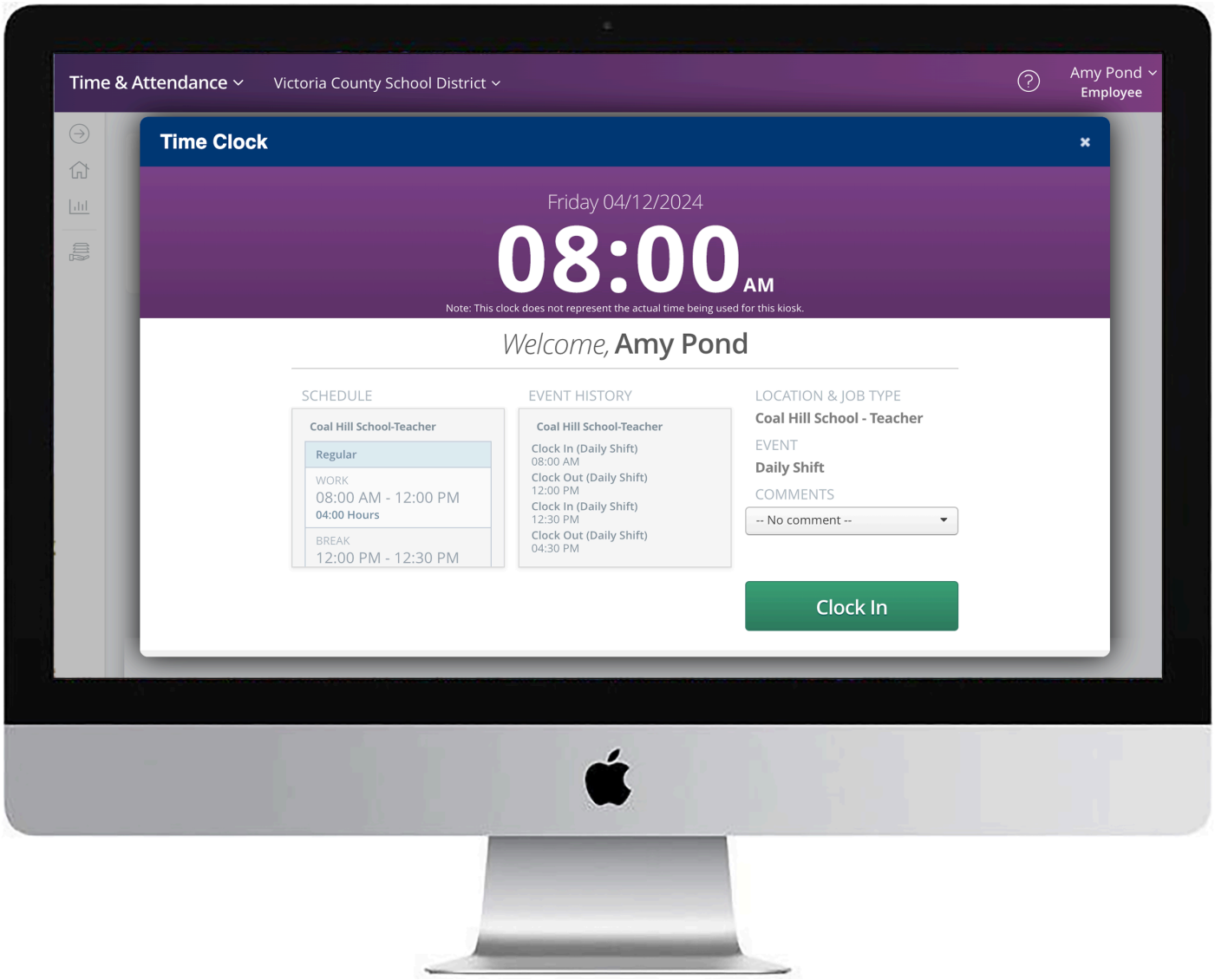
Keep in mind, an Admin must provide the proper permissions before you can view or access this tool. Please contact your System Admin if you experience any difficulties.

Clock Details	
Schedule	The first column within the web clock specifically indicates your schedule and allows you to review your expected work times.
Event History	The second column displays any clock in/out times for that day and instantly updates with any sign in/out entries.
Location & Job Type, Event, Comments	The final column pertains to employees who work at multiple locations or to those who must include a reason for their clock

in/out timeframe. Select a work location from the dropdown and if necessary, include a reason for the time clock entry.



- Click **Clock In** to sign into the system.
- Click **Clock Out** once you complete your day.



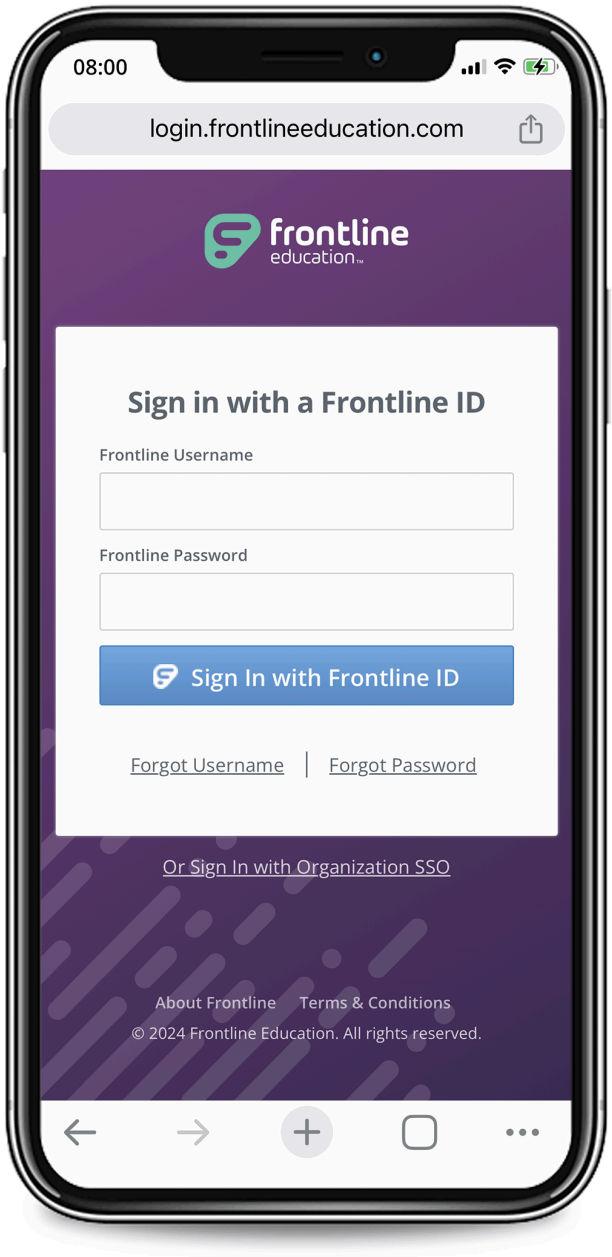
The system recognizes your clock time entries, provides a confirmation, and records your entry within the "Event History" column.

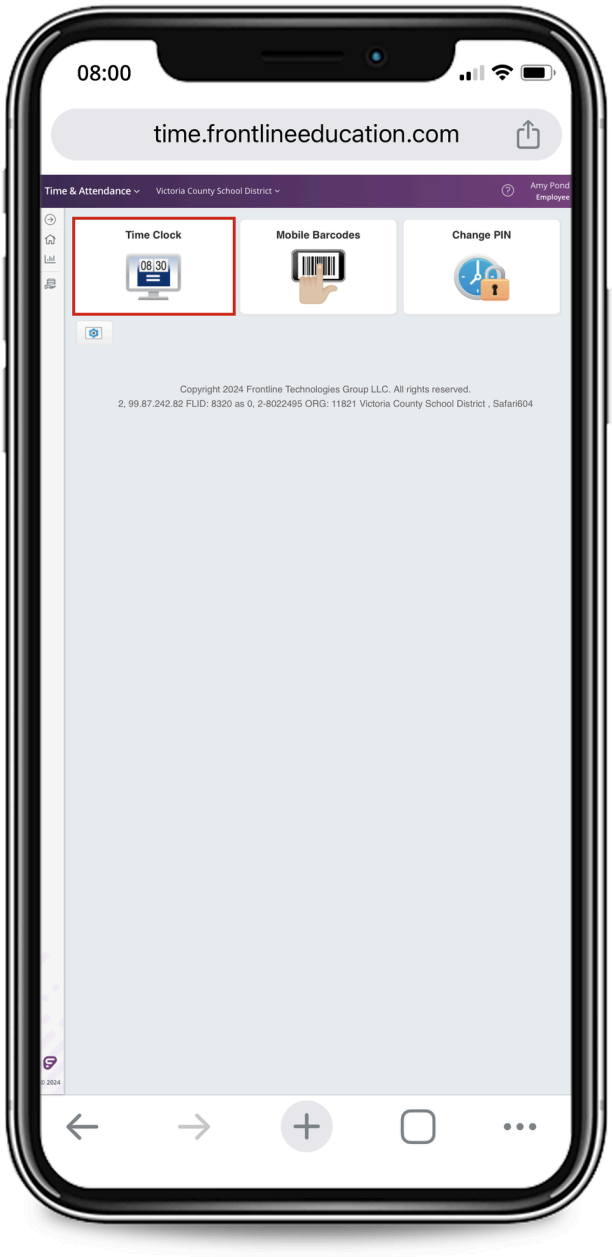
Smartphone

The sign in steps for a smartphone remain nearly identical to the workstation steps mentioned above with the exception of a few additional prompts.

To access the clock tool via the Frontline T&A *website*:

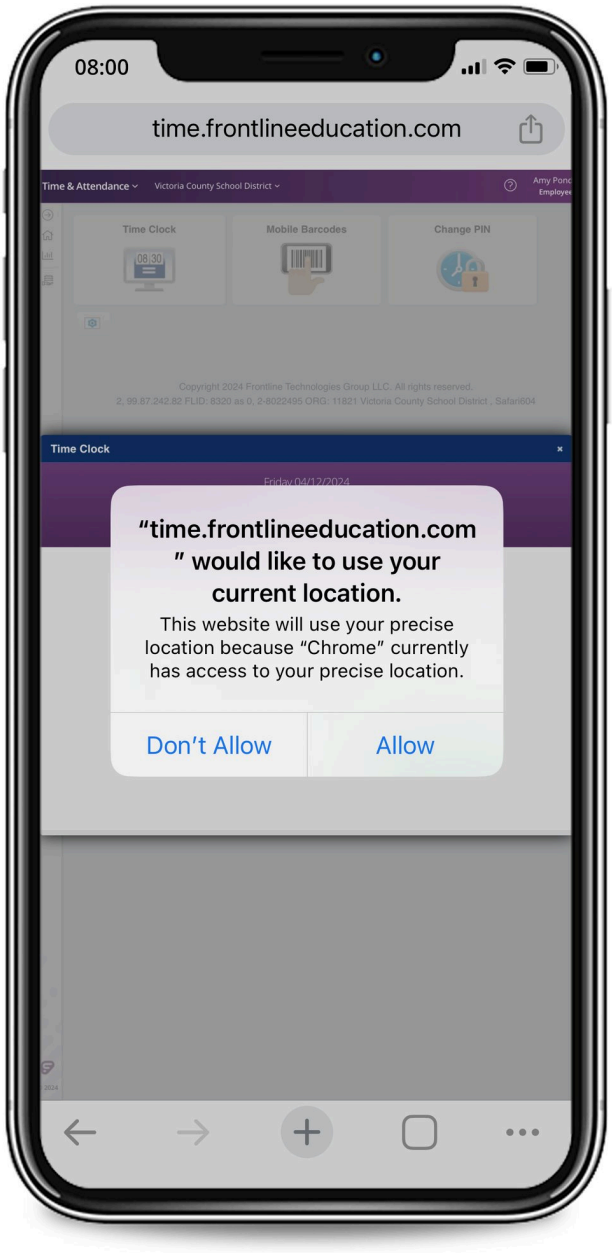
- Open an internet browser on your smartphone.
- Sign in via app.frontlineeducation.com.
- Once you are logged in, tap the **Time Clock** icon.

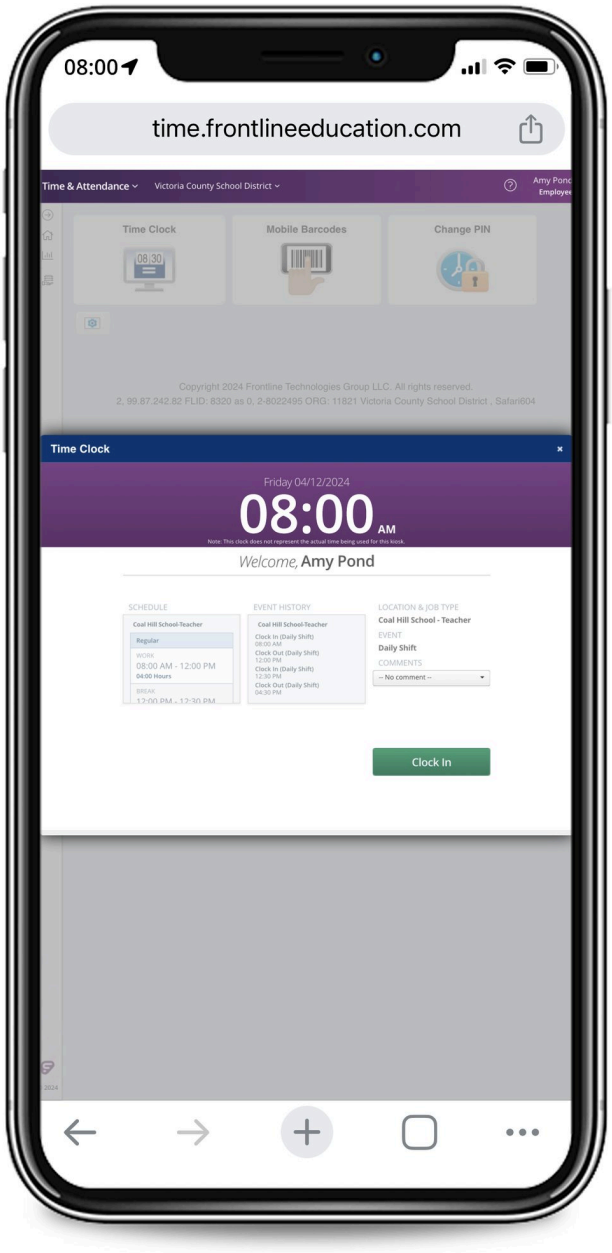




Once selected, you will be asked to allow the Time & Attendance Clock to use your current location.

- Tap **Allow t**o use the time clock on your smartphone.
- Confirm the name and location of the job.
- Tap **Clock In**.
- If you have multiple positions or work at multiple locations, choose the appropriate job and location from the drop-down menu.





If your clock in was successful, you will see a "Success" message.

When you are ready to clock out, follow the same steps as shown above. Then, tap **Clock Out**.