

TIMEKEEPING CHANGE

Starting February 15, 2020 for biweekly employees, and March 19, 2021 for semimonthly employees, and in alignment with the implementation the new HR/Payroll system Munis, **all District employees** will be required to use Frontline Absence Management to record their absences and request substitutes (when applicable). This decision was made by Executive Cabinet in order to ensure appropriate payroll tracking, reporting of employee absences and substitute time worked, and to standardize time-off request procedures across the District.

FRONTLINE ABSENCE MANAGEMENT

- Frontline Absence Management is the District's system of record for employee absences and substitute time worked.
- The use of Frontline will be a daily **requirement** for all District employees.

FRONTLINE SYSTEM ACCESS

- Frontline can be accessed by employees via a mobile application, the District Staff website, or a dial-in phone system.
- District employees will need to use their District email and password to access Frontline (i.e. jdoe1@pghschools.org).

FRONTLINE SYSTEM USAGE

- Employees must record all of the following in Frontline: approved absences, court subpoenas, funeral leaves, jury duty, personal leave, sick days, and vacation days.
- Employees must still complete a traditional **Leave of Absence Request Form** if they are going to be absent for five or more consecutive sick days, however their leave time must also be entered into the Frontline system.
- Employees requesting a leave related to COVID-19 must complete a **COVID-19 Related Leave Application Form** and enter their time into Frontline system.
- Supervisors are required to promptly approve their supervisees time off requests within Frontline with the exception of leaves of absence. Human Resources will approve traditional and COVID-19 leaves of absence.
- Timekeepers are responsible for auditing this information daily both for employee absences and substitute workdays.

NEXT STEPS AND ADDITIONAL RESOURCES

- Employees will receive additional communications from Human Resources regarding expectations, training, and additional resources on how to properly use the system within the next couple of weeks.
- Employees are also required to review the information on the **Frontline Absence Management District Webpage** carefully, as this will be the official website for the most updated information and resources on Frontline Absence Management.