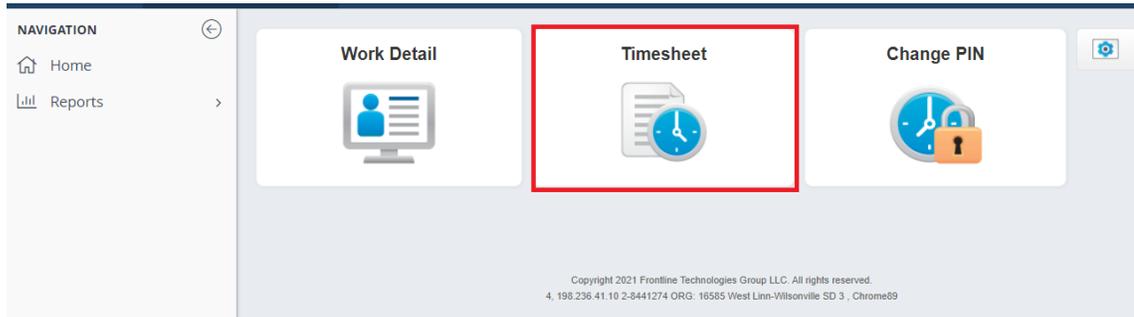


Pay Card Procedure for Employee

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

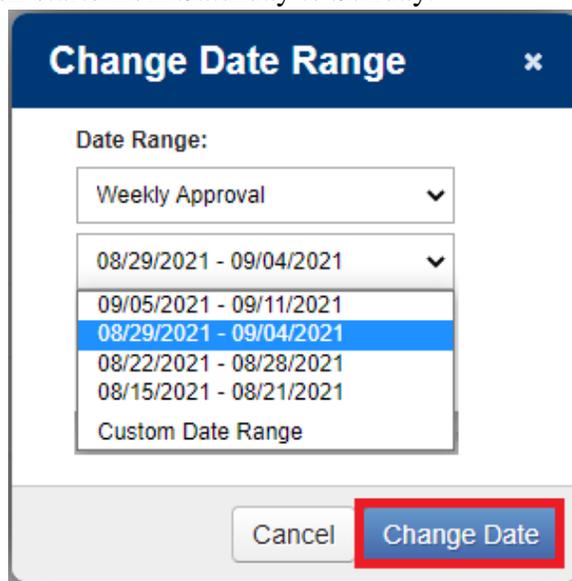


3. Make sure you are in the right week that contains the date that you worked.
If not, click the calendar icon  to change

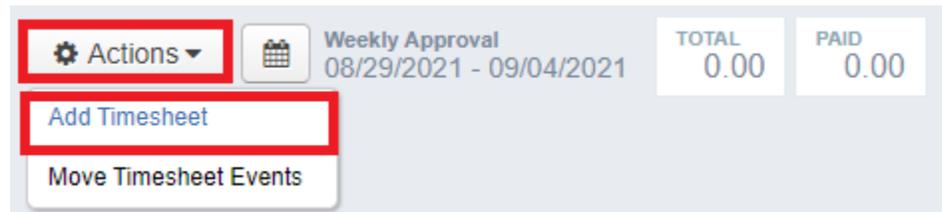


Selection the week from the drop down menu and then **Change Date**

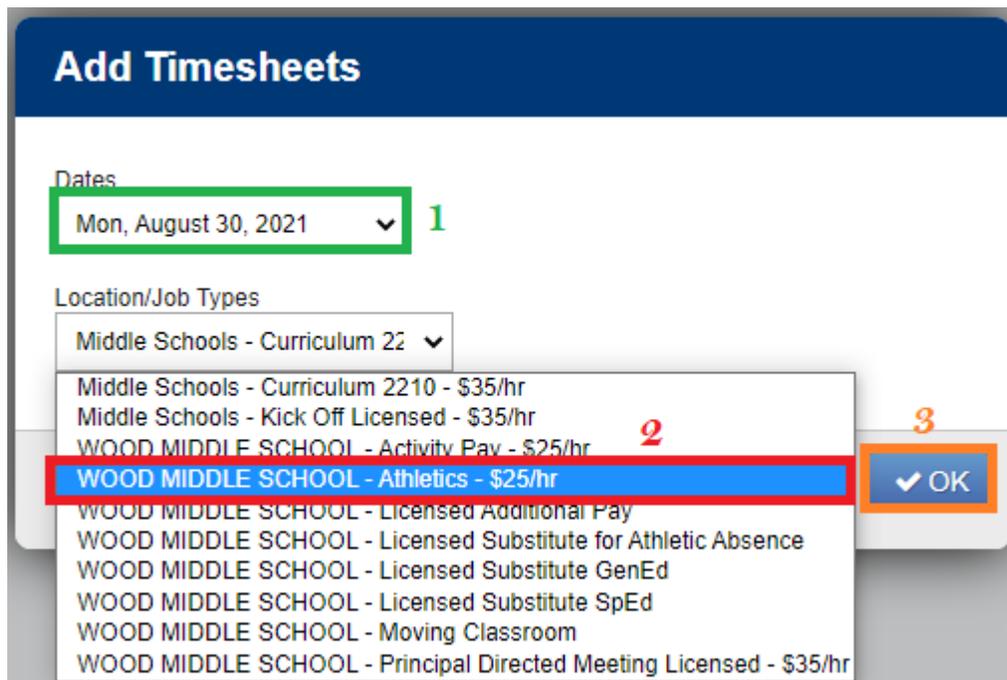
- **Note:** The week starts from Saturday to Sunday.



4. When you are in the right week, click **Actions** → **Add Timesheet**



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



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 Approval 08/29/2021 - 09/04/2021 TOTAL 0.00 PAID 0.00 Cancel All Changes Save Changes

Expand All Collapse All

MON August 30, 2021 Total 0.00 Paid 0.00

LOCATION WOOD MIDDLE SCHOOL JOB TYPE Athletics - \$25/hr DUE 09/06/2021 STATUS Delete Timesheet

Make sure the Date is correct

Make sure the Location is correct

Make sure the Job is correct

TIME EVENTS Duration Total Paid

Duration	Total	Paid
▼	0.00	0.00

Insert Comment

TIMESHEET COMMENT

Insert Comment 0.00 0.00

Add New Event

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 ...)

Actions Weekly Approval 08/29/2021 - 09/04/2021 TOTAL + 3.00 PAID + 3.00 Cancel All Changes Save Changes

Expand All Collapse All

MON August 30, 2021 Total + 3.00 Paid + 3.00

LOCATION WOOD MIDDLE SCHOOL JOB TYPE Athletics - \$25/hr DUE 09/06/2021 STATUS Delete Timesheet

TIME EVENTS Duration Total Paid

Duration	Total	Paid
▼ 3.00	+ 3.00	+ 3.00

Insert Comment Ticket Taker at Wood MS

Account: -- None Selected -- Change

TIMESHEET COMMENT

Insert Comment + 3.00 + 3.00

Add New Event

1 2 3

Remember to click **Save Changes**.

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

EMPLOYEE **Doe, John**

Weekly Approval
08/29/2021 - 09/04/2021

TOTAL + 3.00 PAID + 3.00

Cancel All Changes Save Changes

Expand All Collapse All

MON August 30, 2021 Total + 3.00 Paid + 3.00

LOCATION **WOOD MIDDLE SCHOOL** JOB TYPE **Athletics - \$25/hr** DUE **09/06/2021** STATUS

Delete Timesheet

Add New Event

TIME EVENTS	Duration		Total	Paid
Duration	3.00	Ticket Taker at Wood MS	+ 3.00	+ 3.00

Account: -- None Selected -- [Change](#)

TIMESHEET COMMENT

Insert Comment

+ 3.00 + 3.00

Click Continue.

Timesheet Status (1 of 2)

Action:
Submit Pending/Rejected Timesheets

Select Dates:

- All Timesheets
- 08/30/2021 - Monday (1 timesheet)

Cancel Continue

Check the box “I certify ...”
And then **Submit Timesheets**

Timesheet Status (2 of 2)

Action:
Submit Pending/Rejected Timesheets

Comments:

I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

← Back Cancel **Submit Timesheets**

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

EMPLOYEE **Doe, John** Undo Submission

Actions Weekly Approval 08/29/2021 - 09/04/2021 TOTAL + 3.00 PAID + 3.00

Cancel All Changes Save Changes

Expand All Collapse All

MON August 30, 2021 Total + 3.00 Paid + 3.00

LOCATION	JOB TYPE	DUE	STATUS
WOOD MIDDLE SCHOOL	Athletics - \$25/hr	09/06/2021	

Status changes after you submit

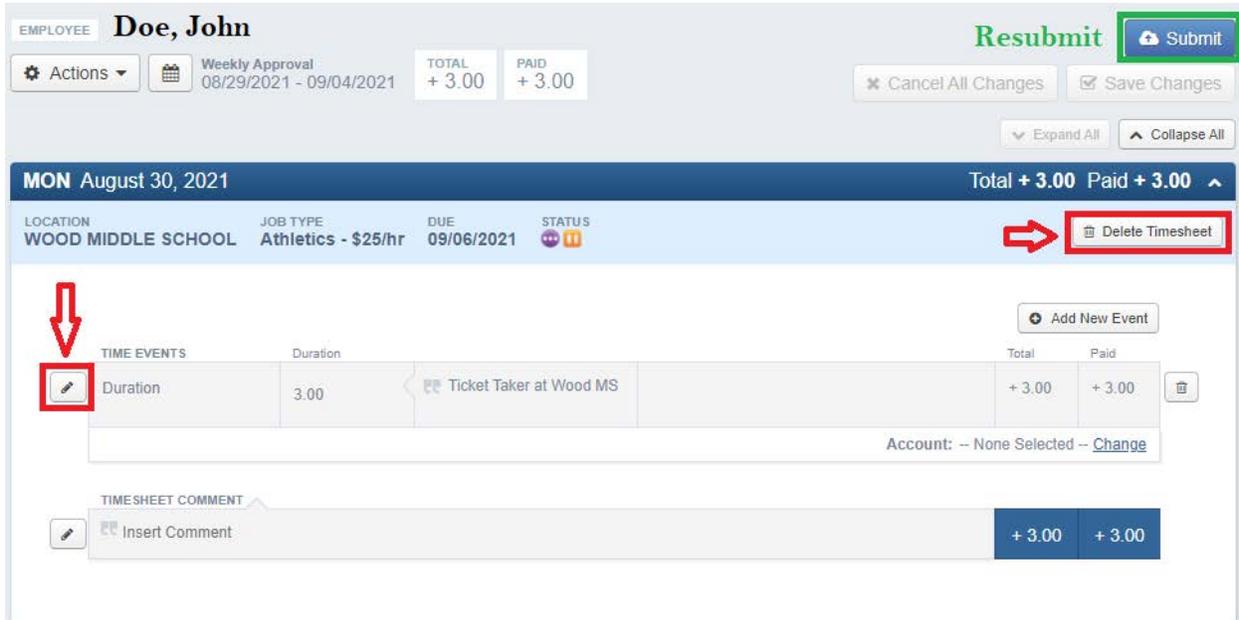
TIME EVENTS	Duration	Total	Paid
Duration	3.00	+ 3.00	+ 3.00

Account: -- None Selected --

TIMESHEET COMMENT

Insert 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.



EMPLOYEE **Doe, John** Resubmit

Actions TOTAL + 3.00 PAID + 3.00 Cancel All Changes Save Changes

Expand All Collapse All

MON August 30, 2021 Total + 3.00 Paid + 3.00

LOCATION: WOOD MIDDLE SCHOOL JOB TYPE: Athletics - \$25/hr DUE: 09/06/2021 STATUS:  Delete Timesheet

TIME EVENTS Add New Event

Duration	Duration	Total	Paid
 Duration	3.00	+ 3.00	+ 3.00

Ticket Taker at Wood MS Account: -- None Selected -- [Change](#)

TIMESHEET COMMENT

 Insert Comment + 3.00 + 3.00

Remember to Resubmit after changing the timesheet.