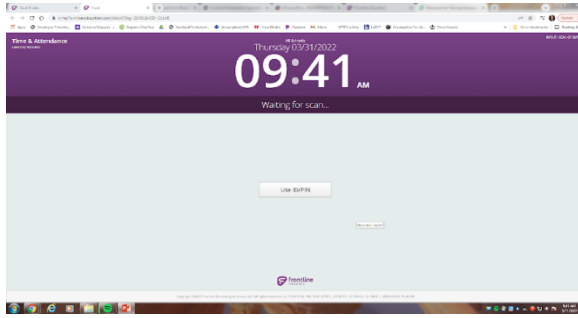
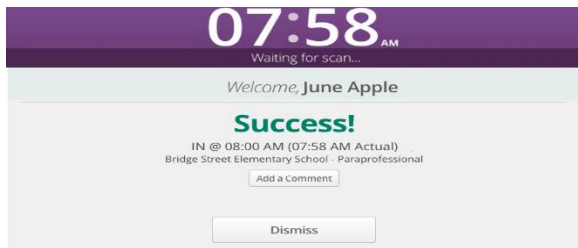


EMPLOYEE QUICK GUIDE FOR TIME & ATTENDANCE

Clocking In and Out at Kiosks



Place your right or left index finger onto the scanner.



You have successfully clocked in (or out).

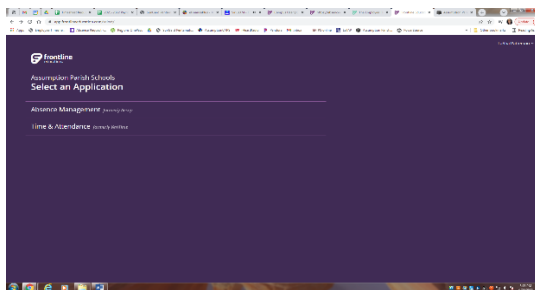
Viewing Your Timesheet and Absence Requests

Log in to Frontline Application at www.assumptionschools.com

- Staff
- Frontline



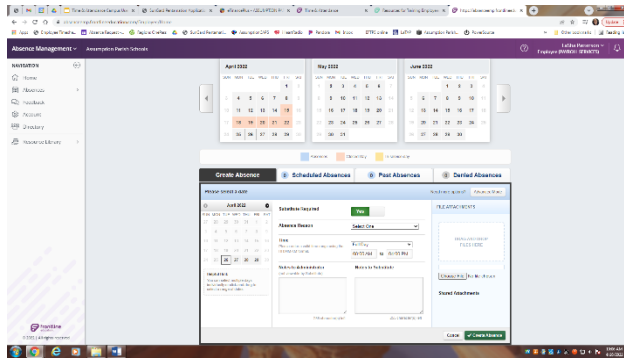
- Absence Management – create/view absence requests
- Time & Attendance – view clock activity, leave requests, submit weekly time



Choose the application you want to sign in to.

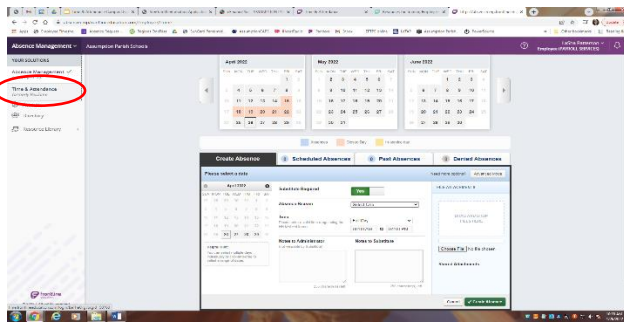
EMPLOYEE QUICK GUIDE FOR TIME & ATTENDANCE

Creating an absence request in Absence Management

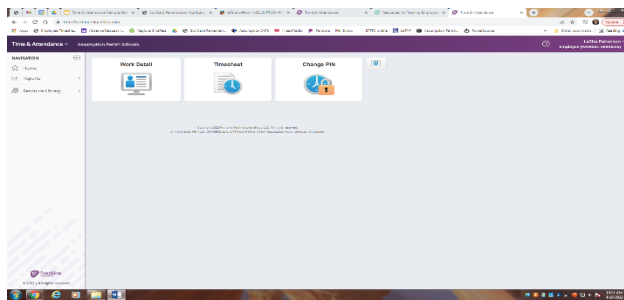


- Enter all absence details – date, reason, time, comments if applicable, and attach files if necessary (i.e., agendas/sign-ins for Professional Development, doctor’s excuses, etc.)
- Once all information is entered, click on Create Absence button.

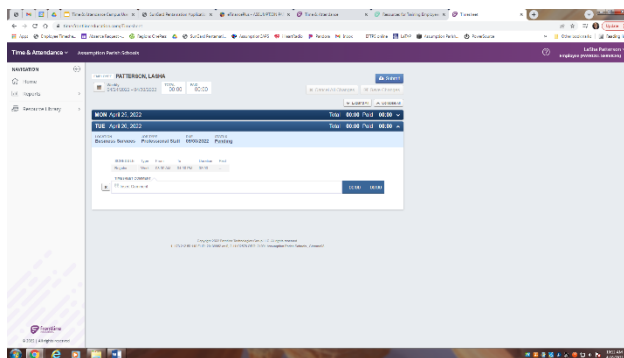
Submitting Weekly Time



Switch to Time & Attendance module by clicking the down arrow next to Absence Management



Click on Timesheet widget



Review time for accuracy, leave any comments, and submit time for approval