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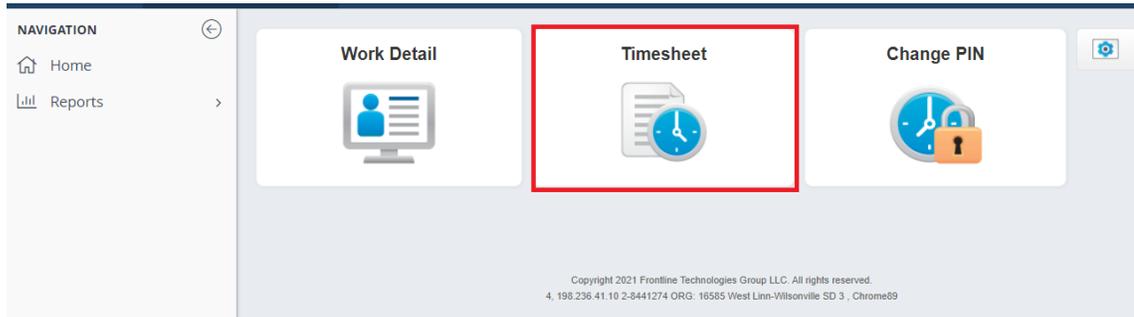
1. Log in Time & Attendance with same credentials used for Absence Management
   https://app.frontlineeducation.com/
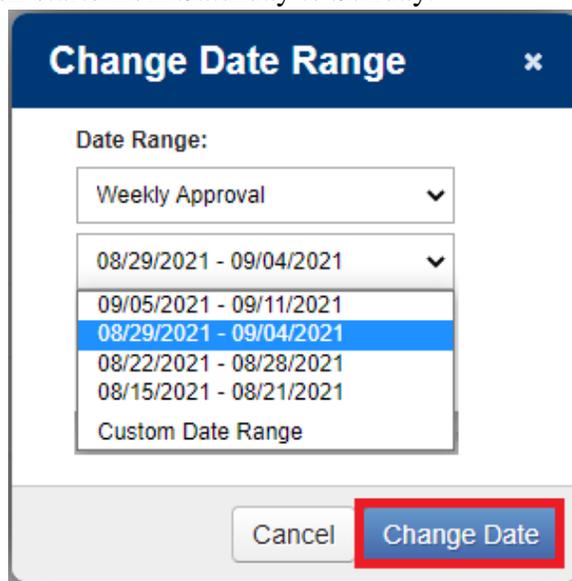
2. Once log in, select Timesheet

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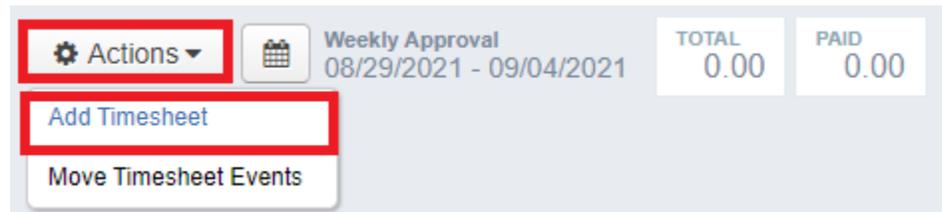   If not, click the calendar icon 📅 to change

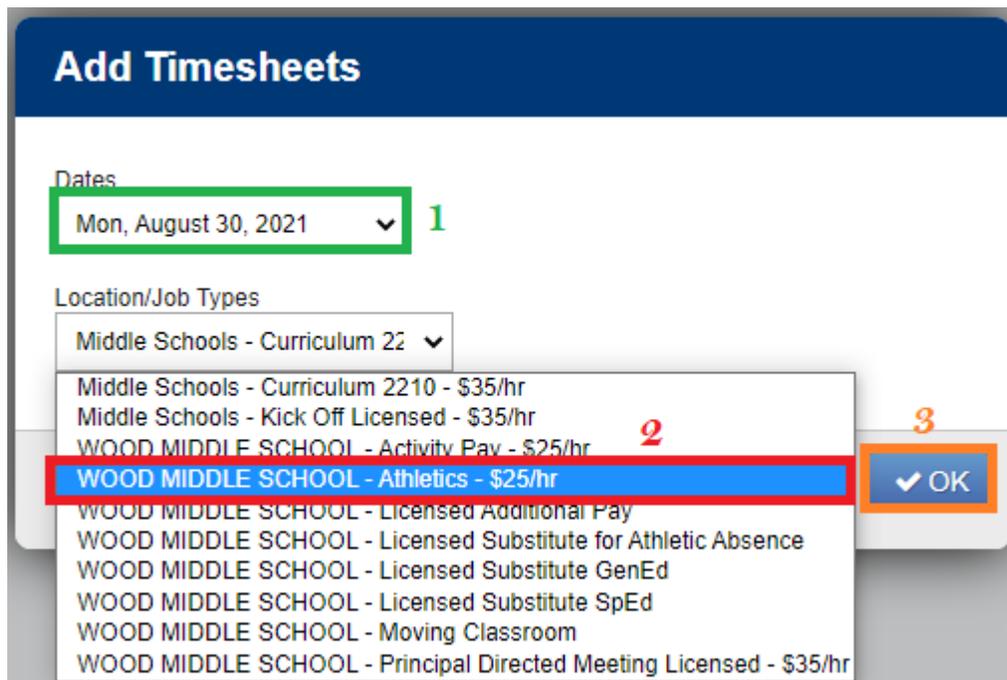Selection the week from the drop drown menu and then **Change Date**
   - **Note:** The week starts from Saturday to Sunday.

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.

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 …)

   Remember to click **Save Changes**.

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

Click Continue.

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

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

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

Remember to Resubmit after changing the timesheet.