


Reviewing and Submitting Timesheets Through the Frontline Mobile App

 time-help.frontlineeducation.com/hc/en-us/articles/360001006328-Reviewing-and-Submitting-Timesheets-Through-

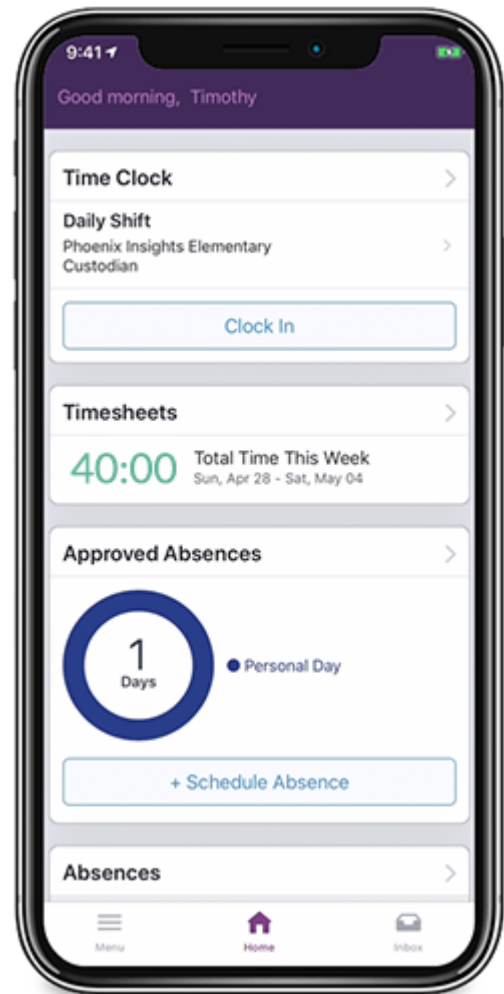
Organizations with the Frontline Insights Platform now offer employees the ability to review and submit timesheets directly through the Frontline mobile app!

If you are new to the mobile app, consider referencing this QuickStart Guide first to learn more about downloading and accessing the app.

Locating Your Timesheets

The mobile app lists your timesheet information via the home page and side navigation. Log in to the app and locate the section that says "Timesheets." The system provides an option to view your timesheet details and to also adjust a time entry.

Keep in mind, this functionality is dependent on whether your organization provides you with the designated permissions. You may or may not have this specific setup.

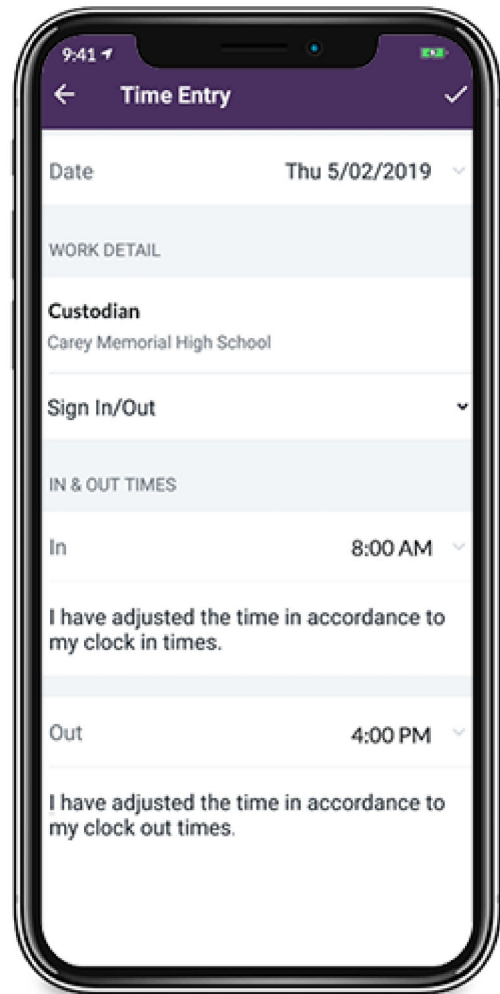


Reviewing Your Timesheets

To review your timesheet details, select the **Timesheets** option on your mobile home page or via the side navigation. This opens a page where you can review your time worked for a given week.

If you wish to view a different timeframe, select the side arrows to alternate between weeks or click the dropdown directly beside the "This Week" title to choose a specific date from the calendar.

The system lists the data for each day of the selected week, and you can add additional time, submit timesheets, or select an individual day to review more specific details.



Submitting Timesheets

Once you review your time worked, you can access the Timesheets section and select the option to **Submit Timesheets**.

The system will open a new page that indicates which days are currently selected for timesheet submission.

When necessary, click the dropdown beside the indicated days and click the checkbox to add or remove days. You can then, click **Confirm Selection** to save your changes and return to the timesheet submittal page.

Perform a final overview of the selected days, add a comment (if needed), and click the checkbox to confirm that the timesheets are accurate. Then, click **Submit** to complete the process.

The system will mark the selected days as "Submitted" on the Timesheets page, and this status will remain until the approver reviews and accepts the submission.

Take note, you can select **Undo Submission** if additional adjustments are needed, but this option will be removed once the approval is made.

Did you know you may also have the option to clock in through your mobile app? Reference this article to learn more!

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