Pay Card Procedure for Employee

- 1. Log in Time & Attendance with same credentials used for Absence Management https://app.frontlineeducation.com/
- 2. Once log in, select Timesheet

	0
Work Detail Timesheet Change PIN	
Line Reports Image: Copyright 2021 Frontline Technologies Group LLC. All rights reserved. 4. 198.238.41.10 2-3441274 ORG: 16585 West Line-Wilsonville SD 3 , Chrome89	

Make sure you are in the right week that contains the date that you worked.
 If not, click the calendar icon to change



Selection the week from the drop drown menu and then Change Date

• Note: The week starts from Saturday to Sunday.

Change Date Range	×
Date Range:	
Weekly Approval 🗸	
08/29/2021 - 09/04/2021 🗸	
09/05/2021 - 09/11/2021	
08/29/2021 - 09/04/2021	
08/22/2021 - 08/28/2021	
08/15/2021 - 08/21/2021	
Custom Date Range	
Cancel Change	Date

4. When you are in the right week, click Actions \rightarrow Add Timesheet



5. On the pop-up window, first select the date then Location/Job Types from the drop down. Click OK

	Add Timesheets	
	Dates Mon, August 30, 2021 V 1	
Ι.	Middle Schools - Curriculum 22 V	
	Middle Schools - Curriculum 2210 - \$35/hr Middle Schools - Kick Off Licensed - \$35/hr WOOD MIDDLE SCHOOL - Activity Pay - \$25/hr	3
	WOOD MIDDLE SCHOOL - Athletics - \$25/hr	🗸 ОК
	WOOD MIDDLE SCHOOL - Licensed Additional Pay WOOD MIDDLE SCHOOL - Licensed Substitute for Athletic Absence WOOD MIDDLE SCHOOL - Licensed Substitute GenEd WOOD MIDDLE SCHOOL - Licensed Substitute SpEd WOOD MIDDLE SCHOOL - Moving Classroom WOOD MIDDLE SCHOOL - Principal Directed Meeting Licensed - \$35/hr	

NOTE: The Location/Job Types is a combination of the building you work at and the job that you do. If you do Activity Pay at Wilsonville high school, do not choose Activity Pay at Wood middle school because Wilsonville principals will not be able to see and approve the Pay Card and Wood principal will deny your Pay Card.

If you do not see the right combination, please let the secretary at the work location know so she can have Payroll give the combination to your profile.

6. A timesheet will appear.

Double check the date, the location and job type. 90% of timesheet errors lie within these three elements.

Actions Weekly Ap 08/29/20	proval 21 - 09/04/2021	TOTALPAID0.000.00	X Cancel All Changes	Save Changes
Make sure the Date	is correct		V Exp	and All Collapse All
MON August 30, 2021			Total (0.00 Paid 0.00 🔺
	DB TYPE thletics - \$25/hr	DUE STATUS 09/06/2021 😨 🔟		Delete Timesheet
Make sure the	Make sur	e the Job		
Location is correct	is correct	t	• A	dd New Event
TIME EVENTS	Duration		Total	Paid
Duration ~	· <	C Insert Comment	0.00	0.00
TIME SHEET COMMENT				
× Comment			0.00	0.00

- 7. Enter your hour in duration in decimal format (e.g 30 minutes is 0.5)
 Comment is MANDATORY. Timesheet without comment or with a vague is in risk of being rejected. A complete comment includes 2 information
 - *Job Description* (for example: ticket taker, teaching pot making class, math curriculum planning...)
 - Location (for example: at Wood MS, at district office ...)

	Maakh	Approval	TOTAL	8410		3	
Action	ns 🔻 🛗 08/29	/2021 - 09/04/2021	+ 3.00	+ 3.00	× Cancel All Changes	🖬 Save C	Changes
					👻 Exp	and All	ollapse All
MON A	ugust 30, 2021				Total + 3.(0 Paid + 3	3.00 🔺
		JOB TYPE Athletics - \$25/hr	DUE 09/06/20	21 🐨 🔟		Delete Ti	mesheet
				2	• A	dd New Event	
	TIME EVENTS	Duration 1		2	Total	Paid	
	Duration	✔ 3.00	ticket 7	Faker at Wood MS	+ 3.00	+ 3.00	
					Account: None Select	ed <u>Change</u>	
	TIMESHEET COMMENT						

Remember to click Save Changes.

8. Finally, click Submit to send the Pay Card to your supervisor to approve.

Actions	kly Approval 29/2021 - 09/04/2021	TOTAL PAID + 3.00 + 3.00	🗙 Cancel All Changes 🛛 🗟 Save Chang
			Collapse
ON August 30, 2021			Total + 3.00 Paid + 3.00
CATION	JOB TYPE Athletics - \$25/hr	DUE STATUS 09/06/2021 😳 🛄	🗎 Delete Timeshee
			Add New Event
TIME EVENTS	Duration		Total Paid
Duration	3.00	C 22 Ticket Taker at Wood MS	+ 3.00 + 3.00
			Account: - None Selected - Change
	IT . A		
TIMESHEET COMMEN			

Click Continue.

Timesheet Status (1 of 2)	×
Action: Submit Pending/Rejected Timesheets	
All Timesheets	T
✓ 08/30/2021 - Monday (1 timesheet)	
Cancel Cor	ntinue 🔶

Check the box "I certify …" And then **Submit Timesheets**

Timesheet St	atus (2 of 2)	×
Action: Submit Pending/Rej	ected Timesheets	
Comments:		
I certify that the time for me in the time p	nesheets are a true statement of the h period indicated.	ours recorded
← Back	Cancel Subm	nit Timesheets

9. To change your timesheet after you submitted, click Undo Submission and select the timesheet you want to revert

EMPLOYEE Doe, John			C J Undo Submission
Actions Weekty Appro 08/29/2021	oval to - 09/04/2021 +	TAL PAID 3.00 + 3.00	X Cancel All Changes Save Changes
			Expland All Collapse All
MON August 30, 2021			Total + 3.00 Paid + 3.00 🔺
WOOD MIDDLE SCHOOL Ath	TYPE DU letics - \$25/hr 09	/06/2021	
	Status c	hanges after you submit	
TIME EVENTS	Duration		Total Paid
Duration	3.00 < 88	Ticket Taker at Wood MS	+ 3.00 + 3.00
			Account: - None Selected
TIMESHEET COMMENT			
Comment Comment			+ 3.00 + 3.00

10. If you need to change hour or comment on your timesheet, select the pencil icon If you need to delete the timesheet (because you chose the wrong date, wrong job, or wrong location), click **Delete Timesheet** and recreate another timesheet

MPLOYEE Doe, John	L		Resubmit a Submit
Actions - Meekly 08/29	/Approval /2021 - 09/04/2021	TOTAL PAID + 3.00 + 3.00	🗙 Cancel All Changes 🗹 Save Changes
			👽 Expand All 📃 🔨 Collapse All
MON August 30, 2021			Total + 3.00 Paid + 3.00 🔺
	JOB TYPE Athletics - \$25/hr	DUE STATUS 09/06/2021 @ 11	Delete Timesheet
Û			• Add New Event
TIME EVENTS	Duration	PP Ticket Taker at Wood MS	Total Paid
- Durantin	3.00		
			Account: None Selected Change
TIMESHEET COMMENT			
TE lased Commant			+ 3 00 + 3 00

Remember to Resubmit after changing the timesheet.