

Frontline Time and Attendance Navigation Instructions

There are several ways to access the new timekeeping system. Please find the appropriate set of instructions for your situation **1.) Laptop/Desktop Computer Access, 2.) Kiosk Scanner Access, or 3.) Smart Phone Access (optional)**. **You will also find instructions on how to Edit Your Timesheet and how to Submit Your Time.**

1.) Laptop/Desktop Computer Access

Sign into your district network account.

Hint: Our district email format recently changed. See example below.

firstinitiallastname@argyleisd.com

(ex: jdoe@argyleisd.com)

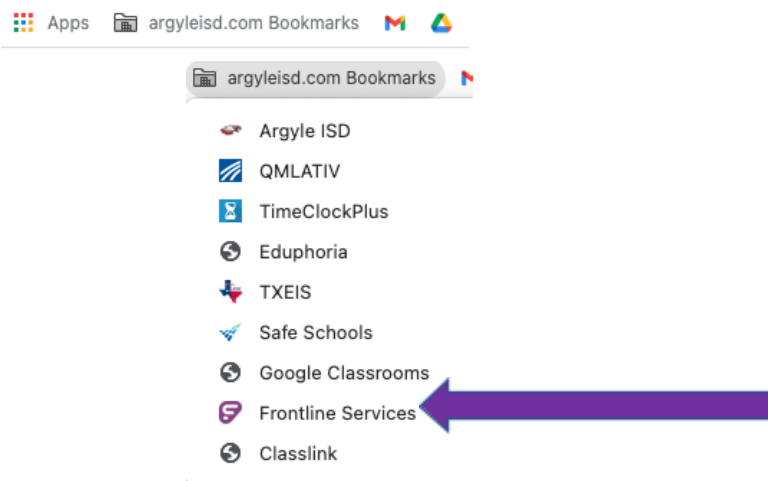
to

legalfirstname.lastname@argyleisd.com

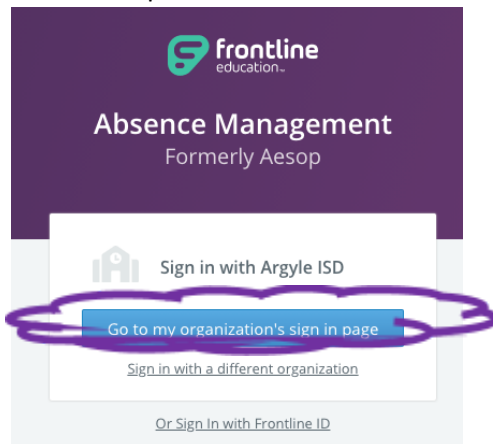
(ex: jonathan.doe@argyleisd.com)

Go to Google Chrome.

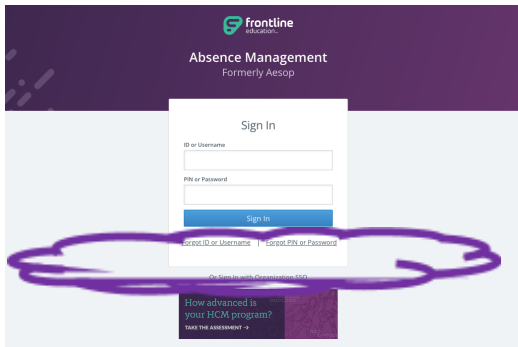
Navigate to the option labeled “argyleisd.com Bookmarks” and select “Frontline Services”



Select the option that is labeled “Go to My Organization’s Sign In Page.”



Or the screen may look like this.



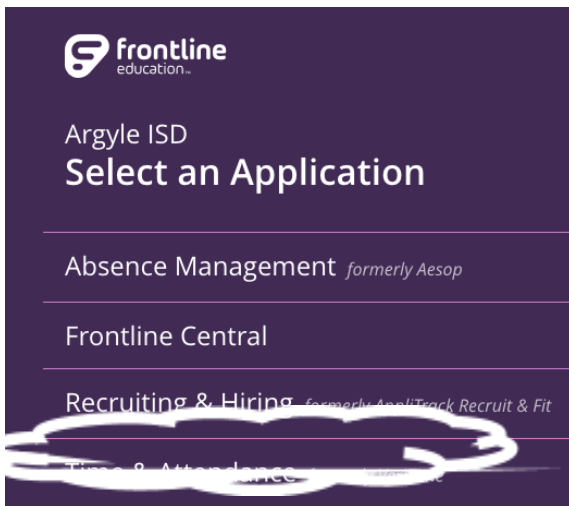
Select your district Google account.



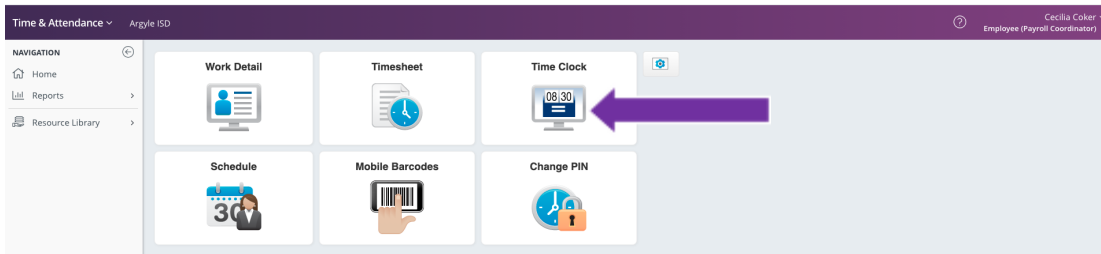
Choose an account



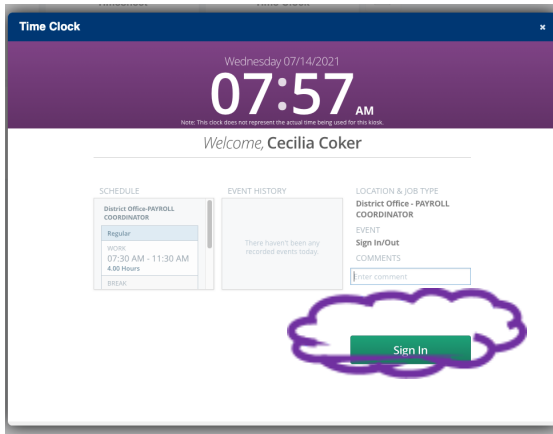
A purple screen should appear with a list of Frontline applications for which you have rights to view. Select the option labeled “Time & Attendance”. If you do not have access to this option, please contact the Payroll office at Ext. 1007.



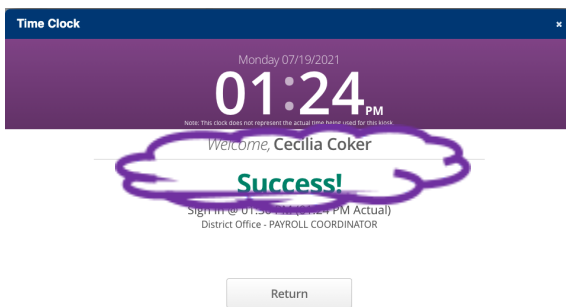
Select the option labeled “Time Clock”. Note: If you are also a Campus User/Timekeeper you may need to navigate to the top right corner and click on the arrow next to your name to toggle to your Employee User account or conversely if you are trying to access your Campus User account.



Select the option labeled “Sign In”.



A display message will appear indicating the time you clocked in as well as a **Success!** message.

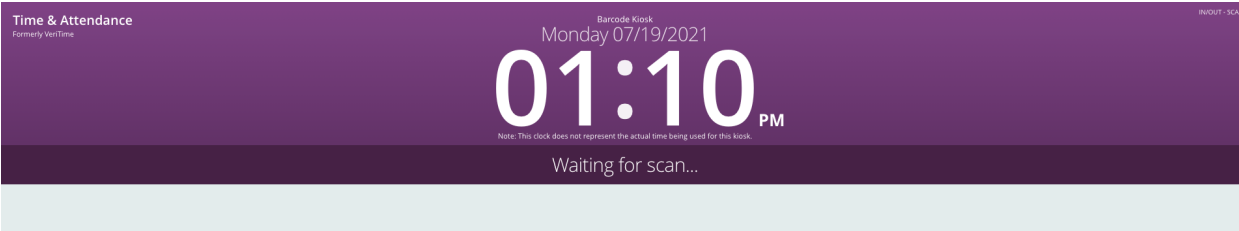


2.) Kiosk/Scanner Access

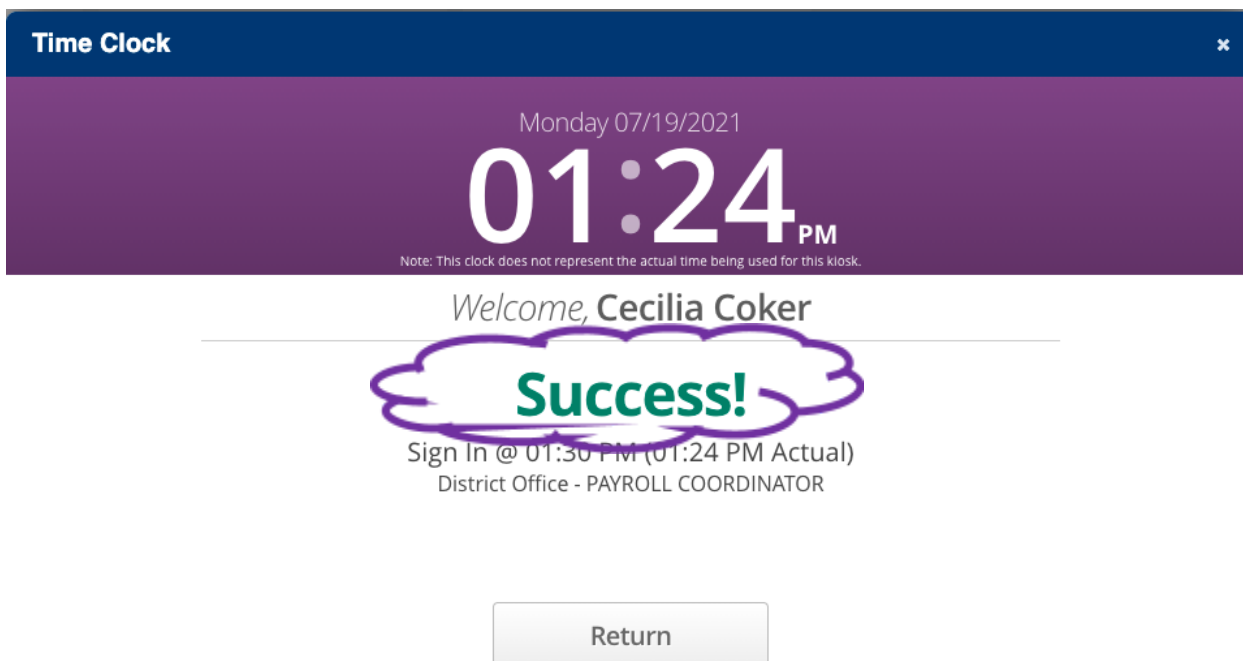
Retrieve your barcode scanner label from your campus/department timekeeper. Example below.



Go to the designated kiosk for your campus/department and use the scanner to scan your barcode.



A display message will appear indicating the time you clocked in as well as a **Success!** message.

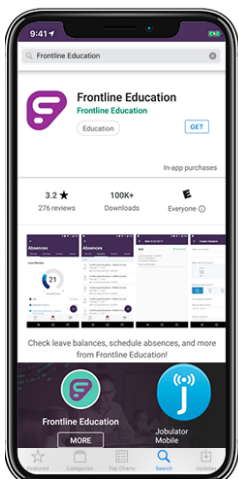


3.) Smart Phone Access (optional, not mandatory)

Downloading and Accessing the Frontline Mobile App

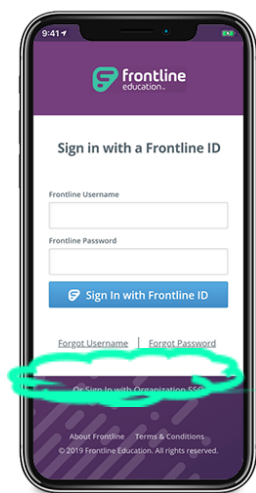
Access the app store on your mobile device and enter "Frontline Education" in the search bar. Click

the **Get** or **Install** button and install the app.



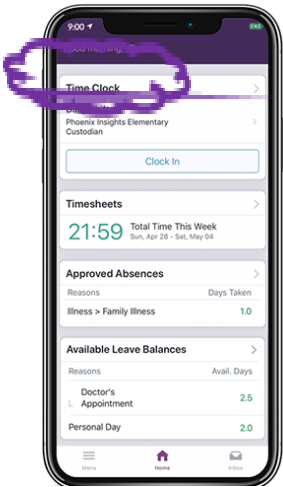
Once the download is complete, you will need to enter a unique 4-digit invitation code to access the app. Argyle ISD's district code is 7354. The welcome page displays if you make a correct entry. Click **Get Started** to proceed.

The Sign In page then appears. Do not sign in with your Frontline ID. Navigate to the option labeled "Sign In with Organization SSO" and enter your district login credentials and click **Sign In**.



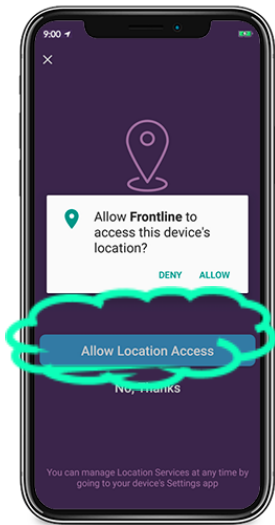
Using the Time Clock on the Mobile App

You can access your organization's time clock through the mobile app's home page or via the side navigation. Locate the section titled "Time Clock" and click **Clock in** to initiate the sign-in process.

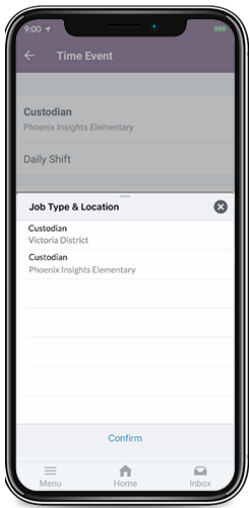


As a first-time user, the system will prompt you to enable location services. This confirmation allows the app to use your current location, and it is a requirement in order to use the clock-in feature on your smartphone.

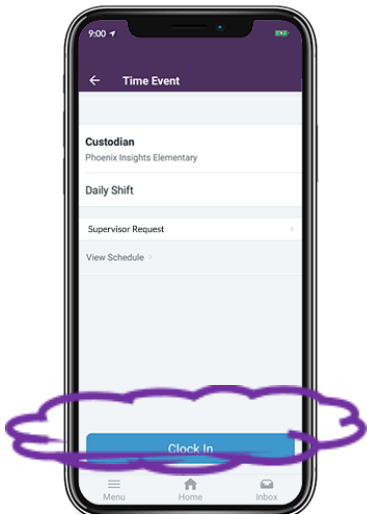
Click **Allow Location Services** and select **Allow** to proceed.



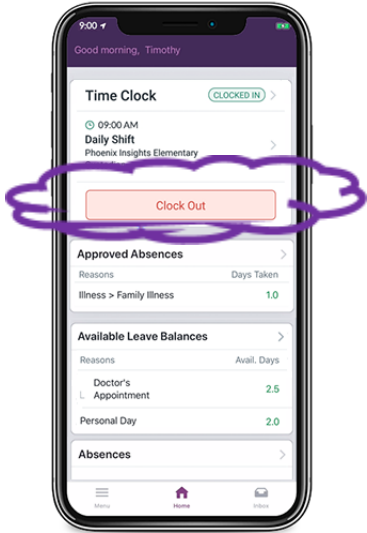
If you have multiple positions or work at more than one location, you will need to choose the appropriate option from the Job Type & Location dropdown.



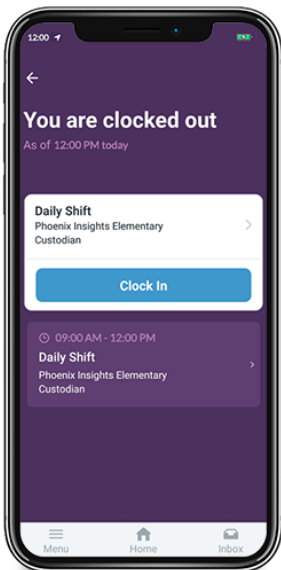
Once you define your job type/location and leave any necessary comments, you can click the blue **Clock In** button.



This button will turn red and read "Clock Out" after you successfully sign in.

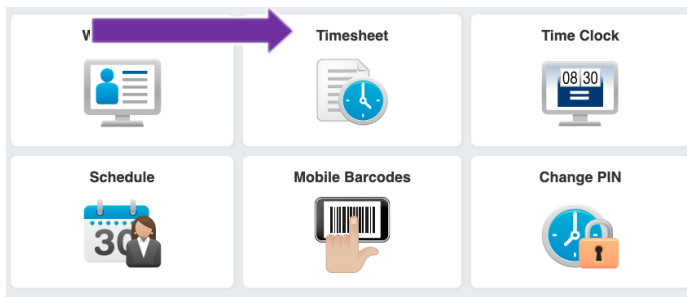


You can then follow similar steps and click **Clock Out** once you complete your day. The system will confirm the clock out time and record the work details on your timesheet.

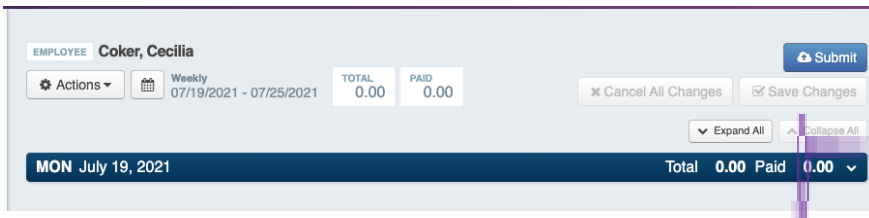


Editing Your Timesheet

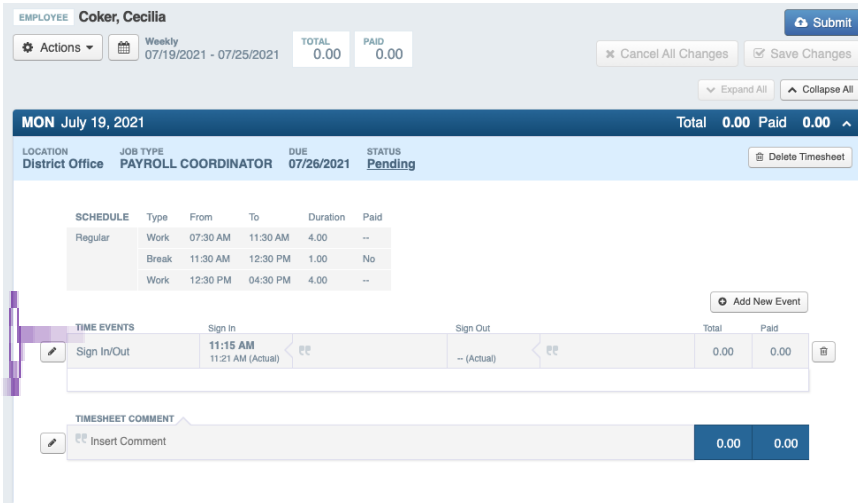
If needed, you are able to edit your time clock punches. You no longer need to complete a “missed punch” form. Navigate to the option labeled “Timesheet”.



This screen defaults to the current day/week. Select the date you would like to edit by clicking on the blue bar that contains the date you would like to edit. This will reveal your time punches. Note: If you need to edit a previous week's timesheet, select the calendar icon at the top of the page and select the appropriate week.



This will reveal your time punches. Click on the pencil icon to enable editing.



If you want to **edit your time In**, click on the Sign In field and enter the time you actually began your work day. If you need to **edit your time Out**, click on the Sign Out field and enter the time actually ended your work day. Make sure you change the AM/PM option, if needed. Once you enter the appropriate time, you will be required to enter a comment about why you needed to edit your time. Enter the comment next to the time you edited, next to the red quotation mark and click the “Save Changes” green button. Please remember, all edits will be visible to your administrator/timekeeper and they have the ability to reject your edit. If your edit is rejected, you will need to make corrections to your timesheet before submitting again.

EMPLOYEE **Coker, Cecilia** Submit

Actions Weekly 07/19/2021 - 07/25/2021 TOTAL + 5.25 PAID + 5.25

Cancel All Changes Save Changes Expand All Collapse All

MON July 19, 2021 Total + 5.25 Paid + 5.25

LOCATION **District Office** JOB TYPE **PAYROLL COORDINATOR** DUE **07/26/2021** STATUS **Pending** Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:30 AM	11:30 AM	4.00	--
	Break	11:30 AM	12:30 PM	1.00	No
	Work	12:30 PM	04:30 PM	4.00	--

Add New Event

TIME EVENTS	Sign In	Sign Out	Total	Paid
Sign In/Out	08:00 AM 11:21 AM (Actual)	01:15 PM 01:19 PM (Actual)	+ 5.25	+ 5.25
Sign In/Out	01:30 PM 01:24 PM (Actual)	-- (Actual)	0.00	0.00

Insert Comment

TIMESHEET COMMENT

Insert Comment + 5.25 + 5.25

If you need to **remove your automatic lunch deduction**, click on the “Disable” option to the far right of the Auto Deduct Time. This will remove your automatic lunch deduction. You will be required to make a comment about why you needed to edit your time. Enter the comment next to the red quotation mark and click the “Save Changes” green button. Please remember, all edits will be visible to your administrator/timekeeper and they have the ability to reject your edit. If your edit is rejected, you will need to make corrections to your timesheet before submitting again.

If you need to **edit the duration of your automatic lunch deduction**, click on the Pencil icon and enter the correct time In or Out for lunch. You will be required to enter a comment, enter the comment next to the red quotation marks adjacent to the time you are editing and click the green “Save Changes” button. Please remember, all edits will be visible to your administrator/timekeeper and they have the ability to reject your edit. If your edit is rejected, you will need to make corrections to your timesheet before submitting again.

EMPLOYEE **Coker, Cecilia** Submit

Actions Weekly 07/19/2021 - 07/25/2021 TOTAL + 4.25 PAID + 4.25

Cancel All Changes Save Changes

Expand All Collapse All

MON July 19, 2021 Total + 4.25 Paid + 4.25

LOCATION **District Office** JOB TYPE **PAYROLL COORDINATOR** DUE **07/26/2021** STATUS **Pending** Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:30 AM	11:30 AM	4.00	--
	Break	11:30 AM	12:30 PM	1.00	No
	Work	12:30 PM	04:30 PM	4.00	--

Add New Event

TIME EVENTS	Sign In	Sign Out	Total	Paid
Sign In/Out	08:00 AM 11:21 AM (Actual)	01:15 PM 01:19 PM (Actual)	+ 5.25	+ 5.25
Sign In/Out	01:30 PM 01:24 PM (Actual)	-- (Actual)	0.00	0.00

ADMIN TIME	Start	End	Total	Paid
Auto Deduct Time	11:30 AM	12:30 PM	- 1.00	- 1.00

Submitting Your Timesheet – Timesheets should be submitted on a weekly basis, on Monday.

Log into the Time and Attendance and navigate to the Timesheet option.

The image shows a navigation menu with six options arranged in a 2x3 grid:

- Work Detail**: Represented by a person icon at a computer monitor.
- Timesheet**: Represented by a document icon with a clock.
- Time Clock**: Represented by a computer monitor showing the time 08:30.
- Schedule**: Represented by a calendar icon with a person.
- Mobile Barcodes**: Represented by a hand scanning a barcode on a mobile device.
- Change PIN**: Represented by a clock icon with a padlock.

A purple arrow points from the **Work Detail** option to the **Timesheet** option. Another purple arrow points to the **Change PIN** option.

A PIN is required to submit your timesheet, navigate to the Change PIN option to view your PIN.

The system defaults to the current week. To view a previous week, click on the calendar icon, select the respective week, and select “Change Date”

EMPLOYEE **Coker, Cecilia** **Submit**

Actions Weekly 07/19/2021 - 07/25/2021 TOTAL + 4.75 PAID + 4.75 Cancel All Changes Save Changes

Expand All Collapse All

MON July 19, 2021 Total + 4.75 Paid + 4.75

Weekly 07/19/2021 - 07/25/2021 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
District Office	PAYROLL COORDINATOR	Time Events	5.25	5.25
District Office	PAYROLL COORDINATOR	Admin Time	-0.50	-0.50
Total			4.75	4.75

Change Date Range ✕

Date Range:

Weekly

07/19/2021 - 07/25/2021

Cancel **Change Date**

Review your time for each day. Select the date you would like to view by clicking on the blue bar that contains the date you would like to view. You will be able to view your punches as well as any absence that you have entered in Absence Management. Between the two (punches and absences), you should ensure you have the correct number of hours for the day before submitting your timesheet. If you find that you have forgotten to enter an absence, you will need to contact your administrator or timekeeper to enter the absence before you submit your timesheet. If you find you need to edit a punch, please refer to the section above labeled "Editing Your Time". Once you're satisfied with the time reflected for the week, click the blue "Submit" button to submit your timesheet to your administrator/timekeeper. Please remember, all edits will be visible to your administrator/timekeeper and they have the ability to reject your edit. If your edit is rejected, you will need to make corrections to your timesheet before submitting again.

EMPLOYEE **Coker, Cecilia** **Submit**

Actions Weekly 06/07/2021 - 06/13/2021 TOTAL + 37.50 PAID + 37.50 Cancel All Changes Save Changes

Expand All Collapse All

MON June 07, 2021 Total + 7.50 Paid + 7.50

TUE June 08, 2021 Total + 7.50 Paid + 7.50

WED June 09, 2021 Total + 7.50 Paid + 7.50

THU June 10, 2021 Total + 7.50 Paid + 7.50

FRI June 11, 2021 Total + 7.50 Paid + 7.50

Weekly 06/07/2021 - 06/13/2021 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
District Office	PAYROLL COORDINATOR	Time Events	42.50	42.50
District Office	PAYROLL COORDINATOR	Admin Time	-5.00	-5.00
Total			37.50	37.50