



Supervisors

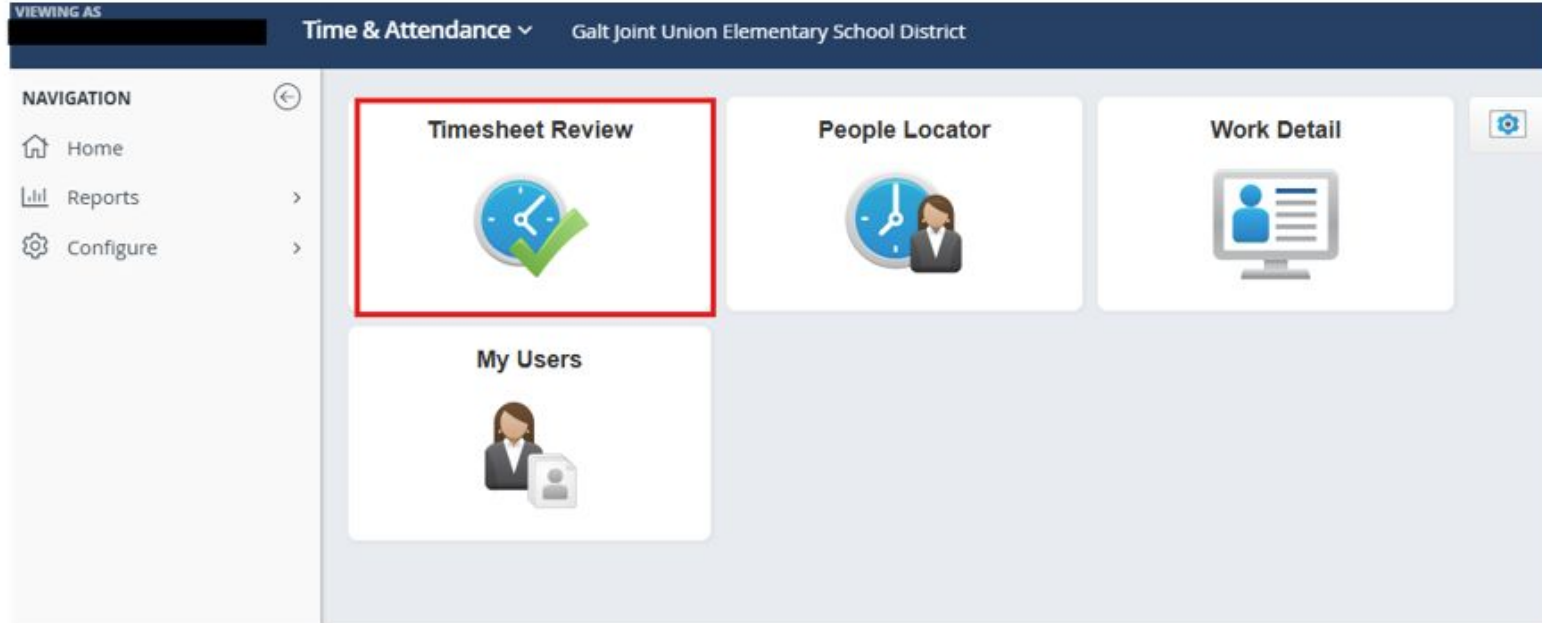
How To Review and Approve Timesheets



frontline
education®

Step 1:

- Log in to Frontline: Time & Attendance
- Make sure you are on your Campus User Profile
- Select Timesheet Review from the Home screen.



Step 2: Timesheet Review Report

- Select the month you want to review.
- You can run the full report to see everything/everyone.
- You can use the filter, sort, and advanced options to limit which timesheets you see. You can also search by employee.

Timesheet Review

Approve, Reject, or Reset Timesheets

Date Range:

Monthly

07/01/2026 - 07/31/2026

Filter By:

-- None --

User Type: Any

User Status: Any

Assignment Type: Any

Sort By:

User Name - Ascending

[Advanced Options](#)

Search for User:

corrales

Run Report

Narrow by Locations:

☒ All Options

☒ DISTRICT OFFICE

☒ FAIRSITE

☒ Galt Joint Union Elementary School District

☒ LAKE CANYON

14 selected [Clear](#)

Narrow by Job Types:

☒ All Options

☒ Admin Asst. Overtime

☒ Admin Asst. Curriculum

☒ Admin Asst. Ed Services

☒ Admin Asst. HR / Fiscal

127 selected [Clear](#)

Monthly

07/01/2026 - 07/31/2026

Page 1 of 1

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Displaying 1 - 2 (Total: 2)

☐ User	Attention	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
☐ EMPLOYEE		32.00	32.00	0.00	32.00	0.00	Pending
☐ EMPLOYEE		184.00	184.00	0.00	184.00	0.00	Submitted

LEGEND

Approved
 Partially Approved
 Rejected
 Partially Rejected
 Waiting
 Submitted
 Partially Submitted
 Pending

Step 3a: Timesheet Review



- Full Summary of an employee's timesheets by day.
 - This is good for an overall review of the entire month by each day.
- In depth look at the hours for each day.



- This is where you can change/check account lines
- Add/Remove or Edit Timesheets.
- Review comments



- Payroll data(This is a payroll use)

☐ User	Attention	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
☐  EMPLOYEE [REDACTED]		176.00	176.00	0.00	176.00	0.00	Approved

LEGEND |  Approved  Partially Approved  Rejected  Partially Rejected  Waiting  Submitted  Partially Submitted  Pending

Double blue arrow view:



- Full Summary of an employee's timesheets by day.
 - This is good for an overall review of the entire month by each day.

	EMPLOYEE 		73:30	73:30	00:00	73:30	00:00	Partially Submitted
Date	Location / JobType Details	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status	
09/01/2025	VALLEY OAKS ELEMENTARY Custodian - PT	03:30	03:30	00:00	03:30	00:00	Submitted	
09/02/2025	VALLEY OAKS ELEMENTARY Custodian - PT	00:00	00:00	00:00	00:00	00:00	Submitted	
09/03/2025	VALLEY OAKS ELEMENTARY Custodian - PT	03:30	03:30	00:00	03:30	00:00	Submitted	
09/04/2025	VALLEY OAKS ELEMENTARY Custodian - PT	03:30	03:30	00:00	03:30	00:00	Submitted	

In-depth Timesheet view:



Timesheet



Approve, Reject, or Reset

EMPLOYEE



⚙ Actions ▾



Monthly

09/01/2025 - 09/30/2025

TOTAL
+ 246:19

PAID
+ 246:19

✕ Cancel All Changes

✓ Save Changes

▾ Expand All

▴ Collapse All

MON September 01, 2025

Total + 08:00 Paid + 08:00 ▾

TUE September 02, 2025

Total + 08:00 Paid + 08:00 ▾

WED September 03, 2025

Total + 08:00 Paid + 08:00 ▾

THU September 04, 2025

Total + 08:00 Paid + 08:00 ▾

FRI September 05, 2025

Total + 08:00 Paid + 08:00 ▾

MON September 08, 2025

Total + 08:00 Paid + 08:00 ▾

TUE September 09, 2025

Total + 08:00 Paid + 08:00 ▾

Step 3b: Review the Timesheets: Initial Scan

- **Net Difference: (Examples in the next slide)**
 - **NO Red Hours:** Staff is short time, they should not be adjusting regular scheduled hours. For absences they need to report separately.
 - **NO Green Hours:** Staff should not enter extra time under their regular position.(Job Type)
 - **YES Green Hours:** Indicates additional hours beyond the regular schedule (Extra Time, OCP, Overtime, Subbing, or Special Assignments).These should match Job Type. Review account lines and required comments.
- **Comments:**
 - Subbing (Name of EE that is absent and Job #)
 - Special Assignments
 - Approved Extra Time
 - Trainings
 - Independent Study Contract information.

Net Difference Examples

- **NO Red Hours**
- **NO Green Hours**
- **YES Green Hours**

☐	   	EMPLOYEE [REDACTED] [REDACTED]	 	24.00	27.00	0.00	27.00	3.00	Pending
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Date	Location / JobType Details		Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
08/03/2026	DISTRICT OFFICE  Fiscal Services 		8.00	7.00	0.00	7.00	-1.00	Pending
08/04/2026	DISTRICT OFFICE  Fiscal Services 		8.00	10.00	0.00	10.00	2.00	Pending
08/05/2026	DISTRICT OFFICE  Fiscal Services 		8.00	8.00	0.00	8.00	0.00	Pending
	DISTRICT OFFICE  Fiscal Services Overtime 		0.00	2.00	0.00	2.00	2.00	Pending

Step 3c: Detailed Timesheet View

- **Verify additional hours are entered correctly.**
 - Confirm the correct **Job Type** (Extra Time, Overtime, or Sub).
 - Ensure a **valid account code** is entered.
 - The system usually populates the account code automatically.
 - Update it if a different account (e.g., requisition) should be charged.
- **No account code** = employee will not be paid (hours will not appear on the payroll report).
- **Comments** are optional but helpful for identifying the work performed.

LOCATION: DISTRICT OFFICE JOB TYPE: Fiscal Services Overtime DUE: 09/01/2026 STATUS: Pending [Delete Timesheet](#)

TIME EVENTS	Duration	Total	Paid
Duration	2.00	+ 2.00	+ 2.00

Account: Fiscal Overtime [Change](#)

TIMESHEET COMMENT

Overtime for Training + 2.00 + 2.00

Step 3d: Review the Timesheets. What to look for:

- **Status (See Legend Below):**

- **Pending:** Employee has not submitted timesheets.
- **Partially Submitted:** Some, but not all, timesheets submitted.
- **Submitted:** All timesheets submitted.
- **Partially Approved:** Only some days or one approver (e.g., Secretary II) has approved.
- **Approved:** Fully approved by the supervisor.
- **Note:** Timesheets are not rejected. Employees must correct and resubmit if changes are needed.
- **Attention Box (Red Flag):** Hours differ from the employee's schedule, often due to Extra Time, Overtime, Sub Time, missing clock events, or other exceptions. Timesheets may still be approved only after review.

☐ User	Attention	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
☐  EMPLOYEE		176.00	176.00	0.00	176.00	0.00	Approved

LEGEND |
  Approved
  Partially Approved
  Rejected
  Partially Rejected
  Waiting
  Submitted
  Partially Submitted
  Pending

Step 4a: Approve Timesheets

- Once timesheets have been reviewed, check the box next to the word “User” to select all employees.
- Then click on the button that says “Approve, Reject, or Reset Timesheets.”

Timesheet Review

Approve, Reject, or Reset Timesheets

Date Range: Monthly 09/01/2025 - 09/30/2025

Filter By: -- None --

Sort By: User Name - Ascending

[Advanced Options](#)

Run Report

Monthly 09/01/2025 - 09/30/2025 Page 1 of 2 20

Displaying 1 - 20 (Total: 34)

☒ User	Attention	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
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Step 4b : Approve Timesheets

- Make sure that the Action is set to Approve Selected, check the box to certify that the timesheets are correct, then click “Submit.”
- You will receive a confirmation notice after you submit.

Timesheet Status

×

Action: Approve Selected ▼

Comments:

☒

I certify that these timesheets are a true statement of the hours recorded in the period indicated.

Cancel

Submit

Timesheet Status

×

The update(s) were successful

Close

Step 4c: Approve Timesheets

- Make sure that the Action is set to Approve Selected, check the box to certify that the timesheets are correct, then click “Submit.”
- You will receive a confirmation notice after you submit.

Timesheet Status

×

Action: Approve Selected ▼

Comments:

☒

I certify that these timesheets are a true statement of the hours recorded in the period indicated.

Cancel

Submit

Timesheet Status

×

The update(s) were successful

Close

Step 5: Verify Approval

- Approved timesheets will display an "Approved" status.
- Run the Timesheet Review Report and filter by “Outstanding Timesheets” to identify any remaining timesheets.
- Check the report periodically before the deadline, as employees may submit late timesheets or make changes.

Timesheet Review

Approve, Reject, or Reset Timesheets

Date Range:

Monthly

08/01/2026 - 08/31/2026

Filter By:

Outstanding Timesheets

User Type: Any

User Status: Any

Assignment Type: Any

Sort By:

User Name - Ascending

[Advanced Options](#)

Run Report

Need to make corrections after approval?

- Reset selected employees to pending if the employee is making the correction and resubmitting.
- Reset to Submitted if you are making the correction.

Timesheet Review

Approve, Reject, or Reset Timesheets

Date Range: Monthly 09/01/2025 - 09/30/2025

Filter By: -- None --

Sort By: User Name - Ascending

User Type: Any

User Status: Any

Run Report

Monthly 09/01/2025 - 09/30/2025

Page 1 of 2

Displaying 1-20 (Total: 34)

	Attention	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
☒ User							

Timesheet Status

Action: Reset Selected to Submitted

Comments: Making correction

Timesheet Status

Action: Reset Selected to Pending

Comments: Making correction

Cancel Submit