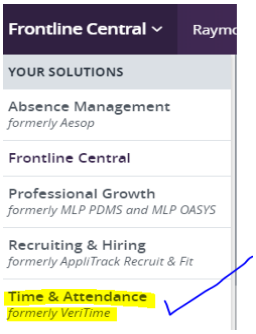
Important Time Clock Procedures

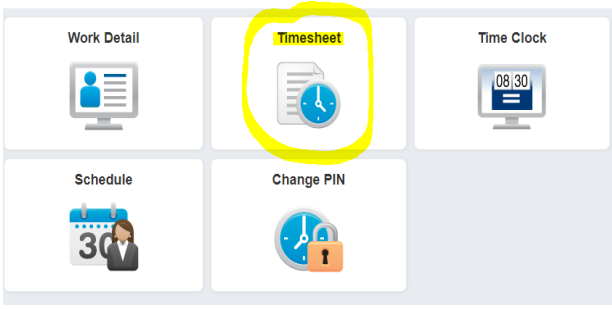
Submitting Your Timesheet Each Week

At the end of each week, you must log in, review and verify your time, and *SUBMIT* your timesheet for the week. Timesheets should be submitted at the end of your workday each Friday but no later than 8:00 a.m. on Monday.

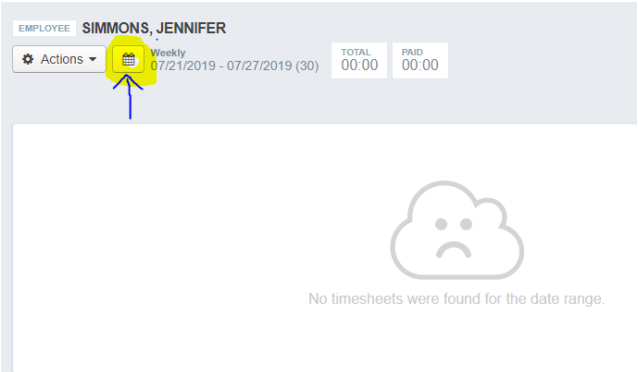
1. Log in to Frontline. Using the drop-down menu in the upper left corner, select time and attendance.



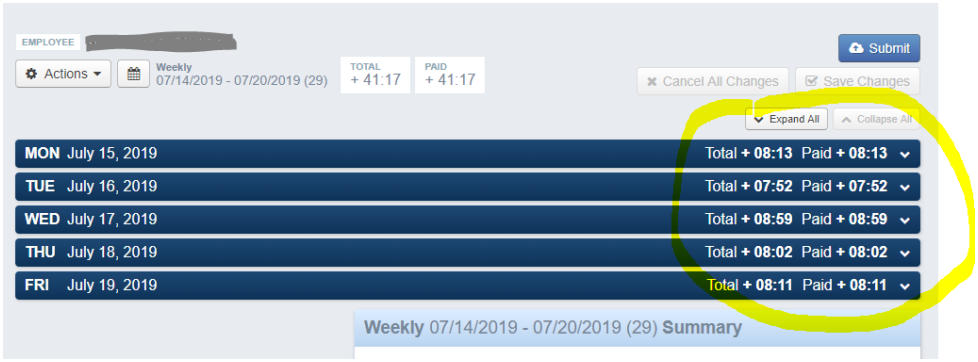
2. Click on the Timesheet icon.



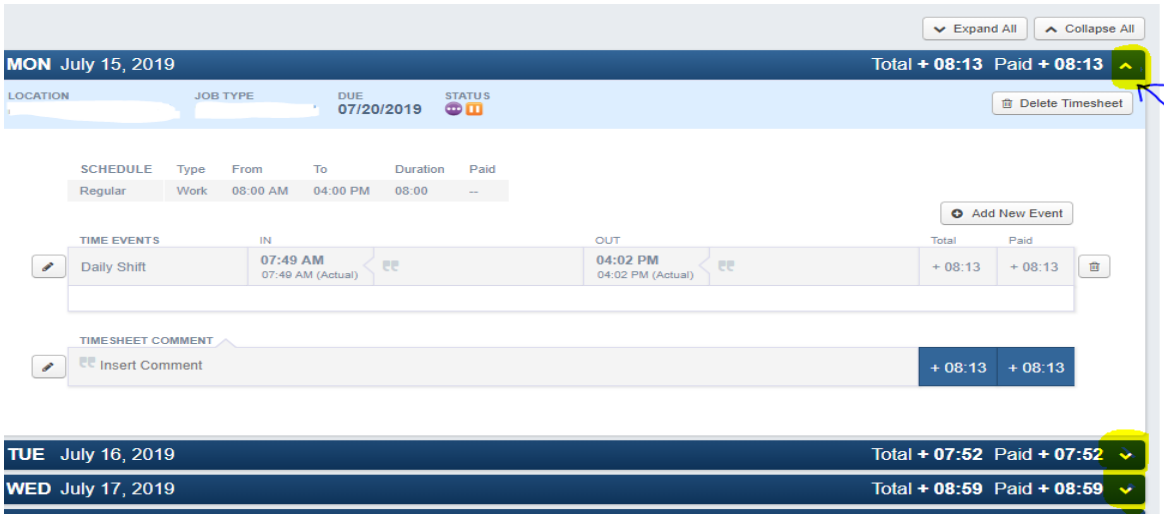
3. If the week you need to submit is not showing, click on the calendar icon and select the correct week. (This step will not be necessary if you complete this process prior to the new week beginning.)



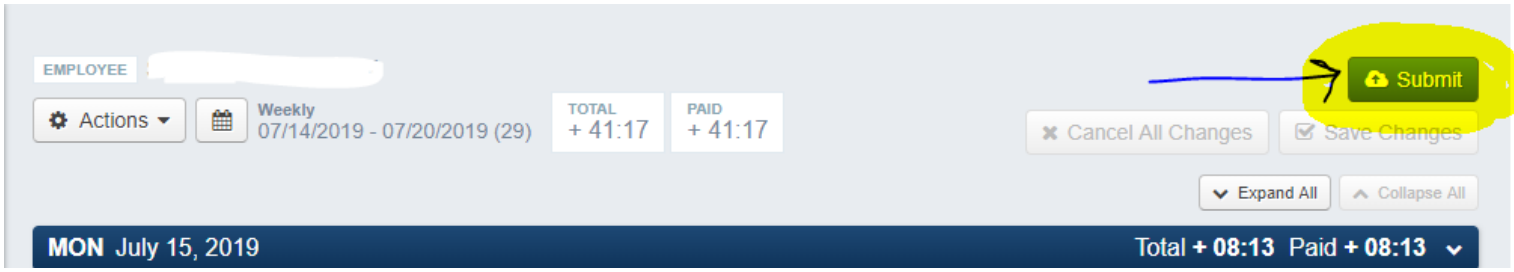
4. Review your time for each day to ensure that you have timed in/out.



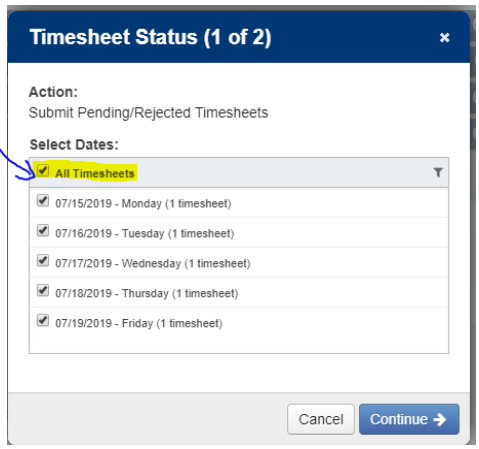
To see specific in and out times, click on the down arrow next to the paid time.



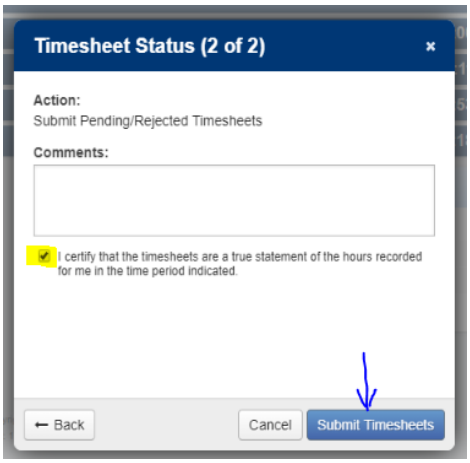
5. If your time for the week is correct, click on the Submit button. If it is NOT correct see directions for correcting your time under Change #2.



6. Select “All Timesheets”



7. Check the box that confirms your timesheets are correct and “Submit Timesheets”



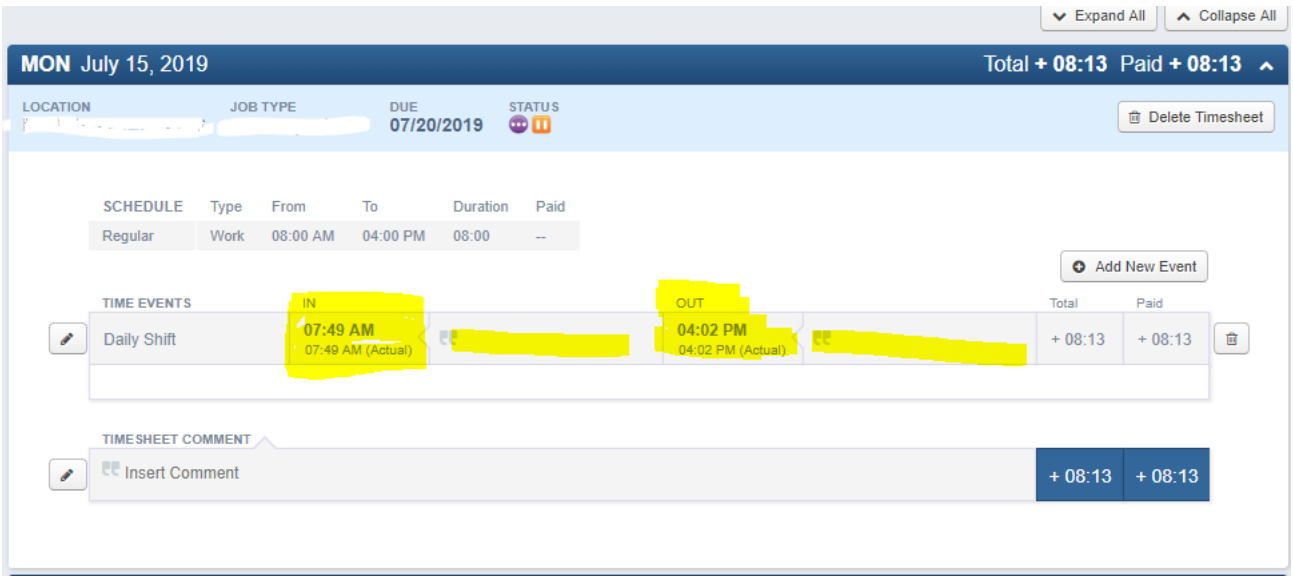
Submitting Time Clock Corrections

- If a correction is needed, you need to correct the time prior to submitting your timesheet each week.
- When correcting your time, you will be required to enter a comment explaining why you are making the correction.
- Manual corrections and comments are viewable by supervisors and will be reviewed prior to approval.

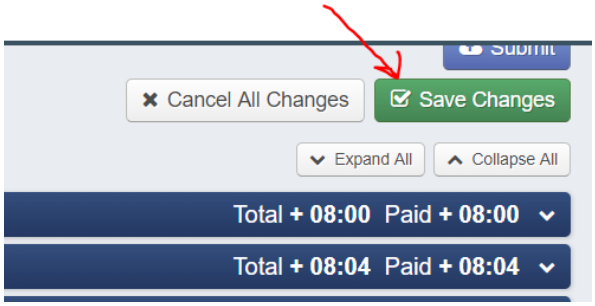
IF you are missing time because you did not time in/out correctly, you must CORRECT YOUR TIME by following the steps below PRIOR TO SUBMITTING your timesheet for the week.

1. Follow steps 1-4 listed above

2. After expanding the specific day that is incorrect (step 4 above), enter the correct time in the box labeled “in” or “out”. *You will also be required to enter a comment in the box next to the in or out time.*

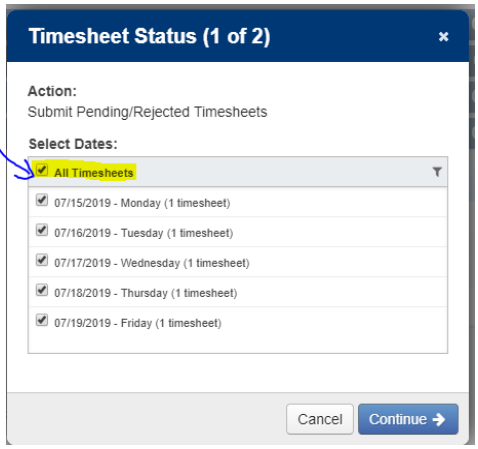
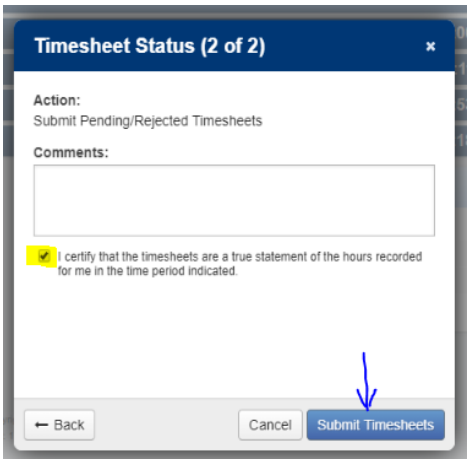


3. Click on the green “Save Changes” button prior to closing.



4. Once your time for the week is correct be sure to go back and submit your timesheet.

5. Select “All Timesheets”



6. Check the box that confirms your timesheets are correct and “Submit Timesheets”