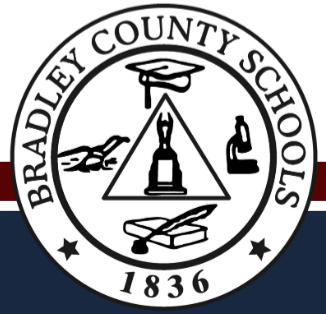
Frontline Time & Attendance

Employee Training | November 3, 2026

Timesheets • Web Clock • Schedules • Mobile App



Growing Students. Building Futures.

Today’s Training

What You’ll Learn Today

- Review your timesheet and submit it each week
- Use the web clock when necessary
- View your assigned work schedule
- Download the Frontline mobile app

Understanding Your Work Schedule

Not everyone will clock in and out every day

- Most employees will have an assigned work schedule in Frontline.
- Employees generally will not need to clock in and out for their regularly scheduled work hours.
- Clocking in/out may be required for certain positions or additional duties outside of the regular schedule.
- All employees must review and submit their timesheet weekly.

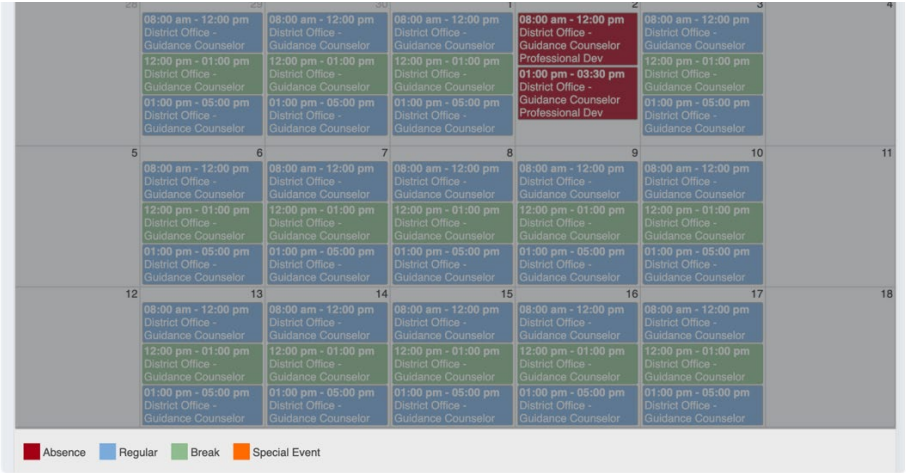
Viewing Your Schedule

A quick check of your assigned work times

- Select Schedule on your Time & Attendance home page
- Switch between Month, Week and Day views
- Use arrows to move between dates
- Check shifts, breaks, absences and special events

Schedule: Calendar Example

Use the color key to understand each event



Schedule Information by View

- **Monthly View:** Displays start and end times, job type, location, and break time.
- **Weekly and Daily Views:** Include all monthly details plus the total duration of each scheduled shift.

Timesheet Basics

Finding and reviewing your time: Using the Timesheet, Timesheet Basics

- Sign in to Frontline Time & Attendance
- Select Timesheet from the home page
- Review your dates, scheduled time, and time worked
- Expand a day to see the details and weekly totals

What to Check Each Week

Verify before submitting

- Are all days and time entries present?
- Does your timesheet accurately reflect the hours you worked?
- Is the job type and location correct?
- Do any entries need a correction or comment?

Adding or Correcting Time

When editing is available for your account

- Open the appropriate date on your timesheet
- Use Add New Event for missing time
- Edit an entry or add an explanatory comment as needed
- Select Save Changes before leaving
- If your assigned schedule is incorrect, contact your supervisor before making changes.

Submitting Your Timesheet

At the end of each work week: Using the Timesheet, Submit Timesheet

- Select Submit at the top of the timesheet
- Check the days you want to submit and select Continue
- Certify your entries are accurate
- Select Submit Timesheets for supervisor approval
- After submission, your timesheet will be routed to your supervisor for review and approval.

Live Demonstration: Timesheet

Example: Amanda White

1. Open timesheet
2. Review weekly entries and totals
3. Submit for approval

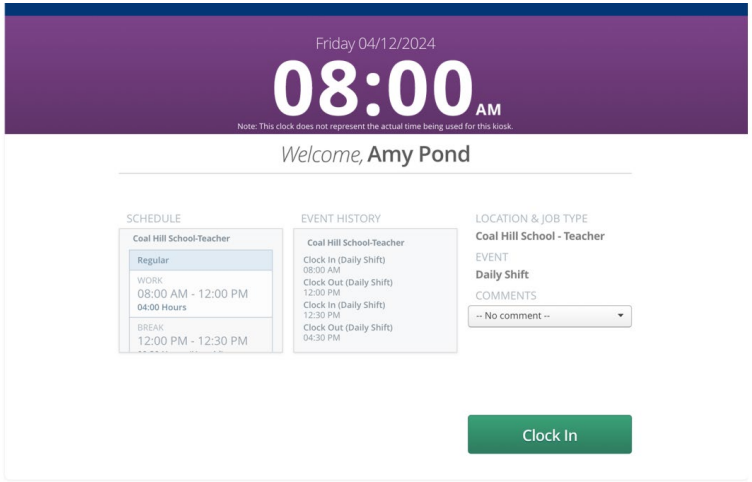
Using the Web Clock

Clock in and out on a workstation: Clocking in Through the Web Clock, Using the Web Clock

- Go to app.frontlineeducation.com and sign in
- Select Time Clock on the T&A home page
- Confirm scheduled shift, job and location
- Select Clock In; select Clock Out when finished

Web Clock: What You Will See

Schedule, event history and work details



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

- Schedule: expected work times
- Event History: recorded punches
- Job/Location: choose the correct assignment

Live Demonstration: Web Clock

Examples: Cheryl Allen and Ellen Smith

- Open Time Clock and review scheduled time
- Confirm job type / location if applicable
- Clock in and review the confirmation
- Clock out and verify Event History

Downloading the Frontline Mobile App

Optional access from your phone

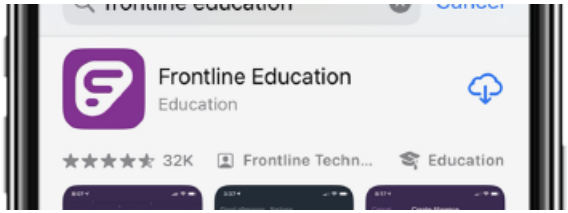
- Search “Frontline Education” in the Apple App Store or Google Play

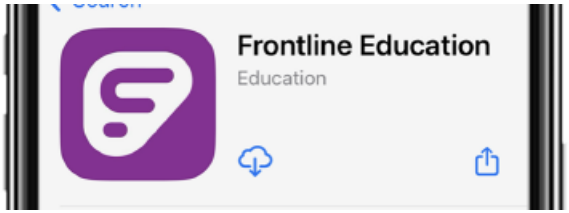
Apple Device

Android Device

Downloading the Frontline Mobile App

Optional access from your phone





- Select Get / Install and open the app
- Select Get Started, then sign in with your account or SSO

Training Materials & Next Steps

We will help you get ready for the rollout

- Today’s training materials will be emailed afterward
- Additional reminders will be sent before Christmas break and again before employees return from Christmas break.
- Review your schedule and ask questions before go-live
- **Go-Live: January 4, 2027**

District Contacts

Frontline Access Assistance:
Amanda White, H.R. Specialist
423-476-0620 ext. 2007
awhite@bradleyschools.org

Work Schedule/Timesheet Questions:

1. Consult with your supervisor
2. If there is an issue, your building administrator should contact:

Ellen Smith, Finance Director
423-476-0620 ext. 2030
esmith@bradleyschools.org

Cheryl Allen, Payroll Specialist
423-476-0620 ext. 2035
challen@bradleyschools.org