Agenda

I. Frontline & Munis Systems Integration

II. Employee Timekeeping Responsibilities

III. Frontline User Types

IV. Frontline System Access

V. Frontline Usage and PPS Timekeeping Procedure – Live Demonstration
   a) Creating an Absence
   b) Editing or Canceling Absences
   c) Shared Files
   d) Download and Use Mobile Application
   e) Using Dial-In Phone System

VI. Additional Resources
   a) Frontline Website
   b) Timekeeping Guide for Employees
   c) Frontline Absence Management Training and Supporting Documents
Prior to 2021

**Peoplesoft**
- Official system of record for financial, human resource, and payroll information.

**Frontline**
- System used by school-based employees (teachers, counselors, paraprofessionals) to request time off.
- System used by substitutes to select sub assignments during the absence of a school-based professional or paraprofessional.

Starting March 19, 2021

**Munis**
- Official system which will serve as the system of record for financials, human resources, and payroll information.

**Frontline**
- Official system of record to be used by **ALL** employees to request and record time off and track substitute time worked.

**Benefits of Frontline and Munis**
The appropriate use of these systems will help to ensure:

- **appropriate** payroll tracking for all employees;
- **accurate** reporting of employee absences;
- **correct** tracking of substitute time worked;
- **standardized** time-off request procedures across the District.
- **elimination** of data entry into 2 systems.
At Pittsburgh Public Schools **timekeeping** is the process of reporting employee **leave** and **work** time for payroll purposes.

**Timekeeping** is tracked through two systems:

- **Frontline Absence Management (Frontline)**
- **Munis ERP Solution (Munis)**
All employees submit the following leave request in the system in ½ or full day increments using frontline absences reasons:

- Court Subpoenas
- Funeral
- Holidays
- Jury Duty
- Leave of Absence
- Military
- Personal
- Sick
- Snow Day
- Vacation Day

Supervisors approve employees’ time off requests. Sick time does not require approval.

Substitutes select assignments based on school-based employee absences.

Timekeeper reconcile employee absences and substitute time worked to ensure proper payroll occurs.

Human Resources Department manages the system.

Finance Department conducts audits in the system.
Leave of Absence Request

Employees must submit a leave of absence request through the District’s Staff Webpage when the absence request is longer than 3 days. However daily absences **must** be entered in Frontline until an approval notice is received from HR.

How To Submit A Leave of Absence Request

1. Go to the District’s Staff webpage. (www.pghschools.org/staff)

2. Click the Leave of Absence Request icon. (Located under Employee Resources section)

3. Complete the Leave of Absence Request Form.
Munis System

All employees review their leave balances on their paystubs.

Timekeepers enter employee work time (overtime, stipends, deductions, payroll) into the system.

Human Resources Department updates employee personnel information (address/phone, etc.) into the system.

Finance Department conducts timekeeping audits and processes reimbursements, requisitions and other financial transactions.
Employees must complete the Personnel Information Change Request form to make changes to their name, address, and/or phone number within the Munis system. It is important that all personnel information be updated in the Munis system as it is the official system of record for employee information.

How To Change Your Personnel Information

1. Go to the District’s Staff webpage. (www.pghschools.org/staff)
2. Click on Login to My PPS Sharepoint icon. (Located under Employee Resources section)
3. Enter your PPS District credentials. (Your board email address and password)
4. Click on the Departments Tab and select Human Resources.
5. Then click Personnel Information Change Request on the left side of the screen and complete the Personnel Information Change Request Form.
Frontline & Munis Integration For Payroll

Employee Leave Time Entered

Automated Integration

Employee Work Time Entered

Substitute Employee Work Time Entered

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Employee Timekeeping Responsibilities

1. Review and understand the [Pittsburgh Public Schools Timekeeping Guidelines](#).

2. Monitor leave balances to ensure available amounts before making absence requests.

3. Submit annual vacation schedule and non-workdays by the requested deadline in Frontline.

4. Enter daily absence requests in Frontline to acquire supervisor approval and substitute coverage.

5. Submit a leave of absence request through the [District’s Staff Webpage](#) when the absence request is longer than 3 days. Daily absences **must** be entered in Frontline until an approval notice is received from HR.

6. Provide the required physician’s certificate upon returning to work according to the [Pittsburgh Public Schools Timekeeping Guidelines](#).

7. Ensure that days worked are recorded in Frontline when providing support in the classroom as a substitute during the absence of a school-based professional or paraprofessional employee.
Supervisor Timekeeping Responsibilities

1. Review and understand the Pittsburgh Public Schools Timekeeping Guidelines.

2. Outline timekeeping expectations and protocols with supervisees.

3. Ensure that supervisees submit daily absence requests, annual vacation schedules, and non-workdays in Frontline to ensure departmental coverage is maintained.

4. Ensure that supervisees submit a **leave of absence** request through the District’s Staff Webpage when the absence request is longer than three (3) days. Supervisee must enter their absences daily into Frontline until an approval notice is received from HR.

5. Monitor supervisee leave balances to ensure available leave time and approve absence requests in the Frontline system.

6. Approve supervisee absence request in the Frontline system.

7. Confirm that the designated timekeeper is conducting proper accounting of time while reconciling supervisee absences and substitute days worked.

8. Request physician’s certificate from supervisees according to the Pittsburgh Public Schools Timekeeping Guidelines.

9. Address excessive absences with supervisees and Employee Relations Team within the Human Resources department.
1. Review and understand the Pittsburgh Public Schools Timekeeping Guidelines.

2. Collect and maintain timesheet records for non-exempt employees. These records need to be maintained for seven (7) years for auditing purposes.

3. Monitor annual vacation schedule, non-workdays, and leave balances to convey employee balances to supervisor.

4. Reconcile employee absence requests and substitute days worked in Frontline on a daily basis and before each payroll cutoff date.

5. Maintain all physician notes for employees who are required to submit a physician certificate based on the Pittsburgh Public Schools Timekeeping Guidelines.

6. Enter employee absences when employees cannot enter their own absences due to extenuating circumstances.

7. Assign substitutes to an absence or vacancy when necessary.
Frontline User Types

Employee Users
(All Employees & Substitute who reach Full-Time Status)

Substitute Users
(Those who provide support in the classroom during the absence of school-based professional or paraprofessional employees.)

Campus Users
(Timekeepers and Supervisors)
Frontline System Access

- Web-Based Application
- Mobile Application
- Dial-In System