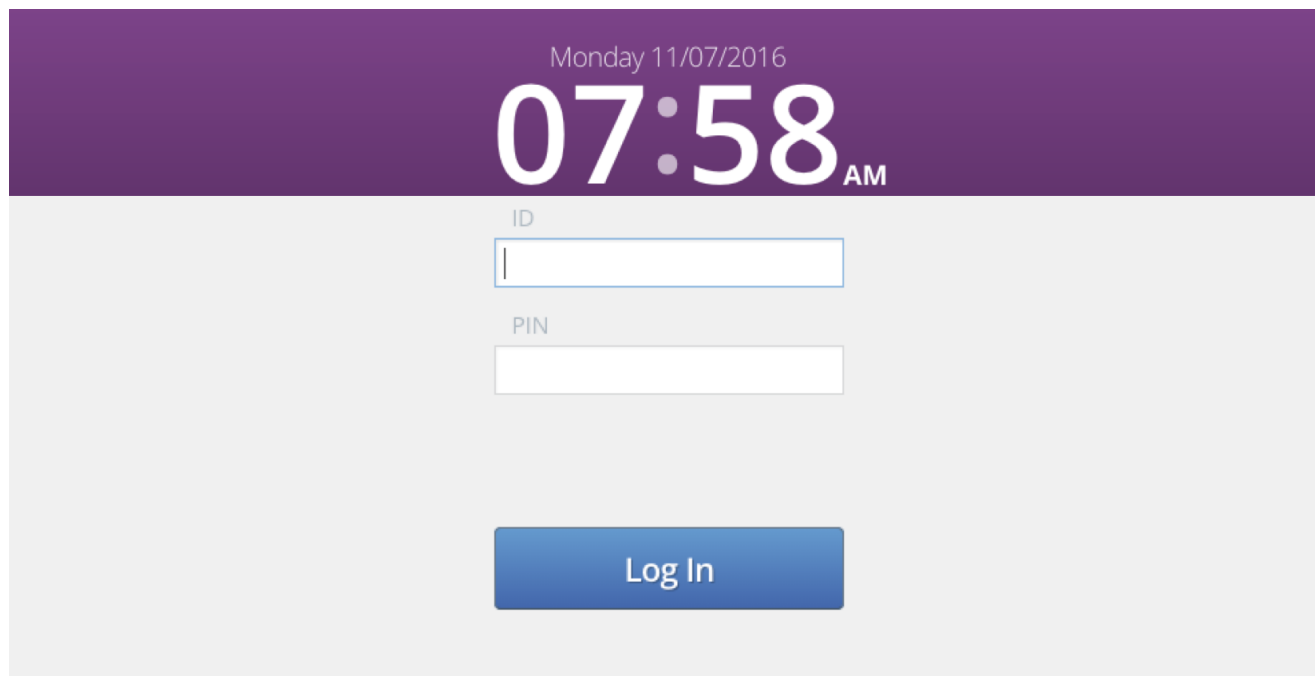


# Using a Time and Attendance Kiosk

[time-help.frontlineeducation.com/hc/en-us/articles/115003455147](https://time-help.frontlineeducation.com/hc/en-us/articles/115003455147)

Using a Kiosk is easy! First, scan your barcode at the kiosk or enter your ID & PIN. Then, click the **Login** button.

On some kiosks, you may need to click the "Use ID/PIN" button in order to manually enter your credentials.



Monday 11/07/2016

07:58 AM

ID

PIN

Log In

Then, if you have multiple positions or you work at multiple locations, you may be required to specify your duties and location of work. Once you do that, click the **Green Button** to sign in or out depending on your current status.

Monday 11/07/2016

07:58<sub>AM</sub>

Welcome, Aaron Bamburger

**⚠ We need more details!**

SCHEDULE

Rittenhouse Middle School-  
Teacher

Regular

WORK  
08:00 AM - 04:00 PM  
08:00 Hours

EVENT HISTORY

There haven't been any  
recorded events today.

LOCATION & JOB TYPE

Rittenhouse Middle School - Teacher  
 Rittenhouse Middle School - Teacher (Extra-Duty)

EVENT

Shift

COMMENTS

-- No comment --

Log Out

IN

As an employee, if your sign in was successful, you will see a "Success!" message with the location and job type you are working.

**Success!**

IN @ 08:00 AM (07:58 AM Actual)  
Bridge Street Elementary School - Paraprofessional

Add a Comment

Dismiss

As a substitute, if your sign in was successful, you will see a "Success!" message with information about who you're filling in for, the location, the job type, and the confirmation numbers.

Welcome, Susan Farmhand

**Success!**

Replacing **Lois Andrews** from **07:30 AM - 12:30 PM** (Conf# 170735813)

Replacing **Helen Phillips** from **12:30 PM - 03:30 PM** (Conf# 170735852)

IN @ 10:30 PM (10:23 PM Actual)

Pad Thai High - Substitute Teacher

Add a Comment

If the sign in was unsuccessful, an error message will appear.

If you receive an error message, please report the exact wording of the message to your Administrator.

When you are ready to sign out, follow the same steps as shown above.

## Adding Comments

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You may swipe your bar code or enter your ID & Pin. If comments are required, the message “An initial comment is required” is presented. If comments are not required, then they may or may not be entered.

There are three types of comment options that you may encounter.

1. Custom - Open text box allowing the employee to enter their own comment.
2. Pre-defined – Options are limited to pre-defined comments created by the District. These are visible via a drop-down menu.
3. Both – Employee has the option to choose the pre-defined comments or chose “Custom” and enter their own comment.

The following image depicts and example of a custom comment box.

Hogwarts  
Wednesday 12/20/2017

**08:15** AM

Welcome, Severus Snape

⚠ An initial comment is required to Sign in for this unscheduled job.

**SCHEDULE**

Hogwarts-Teacher

- Regular
- WORK  
07:00 AM - 07:30 AM  
00:30 Hours
- Family Illness: 280050716
- LEAVE  
07:30 AM - 10:30 AM  
03:00 Hours (Relief)

**EVENT HISTORY**

There haven't been any recorded events today.

**LOCATION & JOB TYPE**  
Hogwarts - Teacher

**EVENT**  
**SIGN IN/OUT**

**COMMENTS**

Log Out

Sign In

The following image depicts and example of a predefined comment box.

Hogwarts  
Wednesday 12/20/2017

08:23 AM

Welcome, Severus Snape

**Success!**

Sign in @ 08:23 AM (08:23 AM Actual)

Hogwarts - Teacher

-- Custom --  
Late- Approved  
Late- Unapproved  
-- Custom --

Save Comment

Dismiss