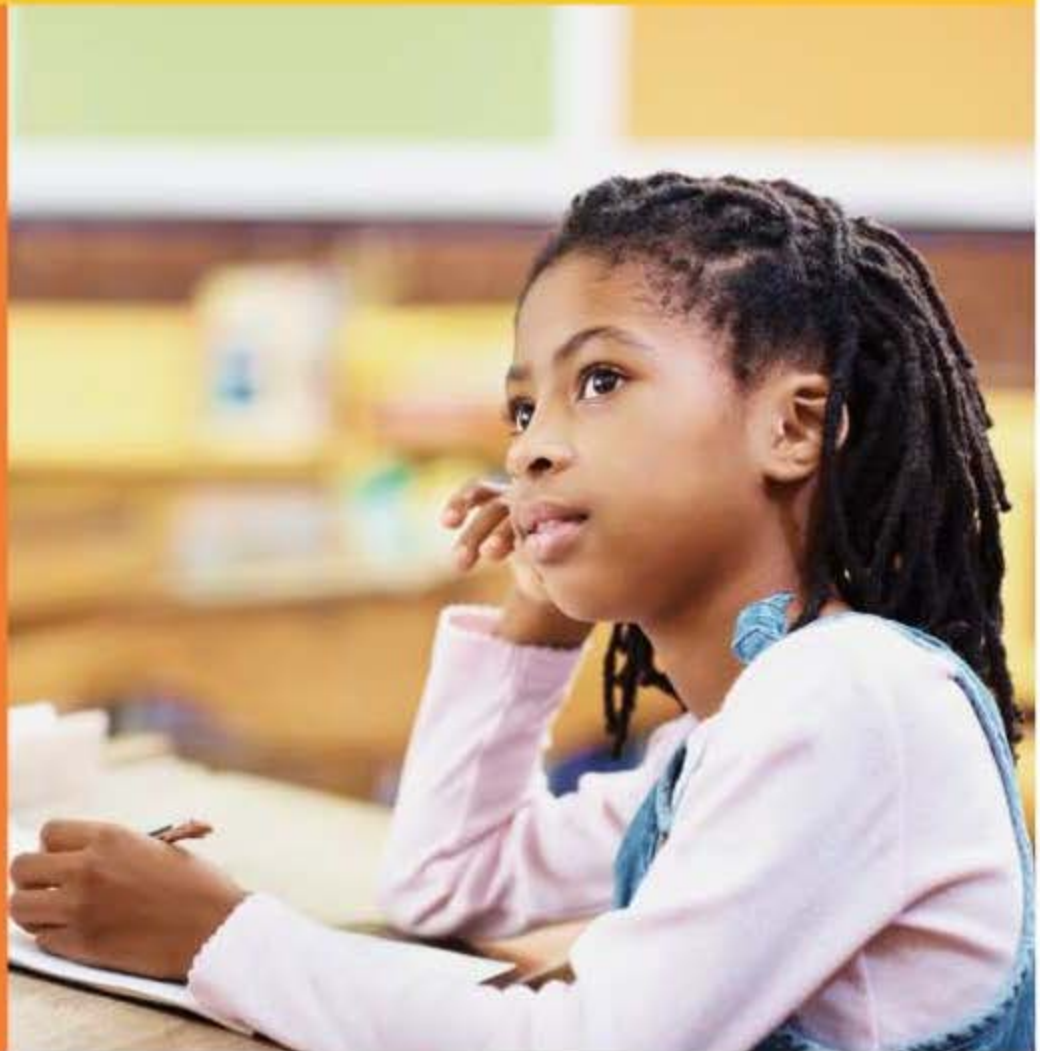


Frontline™ Absence Management Solution Administrator Guide



Frontline Education's Absence Management Solution

Reference Guide for Administrators

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Frontline Education's Absence Management Solution Reference Guide for Administrators

Welcome!

Kelly Educational Staffing® is pleased to present Frontline Education's Absence Management Solution. Absence Management has many features that allow you to efficiently manage your employees' absences and substitute requests. For your convenience, the system is available 24 hours a day, 7 days a week. This guide details the Frontline Absence Management functionality for school district administrators partnering with Kelly Educational Staffing. Please note that administrator permissions can vary based on the requirements of each school district and you may not have access to all features outlined in this guide.

Guide Content

In this guide you will learn how to:

- Access the system via the Internet or telephone
- Enter an absence
- Modify an absence
- Cancel an absence
- View and Edit Preferred Substitutes
- View the Daily Report
- View the Day of Week Absence Analysis
- View the Absence Summary Report
- View the Absentee Report
- View the Employee Register
- View the Absence Interactive Report
- Change your PIN/Reset Your Password
- Approve/reject timesheets
- View the Timesheet Summary Report
- Manage time approvers
- Obtain assistance
- Monitor absences

Internet Feature of the System

A: Accessing the System

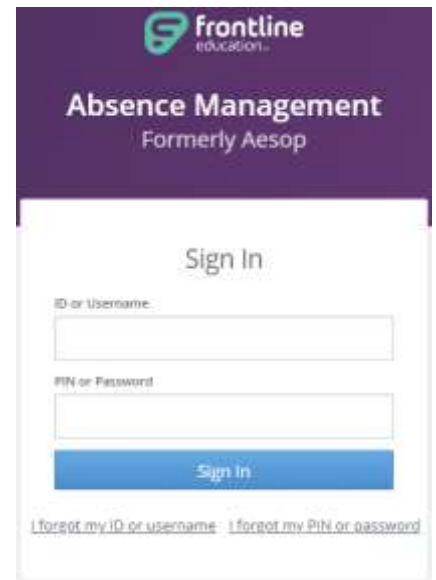
Step 1: Open the Kelly Educational Staffing Web site on the Internet at kellyeducationalstaffing.com.

Step 2: Click **Employee Login** and select **Frontline Login**

Step 3: Enter your ID or User Name and PIN or Password in the appropriate fields.

Step 4: Click **Sign In**. This will log you on to the System and take you to the customized home page.

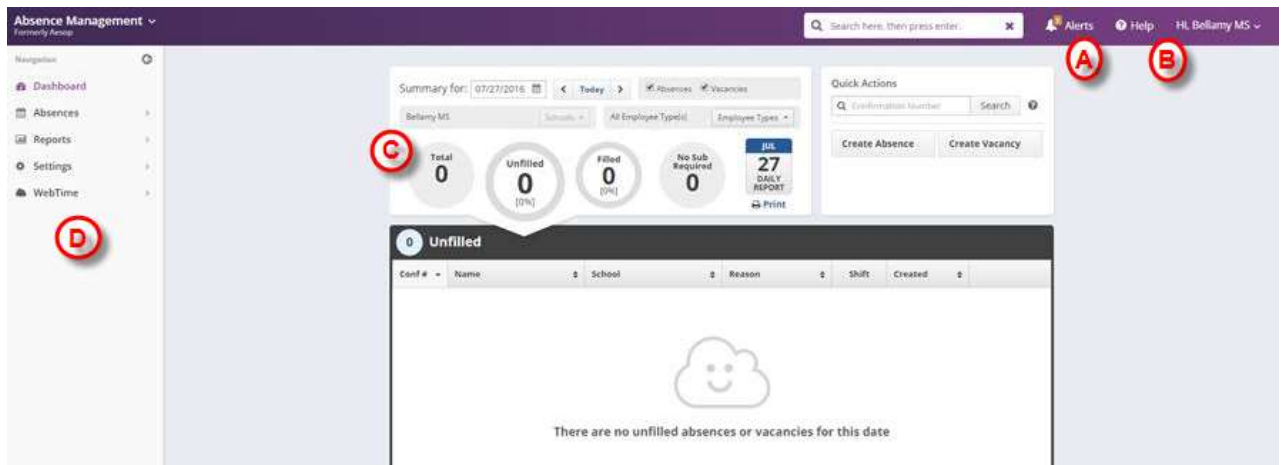
Note: If you're forgotten your login information, you can select "I forgot my ID or username" or "I forgot my PIN or password" links below the "Sign In" button.



Home Page

- On your home page there is an **Alerts Menu (A)**, **Help box (B)**, the **Interactive Calendar (C)**, and the absence management **Side Navigation (D)**. (See screenshot below)
- The **Alerts Menu** may contain important notes from your School District, Kelly Educational Staffing office or KAST Center.
- The **Help Box** contains information on who to contact for scheduling needs.
- The **Interactive Calendar** will display the days your school is closed. If the calendar requires updates, please contact your District Administrator or KAST Center. Scroll to another month by clicking on the right/left arrows in the upper corners of the calendar.

The **Side Navigation** shows the functions available to you, which are listed on the left side of the home page (e.g., Create Absence, Daily Report).



B: Entering an Absence

As an administrator, you can enter absences for your employees. To enter an absence, you will need the employee's name, the absence start and end dates, the reason for the absence, and the absence start and end times. The default start and end times were collected during your school district's KES implementation.

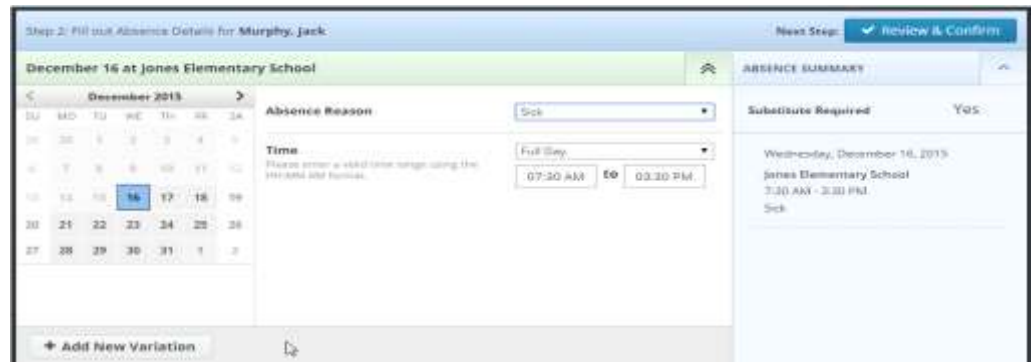
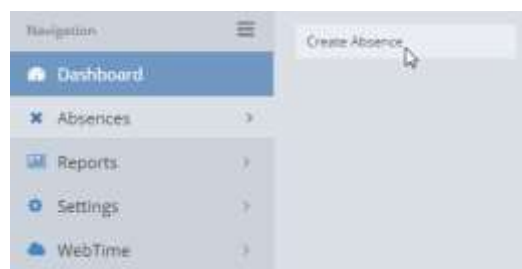
Step 1: Click **Create Absence** function under the **Quick Actions** box on the home page. Or click on the **Absence** side navigation tab and go to **Create Absence**.

Step 2: Select the first letter of your employee's last name, or enter the first few letters of the last name in the space provided.

Step 3: Select an employee by clicking the employee's name. Then click on **Fill Out Details**.

Step 4: Enter the absence information in the **Create Absence** screen as follows:

- **Length of Absence** – Click the calendar icon to select the start and end dates. To create an absence for multiple days, you can click your mouse over the first day and drag your mouse to the final day of the absence. If the absence is longer than five consecutive days, please contact your Kelly Educational Staffing office or KAST Center directly to record the absence. By default, the system will display the next available absence date.
- **School** – if you have district access to the system, select a school or all schools
- **Absence Reason** – Select the absence reason from the drop-down list.
- **Absence Type**
 - Select the type of absence (Full Day, Half Day AM, Half Day PM, Custom).
- **Start Time** – To customize, select the employee's absence start time.
- **End Time** – To customize, select the employee's absence end time.



Step 5: You can add notes for the substitute such as the location of the lesson plan or specific classroom instructions. The notes can be read by anyone (e.g., substitutes, employees, and your Kelly Educational Staffing office) who views the absence. *In cases where permissions allow, you will be able to also see the Admin-Only Notes box as well as the Notes to Administrator box.

Step 6: *(Optional) To attach a document to the absence, click the **Choose a File** button and select the document you wish to upload.

B: Entering an Absence (continued)

File Attachments

DRAG AND DROP FILES HERE

Choose a file

Uploaded Files: No Uploaded Files

Related Files: No Related Files

Previous Step: < Select Employee

Next Step: > Review & Confirm

Note: Documents attached to an absence can be in doc, docx, pdf, xls, or xlsx format and no larger than 600KB. An absence can have more than one attachment linked to it. An attachment will be deleted from an absence after 10 days of the assignment completion.

Step 7: Click **Review & Confirm** when all required absence information is provided.

Step 8: If all information is correct, you can click on **Create Absence** or **Create Absence and Assign Sub** (see additional notes below regarding the Assign Sub option).

Once saved, the system will assign a unique confirmation number to the absence. **You may want to record this number to review absence history details** (e.g., current status, time the absence was created, the substitute's name if the absence is filled or closed) at a later date. The confirmation number can also be retrieved from the Daily Report or Absentee Report. If a substitute is needed, the system will begin finding a substitute for the absence.

Your Absence has been scheduled.

Your confirmation number is 185585794.

Absence Summary for Murphy, Jack Print this Page

Substitute Required: Yes

Needs to Administrator: None

December 16

School	Juvet Elementary School
Absence Reason	Sick
Start/End Times	Full Day (7:30 AM-3:30 PM)

Next Steps

New Absence: Assign Sub to this Position

View Profile for Murphy, Jack

Create another Absence

Logout of Aesop

Assigning Prearranged Substitutes (if applicable)

Note: Only assign a substitute to an absence if you have already spoken with the substitute and arranged for the coverage. When a substitute is manually assigned, they are **not** notified by the system, so it is imperative they are directly contacted.

B: Entering an Absence (continued)

Step 1: Click **Create Absence and Assign Sub.**

Step 2: Type the first letter of the substitute's last name in the **Search for Substitute** box or scroll down to see available and qualified substitutes.

Step 3: Locate the substitute's name you wish to assign. Click **Assign.**

Step 4: The system will ask you to confirm that you have already communicated the position with the substitute you are about to assign. Click **Assign** again if you have confirmed with the substitute.

The system will save the absence and give you a confirmation number. The confirmation number ensures that you completed the process correctly and can later be used to retrieve the absence details.

C: Modifying an Absence

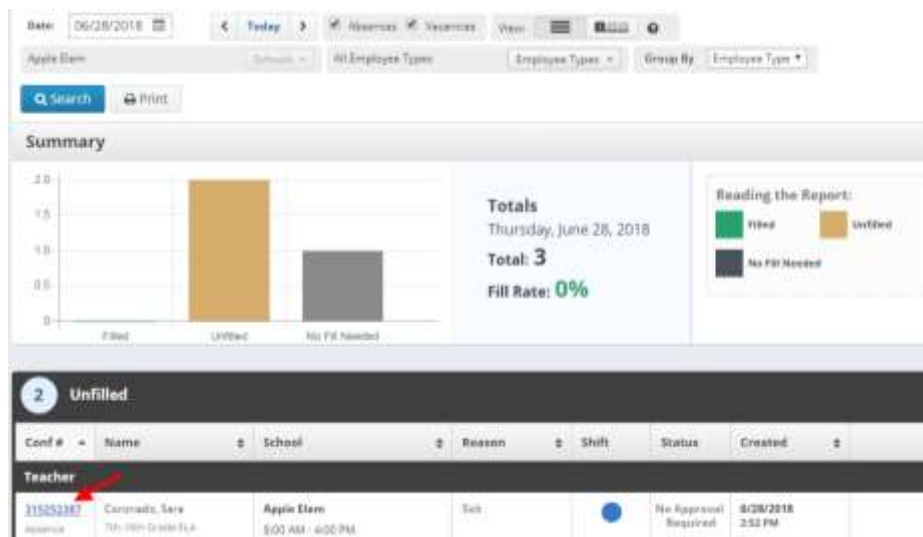
You will be able to edit select items on all future and past absences that do not have any associated timesheet data saved or approved. The items that can be edited are (if applicable): notes fields, absence reason, school, sub required (if employee is set to optional), accounting codes, and editing approved absences. You will also be able to cancel future and current day absences. Any modifications to orders with timesheet data or cancellations of past absences will need to go through KAST.

Step 1: Click on the **Quick Actions** box on the home page and input the confirmation # to bring up a specific absence.

OR On the home page screen, the absences for the current date will display in four sections: **Total**, **Unfilled**, **Filled**, and **No Sub Required**. (By clicking on **Total**, it will bring them all up in a list format.) Absences currently on hold, in which a substitute is being considered, will display in the Unfilled section.

You can select another date, school (if applicable), enter a confirmation number or filter by employee type.

Step 2: Click the confirmation number link to view details of specific absences. (For additional information on how to use this screen, please refer to the **Monitoring Absences** section at the end of this guide.)



C: Modifying an Absence (continued):

The screenshot displays the 'Absence' management interface. At the top, there are tabs for 'Absence', 'Approvers', and 'Available Subs'. The main area is titled 'June 28 at Apple Elem'. On the left, there is a calendar for June 2018 with the 28th selected. The main form contains the following fields:

- Absence Reason:** Sick
- Time:** Full Day (08:00 AM to 04:00 PM)
- Accounting Code:** None Selected

On the right side, there are several sections:

- NEXT STEPS:** Includes 'Assign Sub' (highlighted with a red box and labeled C), 'Delete' (highlighted with a red box and labeled B), and 'Create another Absence for this Employee'.
- ABSENCE SUMMARY:** Shows 'Substitute Required' as 'Yes'.
- Notes & Attachments:** Includes 'Notes to Administrator', 'Notes to Substitute', 'Admin-Only Notes', and 'File Attachments'.

- A: Modify an Absence:** Click "Edit Absence", update the desired information and click "Save"
- B: Cancel an Absence:** Click "Delete" and confirm the cancellation of the absence.
- C: Assign a Substitute:** Click "Assign Sub" if you have a prearranged sub to place on the absence.

D: Viewing and Modifying Preferred Substitutes

As an administrator, you can view your school's list of preferred substitutes and add/remove substitutes to the list.

Step 1: Click on the **Settings** link on the side navigation bar, then click on the **Preferred Subs.**

Step 2: On the **Preferred Substitutes** screen is the current list of preferred substitutes and the following sections:

Preferred Substitutes

- **Calling Sequence** – Displays whether the list of substitutes are currently in a specific call order or in random order
- **Job Visibility** – Displays the number of days and hours in advance to the start date a substitute on that preferred list can view absences for your school

Step 3: To add a substitute to your school's Preferred list, click on **Add Substitute(s)**.

The screenshot shows the 'Preferred Substitutes' settings page. At the top, there are tabs for 'General Information', 'Time Settings', 'Preferred Substitutes', 'Excluded Substitutes', and 'Shared Files'. Below the tabs, the page is titled 'Preferred Substitutes'. Under 'DEFAULTS', there are two sections: 'Calling Sequence' with radio buttons for 'Use Call Order' and 'Use Random Order', and 'Job Visibility' with input fields for '60' Days and '0' Hrs. A green button labeled '+ Add Substitute(s)' is located in the bottom right corner.

Step 4: Search for and select the substitute, then click on **Add to Preferred Substitutes** to add them to the Preferred Substitutes list.

The screenshot shows the search interface for Preferred Substitutes. At the top, there are tabs for 'General Information', 'Time Settings', 'Preferred Substitutes', 'Excluded Substitutes', and 'Shared Files'. Below the tabs, the page is titled 'Preferred Substitutes'. There is a search bar with 'Last Name' entered. To the right of the search bar are buttons for 'Back to Preferred Substitutes' and 'Add to Preferred Substitutes'. Below the search bar, there is a 'Search by Letter' section with buttons for letters A through J. A table of substitutes is shown with columns for 'Substitute Name' and 'SELECTED SUBSTITUTES'. The table lists 'Abrams, Alex' and 'Adams, Emily'. The 'Abrams, Alex' entry is selected, and its name is also listed in the 'SELECTED SUBSTITUTES' column.

To remove a substitute from the Preferred Substitute list, select the substitute and click on **Remove Selected Substitute(s)**.

The screenshot shows the Preferred Substitutes list. At the top, there are tabs for 'General Information', 'Time Settings', 'Preferred Substitutes', 'Excluded Substitutes', and 'Shared Files'. Below the tabs, the page is titled 'Preferred Substitutes'. Under 'DEFAULTS', there are two sections: 'Calling Sequence' with radio buttons for 'Use Call Order' and 'Use Random Order', and 'Job Visibility' with input fields for '60' Days and '0' Hrs. A red button labeled 'Remove Selected Substitute(s)' is located in the bottom right corner. Below the settings, there is a table with columns for 'Name', 'Visibility', 'Select', and 'Action'. The table lists 'Alberts, Al' with a visibility of '60' Days and '0' Hrs. The 'Select' column has a checked checkbox, and the 'Action' column has a pencil icon.

Other sections on the Settings page include:

General Information

- **General Info** – Displays the school name, address, phone number and external number.

Time Settings

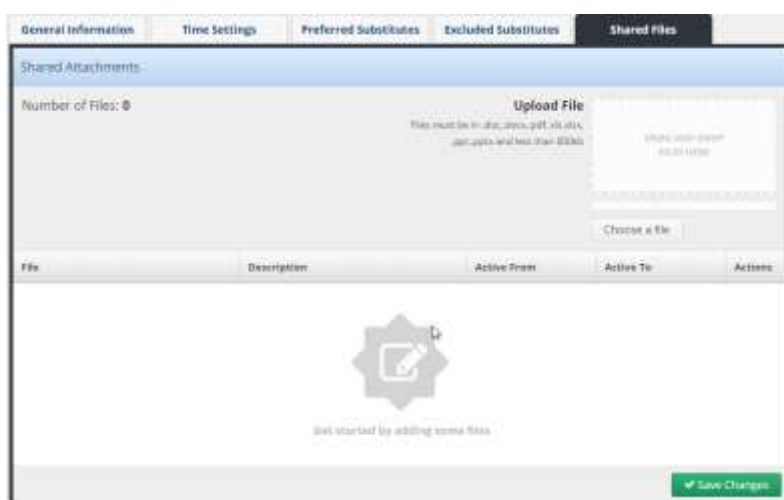
- **School Settings** – Displays if the school is Active, the school's time zone, as well as absence times.

Excluded Substitutes

- **Excluded Subs** - Displays the list of all substitutes that are currently excluded from your school.

Shared Files

- **Upload file** – Displays the files that have been attached/loaded to this location. You can click on **Choose a file** to upload a new document to your School's location or **Drag and Drop** the file over the box. This will attach to all absences created at this school. Click **Save Changes**.



E: Viewing the Daily Report

The Daily Report allows the administrator to view details of the employees' absences. It provides valuable information, including employee names, absence date(s), and the substitutes who are assigned to your school. In addition, district administrators can select a specific school or view the Daily Report for the entire district.

Step 1: Click on the **Reports** link on the side navigation bar, then click on the **Daily Report**. This will automatically bring up the absence information for the current date.

Step 2: Enter the date for which you want to view the Daily Report. You can also specify the type of employee (e.g., teacher, librarian) to be included in the report. If the administrator oversees one school, the report will be sorted by employee name by default. District administrators may sort the report by school or by employee name.

Step 3: The five sections of the report will automatically show on the lower half of the page, or click **Search** to select the specified sections.

Step 4: Click **Print** to be able to print off the Daily Report for today's date, or the date that was specified in the search.

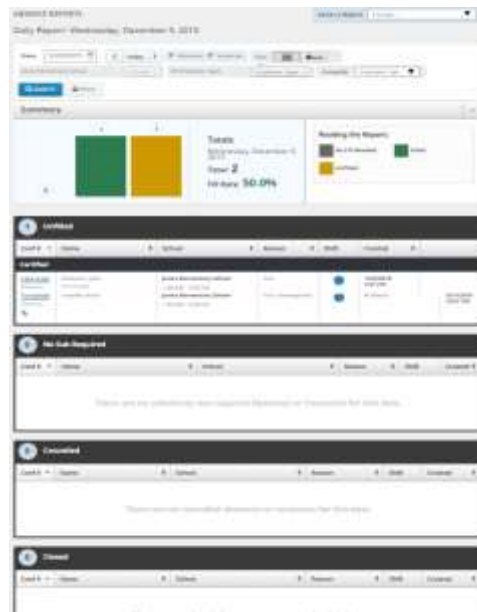
E: Viewing the Daily Report (continued)

The information is sorted into five sections:

- **Unfilled** – Absences the system is attempting to fill for that date, or that are currently being held for a substitute.
- **Filled** – Absences filled with a substitute for that date.
- **No Sub Required** – Absences created in the system but do not require a substitute for that date.
- **Canceled** – Absences that have been entered, not filled, and closed unfilled. A substitute is no longer required for that date.
- **Closed** – Absences that were entered and filled with a substitute then closed. Another substitute is no longer required for that date.

*You also have the option to filter each section by Conf#, Employee Name, School, Absence Reason, Shift, and when it was created. Simply click on the up and down arrow to filter.

Daily Report Sample



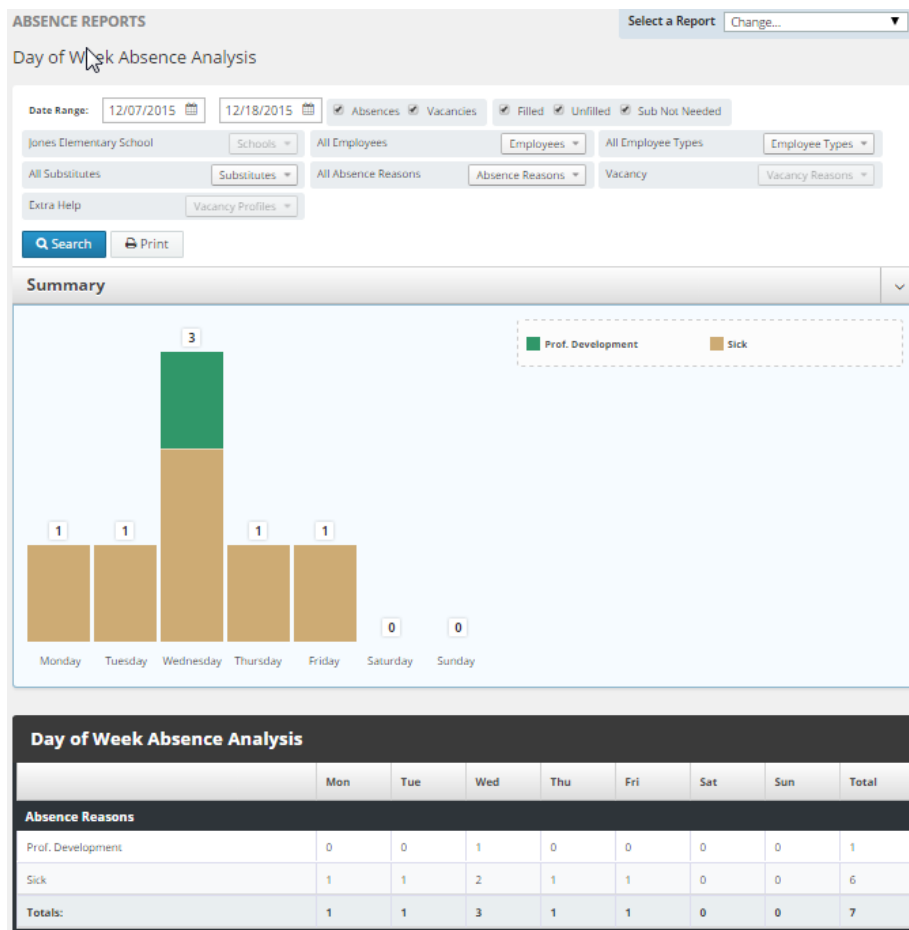
For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this document.

F: Viewing the Day of Week Absence Analysis

The Day of Week Absence Analysis allows you to see the daily and weekly totals for absence reasons for a specific day or week. The date range can span up to 92 days for a specific school and/or district, or up to 365 days for a specific employee.

- Step 1:** Click on the **Reports** link on the side navigation bar, then click on the **Day of Week Absence Analysis**.
- Step 2:** Enter the **Date Range** in the appropriate fields, or use the calendar icon to enter the dates. (By default, the system will display the current date.) You can also specify the **Substitutes, Extra Help, Absence Reasons, Absence or Vacancy, Filled Status** (Filled, Unfilled or Sub Not Needed), **Employee Type** and the **Employee Name**. District administrators can specify the school in the **School** drop-down list.
- Step 3:** Click **Search**. (You also have the option to Print this report by clicking on the **Print** button.)
- Color-coded information appears in both a graph and a summary box.

Day of Week Absence Analysis Sample



For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

G: Viewing the Absence Monthly Summary Report

The Absence Summary Report allows you to view weekly and monthly absence statistics one month at a time.

This report will allow you to:

- See monthly and weekly trends in absenteeism
- Compare month-to-month trends

Step 1: Click on the **Reports** link on the side navigation bar, then click on **Absence Monthly Summary**.

Step 2: Select the appropriate month and year.

Step 4: Select the appropriate report filters (i.e. Absence Type, School, Employee, and/or Employee Type)

Step 3: Click **Search**. (You also have the option to Print this report by clicking on the **Print** button.)

The Absence Summary displays in calendar form. Each calendar day contains the following information:

- **Total** – Number of absences logged for the day.
- **Fill NOT Needed** – Number of absences that do not require a substitute.
- **Fill Needed** – Number of absences that require a substitute.
- **Filled**– Number of filled absences.
- **Unfilled**– Number of absences currently unfilled.
- **Held** – Number of absences currently on hold, for which a substitute is being considered.
- **Fill Rate** – Percentage of filled absences among absences requiring a substitute.

At the bottom of the report, a summary will display describing weekly and monthly totals for each category.

A sample report is provided for reference on the next page.

Absence Monthly Summary Report Sample

ABSENCE REPORTS Select a Report:

Absence Monthly Summary

Absence Monthly Summary - December 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
23	24	Total: 2 Fil NOT Need: 0 Fil Needed: 2 Filed: 2 Unfiled: 0 Held: 0 Fill Rate: 50%	Total: 2 Fil NOT Need: 0 Fil Needed: 2 Filed: 1 Unfiled: 1 Held: 0 Fill Rate: 50%	Total: 2 Fil NOT Need: 0 Fil Needed: 2 Filed: 1 Unfiled: 1 Held: 0 Fill Rate: 50%	Total: 1 Fil NOT Need: 0 Fil Needed: 1 Filed: 0 Unfiled: 1 Held: 0 Fill Rate: 0%	25	
30	Total: 1 Fil NOT Need: 0 Fil Needed: 1 Filed: 0 Unfiled: 1 Held: 0 Fill Rate: 0%	Total: 1 Fil NOT Need: 0 Fil Needed: 1 Filed: 0 Unfiled: 1 Held: 0 Fill Rate: 0%	Total: 2 Fil NOT Need: 0 Fil Needed: 2 Filed: 1 Unfiled: 1 Held: 0 Fill Rate: 50%	Total: 1 Fil NOT Need: 0 Fil Needed: 1 Filed: 0 Unfiled: 1 Held: 0 Fill Rate: 0%	Total: 1 Fil NOT Need: 0 Fil Needed: 1 Filed: 0 Unfiled: 1 Held: 0 Fill Rate: 0%	31	
12	14	15	Total: 1 Fil NOT Need: 0 Fil Needed: 1 Filed: 0 Unfiled: 1 Held: 0 Fill Rate: 0%	17	18	19	
26	27	28	29	Total: 1 Fil NOT Need: 0 Fil Needed: 1 Filed: 0 Unfiled: 1 Held: 0 Fill Rate: 0%	Total: 1 Fil NOT Need: 0 Fil Needed: 1 Filed: 0 Unfiled: 1 Held: 0 Fill Rate: 0%	30	
27	28	29	30	31	1	2	
		Fil NOT	Fil Needed	Filed	Unfiled	Held	Fill Rate
Dec 1-5	7	Needed	7	3	4	0	42.86%
Dec 6-12	6	0	6	3	3	0	50.0%
Dec 13-19	7	0	7	0	7	0	0%
Dec 20-26	7	1	7	3	0	0	100%
Dec 27-31	5	0	0	0	0	0	0%
Monthly T...	35	1	15	5	10	0	33.33%

For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

H: Viewing the Absentee Report

The Absentee Report allows you to view a complete listing of all absences for a specific employee or all employees, and for a specific date or range of dates.

This report allows you to:

- View employees' absence history
- Specify an individual employee or all employees
- Sort the report by either date or employee name

Step 1: Click on the **Reports** link on the side navigation bar, then click **Absentee Report**.

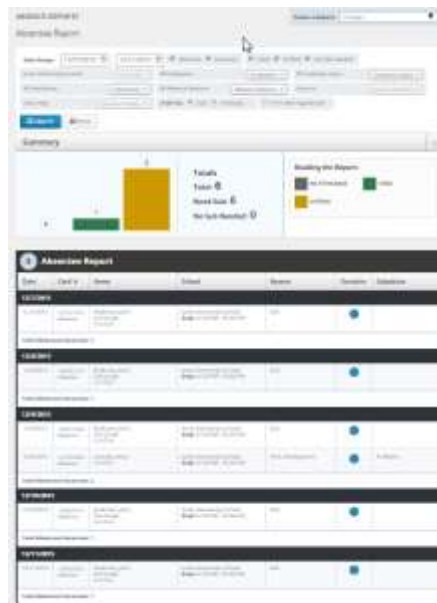
Step 2: Select the **Date Range** for the report. (By default, the system will display the current date.) This report is useful in searching up to 92 days for an entire school or district, or up to 365 days for a specific employee.

Step 3: Select additional criteria for the report. You can filter the report by **Absences, Vacancies, Filled Status, Employee Name, Employee Type, Substitute Name, Absence Reasons, or Extra Help**. You can also change the Order by Date or Employee. District administrators may select a specific school from the **School** drop-down list.

Step 4: Click **Search**. (You also have the option to Print this report by clicking on the **Print** button.)

At the top of the report, a summary will display for the following categories:

- Total - The total amount of absences
- Need Sub - Total Absences Needing a Substitute
- No Sub Needed – Total Absences Not Needing a Sub
- No Fill Needed – Absences Not Needing to be Filled.
- Filled – Absences that were Filled.
- Unfilled – Absences that were not Filled by a Substitute.



For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

I: Viewing the Staff List

The Staff List allows you to view a listing of your school's employees.

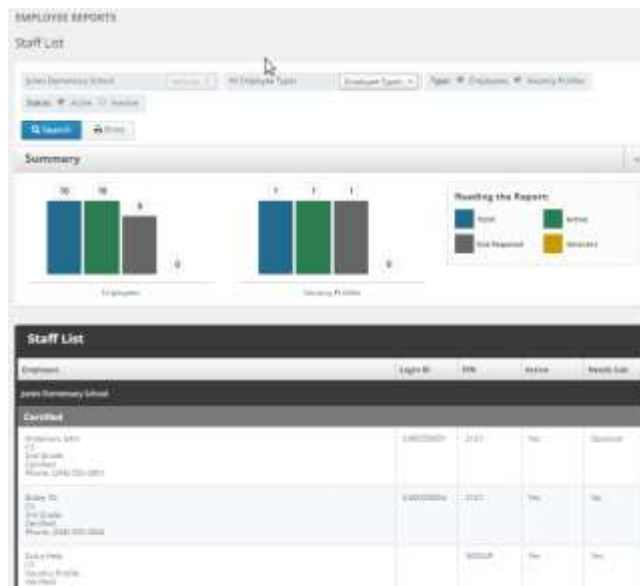
The Staff List includes the following information:

- Employee Name and Title
- Telephone Number (Frontline ID)
- PIN
- Employee Status (active/inactive). Employees who are not active do not have access to the system. To change the status of an employee, please contact your Kelly Educational Staffing office.
- Whether the employee requires a substitute.
- Employees who have their names recorded on the Interactive Voice Response (IVR). The voice recording allows substitutes to hear the name of the employee that is absent when using the IVR.

Step 1: Click on the **Reports** link on the side navigation bar, then click on the **Staff List** under **Employee**.

Step 2: The system will display employees for your school as well as Vacancy Profiles. The information is sorted by School, Employee type, Employee or Vacancy profile, and active or Inactive. District administrators can search a specific school from the **School** drop-down list.

Step 3: Click **Search**. (You also have the option to print this report by clicking on the **Print** button.)



At the top of the list is a bar graph that summarizes the following categories:

- Total Employees
- Total Active Employees
- Total Active Employees requiring a Substitute
- Total Itinerant Employees

For additional information on how to use this function, please refer to the **Monitoring Absences Guide** at the end of this guide.

J: Viewing the Absence Interactive Report

The Absence Interactive Report allows you to access historical absence data quickly and easily.

The report allows you to do the following:

- Choose the date range for absence information.
- Choose the absence reasons and employee types - Along with customizing the grouping and detail of the data.
- Download the report into an Excel spreadsheet.

Step 1: Click on the **Reports** link on the side navigation bar, then click **Absence Interactive** report.

Step 2: By default, the system will display the current school week. You can select a date range by using the drop down menu and selecting a custom date range.

Step 3: Select additional criteria for the report.

Step 4: Click **Search**. (You also have the option to print this report by clicking on the **Print** button.)

The screenshot shows the filter interface for the Absence Interactive Report. It includes a 'Date Range' section with a dropdown set to 'Last Month' and date pickers for '12/01/2015' and '12/31/2015'. There are checkboxes for 'Absences', 'Vacancies', 'Filled', 'Unfilled', and 'Sub Not Needed'. Below this, there are dropdown menus for 'Jones Elementary School', 'All Employees', 'All Employee Types', 'All Substitutes', 'All Absence Reasons', and 'Vacancy'. A 'Group By' dropdown is set to 'Date', and there are checkboxes for 'Percent of Day' and 'Count'. At the bottom, there are 'Search' and 'Print' buttons, and a 'Reset Filters' button on the right.

To export this report to Excel, click the export to Excel link:

- To save the report, click **Download Details** and follow necessary steps.
- To view the overall results, click on **Drill Down**.
- To view details of the one specific date, click on **View Details** and you can view all absences for that date. (You also have the option to download the specific dates details.)

The screenshot shows the 'Absence Interactive' report table. The table has columns for 'Date', 'Absence/Vacancy Counts', and 'Absence/Vacancy Percentages'. The 'Absence/Vacancy Counts' section includes 'Total', 'Need Job', 'Filled', 'Unfilled', and 'No Job Needed'. The 'Absence/Vacancy Percentages' section includes '% Filled', '% Unfilled', and '% of Total'. The 'Actions' column contains 'Drill Down', 'View Details', and 'Download Details' buttons. The data is shown for two dates: 12/1/2015 (Tuesday) and 12/2/2015 (Wednesday). The 'View Details' button for 12/1/2015 is highlighted with a red box.

Date	Absence/Vacancy Counts					Absence/Vacancy Percentages			Actions
	Total	Need Job	Filled	Unfilled	No Job Needed	% Filled	% Unfilled	% of Total	
12/1/2015 Tuesday	2.00	2.00	1.00	1.00	0.00	50.00 %	50.00 %	12.50 %	Drill Down View Details Download Details
12/2/2015 Wednesday	2.00	2.00	1.00	1.00	0.00	50.00 %	50.00 %	12.50 %	Drill Down View Details Download Details

K: Report Writer

The following reports will be available standard for you to run as needed: Absence Interactive, Daily Report, Employee Data Report, Absence Balance Report (if applicable), and School Info Report. To see all available reports, you may need to change the **Show reports last run or created** filter to "any time" and then click **Search**.

Step 1: Click **Run with New Filters** next to the desired report

Step 2: Update any filters if necessary – Click "Run"

Step 3: Choose output type ("Excel Compatible, .csv" recommended, except for Daily Report. HTML is recommended for Daily Report due to grouping)

Step 4: If you'd like the report emailed to you enter your email address and click checkbox for "Attach results to email" – Click "Run"

Step 5: Download results or open results from your email.

Report Writer

Show reports last run or created: any time Name:

Absence Data

Name	Access	Created	Last Run	Runs	Actions
Absence Interactive	Public	5/24/2018 2:30 PM by: Carrie Nester		0	<input type="button" value="Run with New Filters"/> <input type="button" value="Run with Saved Filters"/>
Daily Report	Public	5/24/2018 2:05 PM by: Carrie Nester		0	<input type="button" value="Run with New Filters"/> <input type="button" value="Run with Saved Filters"/>

Employee Information

Name	Access	Created	Last Run	Runs	Actions
Employee Data Report	Public	5/24/2018 1:56 PM by: Carrie Nester		0	<input type="button" value="Run with New Filters"/> <input type="button" value="Run with Saved Filters"/>

Absence Reason Balance

Name	Access	Created	Last Run	Runs	Actions
Absence Balance Report	Public	5/24/2018 2:02 PM by: Carrie Nester		0	<input type="button" value="Run with New Filters"/> <input type="button" value="Run with Saved Filters"/>

School Information

Name	Access	Created	Last Run	Runs	Actions
School Info Report	Public	5/24/2018 2:09 PM by: Carrie Nester		0	<input type="button" value="Run with New Filters"/> <input type="button" value="Run with Saved Filters"/>

K: Changing Your PIN/Resetting Your Password

Follow the steps below to change your administrator PIN code:

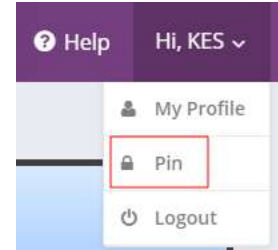
Step 1: Click on the greeting drop down menu and then click on **Pin**.

Step 2: Enter your existing PIN in the **Old Pin** field.

Step 3: Enter your new PIN in the **New Pin** field.

Step 4: Retype your new PIN in the **Confirm New Pin** field.

Step 5: Click **Save Changes** to complete the change, or click **Clear Form** to keep your current PIN.

A screenshot of a web form titled 'Change your Pin'. It has two tabs: 'My Profile' and 'Pin', with 'Pin' selected. The form contains three input fields: 'Old Pin:', 'New Pin:', and 'Confirm New Pin:'. Below the 'Old Pin' field, there is a list of requirements: 'Pin must meet the following requirements: 4 or 5 Numeric Digits, Cannot be the same as current pin, Numbers cannot be in sequence, A single number cannot be used more than three times'. At the bottom right, there are two buttons: 'Save Changes' (green) and 'Clear Form' (grey).

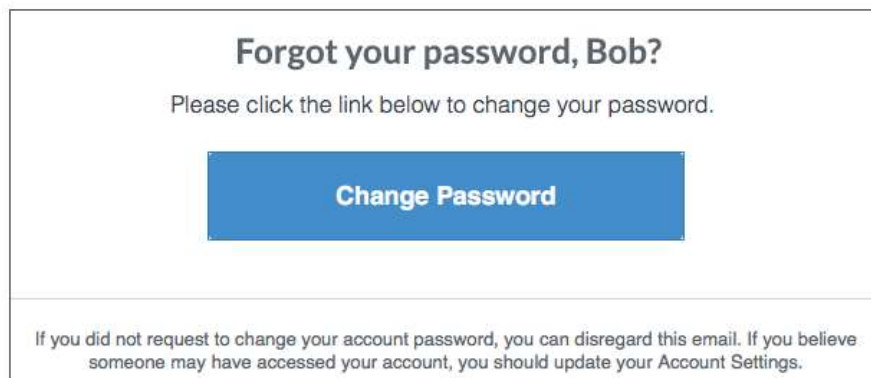
If your district utilizes the Frontline Platform system, your Login ID and PIN will be replaced with a Frontline username and password and you will not see the Pin option in your menu. Follow the steps below to update your Frontline password:

Step 1: Click on the greeting drop down menu and then click on **Logout**.

Step 2: Click on the **I forgot my PIN or Password** link.

Step 3: Enter your Frontline username on the next screen, then click **Continue**.

Step 4: The system will send you an email with a link you can click to reset your password.



L: Approving/Rejecting Timesheets Using KES Web Time

Substitutes submit their time online weekly through the KES Web Time feature in Frontline.

Each school must assign a KES Web Time Timesheet Approver to approve substitute timesheets each week. A backup administrator should also be identified to approve timesheets in the event of the first administrator's absence.

If saved timesheets are not approved by Tuesday at 11:59 P.M. for the prior workweek, all submitted timesheets will be automatically approved and sent to the payroll processing center.

How to Approve or Reject Timesheets

Step 1: The assigned approver will receive an e-mail with a subject line of "ACTION REQUIRED for timesheet approval" twice for saved time for the prior work week; Monday and Tuesday morning at 12:01 AM. Each e-mail has a link to a list of timesheets requiring approval. Click this link to go to the **Time Sheets Approval Page**.

Dates	Substitute	Actual Hours Reported	Actual Units Reported	Status	Rejections	
5/6/2013 - 5/12/2013	Abrams, Williams	0	4	Approved	0	<input type="checkbox"/>
5/6/2013 - 5/12/2013	Lo, Anna	0	1	System Approved	0	<input type="checkbox"/>
4/29/2013 - 5/5/2013	Abrams, Williams	0	1	Pending	0	<input type="checkbox"/> <input type="button" value="Reject"/>

Rejected Time Sheets

Dates	Substitute	Actual Hours Reported	Actual Units Reported	Status	Rejections	
4/29/2013 - 5/5/2013	Lo, Anna	0	1	Rejected	1	<input type="checkbox"/>

- The page will display "All Periods" by default. You can view a specific week (up to four weeks in the past) by selecting it from the second drop-down menu.
- The page will display "All Substitutes" by default. You can view time sheets for a specific Substitute by selecting their name from the first drop-down menu.

Step 2: On the **Time Sheets Approval Page**, select the check box that corresponds with the substitute's name and click **Approve Selected** or **Reject** to approve or reject that timesheet without reviewing it.

- You can select all employee time sheets at once by clicking the check box located on the top right corner of the time sheet.
- You can only multi-approve, rejections must be done individually.

Step 3: To review the time sheet's details, click the date range in the **Dates** column for that Substitute. The **Approve Time Sheets** page will display.

Step 4: Verify that the name of the employee reflects the correct name that the substitute replaced.

Step 5: Review the timesheet details on the **Approve Time Sheets** page to verify that the hours, the substitute's name, and the dates are correct.

Step 6: To approve or reject the timesheet, click **Approve Time Sheets** or **Reject** as appropriate.

L: Approving/Rejecting Timesheets Using KES Web Time (continued)

Date	Location	Employee	Absence Reason	Scheduled Actual Start	Scheduled Actual End	Break	Hours	Units	Accounting Code
Wednesday 5/1/2013	Lilly Lesmer	Picard, Jean	Extended Sick Leave	8:00 AM 8:00 AM	3:00 PM 3:00 PM	12:00 PM - 12:15 PM	N/A	1	-- None Selected --

This submission has been approved.

Rejected and needs revision. If the item is not open for input, the maximum number of rejections has been reached. Please contact your administrator.

Time Sheet Comments:
 05/17/2013 11:55 AM Williams Abrams
 No time entered for the OBS location

Step 7: If you reject a timesheet, use the **Comments** field to enter any notes regarding the rejection and select the appropriate reason in the **Reject Reason** drop-down menu.

- This information is immediately sent to the substitute via e-mail or telephone. The substitute can revise their timesheets and resubmit for approval.

Step 8: The **Approve Time Sheets** page will reflect any timesheets you approve or reject. Rejected timesheets will display under the **Rejected Time Sheets** section and remain there until the Substitute resubmits their timesheet for approval.

M: Managing Time Approvers Using KES Web Time

You can change the time approvers in your school. Each school must assign one approver that will be responsible for approving timesheets each week, or an alternate approver who will handle timesheet approvals in the event of the primary time approver's absence.

Step 1: Click on the **WebTime** link on the side navigation bar, then click on the **Manage Approvers**.

Step 2: First Click on the edit button and enter the e-mail address and name for the **Primary Approver**.

Step 3: Click **+Add Approver** and enter the e-mail address and the name of an **Alternate Approver** (when needed) and the dates during which they will serve as the approver.

Step 4: Click the green check mark to save your changes.

Note: When an alternate approver is assigned, the primary approver will not receive an approver email until the alternate is removed or their permission expires.

Name	Email	Actions
Jones Admin	jones@kesschools.com	[Edit]

Name	Email	From	To	Actions
No Alternate Approver Scheduled				

+ Add Approver

N: Viewing the Timesheet Summary Report

The Timesheet Summary Report allows you to view substitute timesheets by a particular name, date or status. You can select the necessary timesheets and print them as needed for your records.

Step 1: Click on the **WebTime** link on the side navigation bar, then click on the **Time Sheet Summary**.

Step 2: Enter the appropriate start and end dates (By default, the system will display the current date).

Step 3: Select the school location. District administrators may select a specific school from the school drop-down list.

Step 4: Select the appropriate substitute or select the "View All" option to view all timesheets.

Step 5: The report can be filtered by Type (Absence/Vacancies) & Vacancy Profile. Select "Order by" Time Period or Substitute.

Step 5: Select the appropriate timesheet status

Step 6: Click **Search**. (You also have the option to print the report by clicking the **Print** button.)

Time Sheet Summary

Date Range: 12/01/2015 12/31/2015 Absences Vacancies Jones Elementary School Schools

All Employees Employees All Substitutes Substitutes Extra Help Vacancy Profiles

Saved Revised Pending Approved System Approved Rejected Paper Time Sheet Order By: Time Period Substitute

Search Print

IVR Telephone Feature

O: IVR System

The automated scheduling system is also accessible through IVR telephone technology for district employees and substitutes. They will need a touch-tone telephone to use the IVR system.

This feature only allows for one absence to be recorded at a time, whether a single day absence or multiple day absence. In order to access the IVR system, they will need the following information:

- Employee's Phone ID (telephone number including area code)
- Employee's Phone PIN

General Information

P: Need Help?

Contact your Kelly Educational Staffing office or KAST Center to:

- Cancel past absences
- Modify an absence with associated timesheet data
- Enter an absence for a previous date
- Ask questions regarding Kelly Educational Staffing or the use of Frontline Education's Absence Management Solution.
- Locate your ID or PIN
- Receive assistance or information if you are unable to access the system

Call 1-866-KELLY-38 during regular business hours if you experience technical difficulties using the automated scheduling system or if you have forgotten your PIN.

Monitoring Absences Guide

Monitoring Task	Report Name	Report Details
<p>How do I monitor a specific employee's absenteeism? <i>Example: See how often and why Mary Smith was absent.</i></p>	<p>Absentee Report</p>	<ol style="list-style-type: none"> 1. Click Absentee Report from the sidebar Reports menu. 2. Select the employee and the appropriate Start and End dates. 3. Click Search.
<p>How do I monitor a day of the week absence pattern? <i>Example: See Friday absenteeism one month at a time.</i></p>	<p>Absence Summary Report -or- Day of Week Absence Analysis</p>	<ol style="list-style-type: none"> 1. Click Absence Monthly Summary from the sidebar Reports menu. 2. Select the appropriate month and year. 3. Click Search. <p style="text-align: center;">-or-</p> <ol style="list-style-type: none"> 1. Click Day of Week Absence Analysis from the sidebar Reports menu. 2. Enter the Date Range dates in the appropriate fields, or use the calendar icon to enter the dates. You can also specify the Employee Type. District administrators can specify the school in the School drop-down list. 3. Click Search. Color-coded information appears in both a graph and a tabled summary.
<p>How do I monitor a particular date's absence information? <i>Example: See the absence information before or after a holiday.</i></p>	<p>Daily Report</p>	<ol style="list-style-type: none"> 1. Click Daily Report from the sidebar Reports menu. 2. Enter the appropriate date. This will allow you to see who was absent, what the entitlement type was, and when the absence was entered into the system. <p>Note: To obtain specific details about an absence or employee's history, click the Confirmation Number for that absence. This will display the employee's name, the school, the time the absence was created, the status, and the Substitute's name.</p> <ol style="list-style-type: none"> 3. Click Search.
<p>How do I monitor absence reason usage (reasons for absences)? <i>Example: See how many employees were absent due to professional development on Monday.</i></p>	<p>Day of Week Absence Analysis</p>	<ol style="list-style-type: none"> 1. Click Day of the Week Absence Analysis from the sidebar Reports menu. 2. Enter the appropriate Date Range dates, school name, and employee type. 3. Click Search.

Monitoring Absences Guide

Monitoring Task	Report Name	Report Details
<p>How do I view unfilled absences? <i>Example: See which absences do not yet have a substitute assigned.</i></p>	Daily Report	<ol style="list-style-type: none"> 1. Click Daily Report from the sidebar Reports menu. 2. View the Unfilled section from the report. 3. Enter the date to view unfilled absences for and click Search.
<p>How can I view when an absence was entered? <i>Example: See the advance notice provided by the employee for the absence.</i></p>	View Absence	<ol style="list-style-type: none"> 1. Click Modify Absence from the home page. 2. The current date's information displays by default. You can change the date as needed. 3. Click Submit. 4. Click the Confirmation Number to view the specific details of the absence.
<p>How do I find an employee's ID and PIN? <i>Example: The ID and PIN are required to enter an absence using the Interactive Voice Response (IVR).</i></p>	Employee Staff List	<ol style="list-style-type: none"> 1. Click Staff List from the sidebar Reports menu. 2. The list of employees for your school will display. District administrators can select a specific school from the School drop-down list. 3. Click Search and the information for the school you specified will appear. The information is sorted by school, employee type, and employee name. 4. An employee's ID is located in the Phone column, and the PIN is located in the PIN column.
<p>How do I monitor the total number of absences? <i>Example: See how many people were absent Friday.</i></p>	Absentee Report -or- Day of Week Absence Analysis	<ol style="list-style-type: none"> 1. Click Absentee Report from the sidebar Reports menu. 2. Select the appropriate school and the appropriate start and end dates. 3. Click Search. 4. Scroll down to the first row in the summary table. <p style="text-align: center;">-or-</p> <ol style="list-style-type: none"> 1. Click Day of Week Absence Analysis on the sidebar Reports menu. 2. Enter the Date Range dates in the appropriate fields, or use the calendar icon to enter the dates. You can also specify the Employee Type. District administrators can specify the school in the School drop-down list. 3. Click Search. Color-coded information appears in both a graph and a tabled summary.

✂ Cut out and save these quick reference cards:

Kelly Educational Staffing

Via the Internet

- Go to kellyeducationalstaffing.com.
- Click **Frontline Login** and enter your ID number and PIN in the appropriate fields.
- The system allows you to:
 - Enter an absence
 - Modify an absence
 - View the Preferred Substitutes
 - View the Daily Report
 - View the Day of Week Absence Analysis
 - View the Absence Summary Report
 - View the Absentee Report
 - View the Employee Register
 - View the Absence Interactive Report
 - Change your PIN/Password
 - Approve/reject timesheets
 - View the Timesheet Summary Report
 - Manage time approvers
 - Obtain assistance
 - Monitor absences

Kelly Educational Staffing

Frontline for Administrators

- Report an absence via kellyeducationalstaffing.com or call 1-800-942-3767.
- For technical difficulties, or if you forget your PIN, call 1-866-KELLY-38 during regular business hours.