

FRONTLINE – TIME & ATTENDANCE HOW TO ENTER ½ DAY ABSENCE

Below is an example of how you would enter your time when you have a half day absence:

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	08:00 AM	11:07 AM	3.11	--
	Break	11:07 AM	11:37 AM	0.50	No
Sick: 354590448	Leave	11:37 AM	02:15 PM	2.63	Yes

Your daily work schedule is 8:00am – 2:15pm

AM absence would be requested as: 8:00am – 11:07am

PM absence would be requested as: 11:37am – 2:15pm

For the AM absence Frontline will automatically pull into your timesheet from Absence Management as:

LEAVE	From	To	Total	Paid
Sick	08:00 AM	11:07 AM	+ 3.11	+ 3.11

You would enter the time you're actually at work as:

TIME EVENTS	IN	OUT	Total	Paid
TIME ENTRY	11:07 AM -- (Actual)	02:15 PM -- (Actual)	+ 3.13	+ 3.13

This allows for your entire scheduled hours for the entire day to be entered. When you **SAVE CHANGES** your ½ hour lunch will be deducted. Your total hours for the day will be 5.75 hours.