MISSION

Visionary Leaders Providing Exemplary Service

MCESC
Frontline Employee Guide

A quick guide to the frequently asked questions

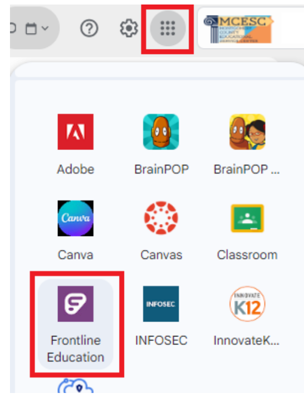
If you have further questions, please contact Human.Resources@mcesc.org

Signing in to Frontline Education

Choose from one of the following options to login to Frontline:

OPTION 1: DISTRICT SINGLE SIGN-IN LINK/QR Code
Must be logged in to your MCESC account on a Google Browser

This takes you to step 4 in Option 3.
https://login.frontlineeducation.com/sso/mcesc



OPTION 2: FROM THE “WAFFLE” OR “GRID” ICON IN GOOGLE
Must be logged in to your MCESC account on Google Browser

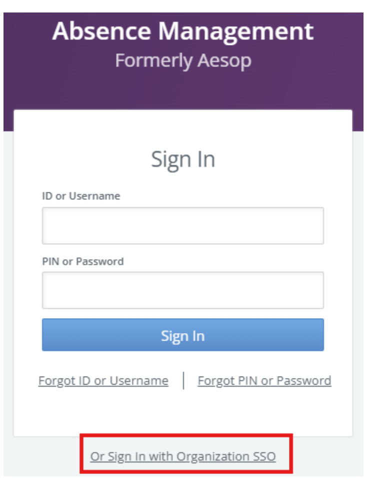
Frontline provides launching the app from within your mcesc.org Google account applications.

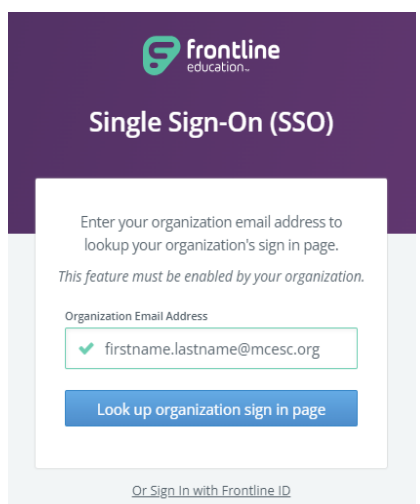
This takes you to step 4 in Option 3.

OPTION 3: FRONTLINE SIGN-IN PAGE

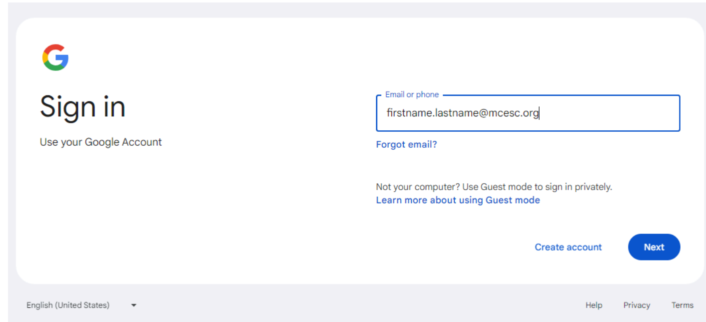
Frontline also provides the standard sign-in option via a global URL (app.frontlineeducation.com) or through a specific application login page (e.g. Absence Management, Time and Attendance, Frontline Central, etc.). This is also the screen you will get when signing on via Mobile app.

1. From here, a user will select the link that says **Or Sign in with Organization SSO**.
2. This opens the Provider Discovery page. Enter the email address affiliated with your organization and click **Look up organization sign in page**.





3. This opens the Sign in with Google option for you to enter your mcesc.org address and password.



If you are already signed into your account, it will skip this step. If you are signed in to multiple Google accounts, it will ask you which account to select. **This will only work with your mcesc.org account.**

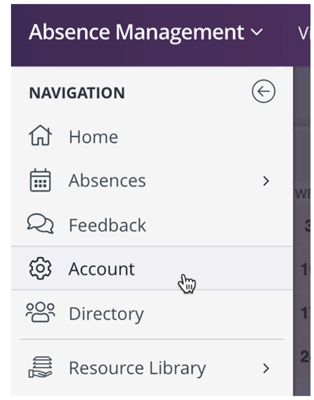
Based on the permissions set to your account, you will be able to select your desired application from this list.

- Absence Management - Submitting and tracking leave
- Professional Growth - Evaluations
- Recruiting & Hiring - Job Postings and Recruiting
- Time & Attendance - Electronic Timesheets

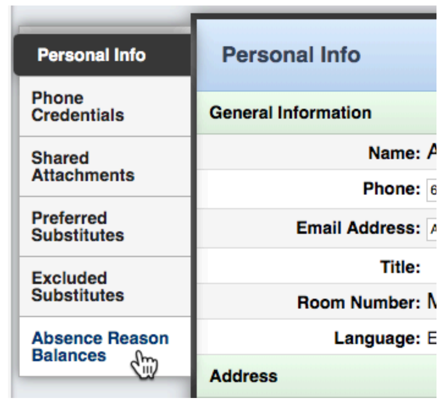
Absence Management

Viewing Your Leave Balances:

To access this information, click on the **Account** option in the side menu.



Click the **Absence Reason Balances** tab to the left of the page.
* **New Hires**- Balances will be available after your first paycheck.



Here's a quick key to help you understand the columns on the Absence Reasons Balances:

- **Initial** - This is the initial number of days or hours given to you for this absence reason.
- **Used** - The number of days or hours you have used so far.
- **Pending** - The number of days or hours that you have scheduled for upcoming absences.
- **Balance** - This is your current absence reason balance. You can also see your "Days/Hours after Pending" balance which calculates in your pending time.

Absence Reason Balances

Last Calculated: Thursday, January 16, 2020

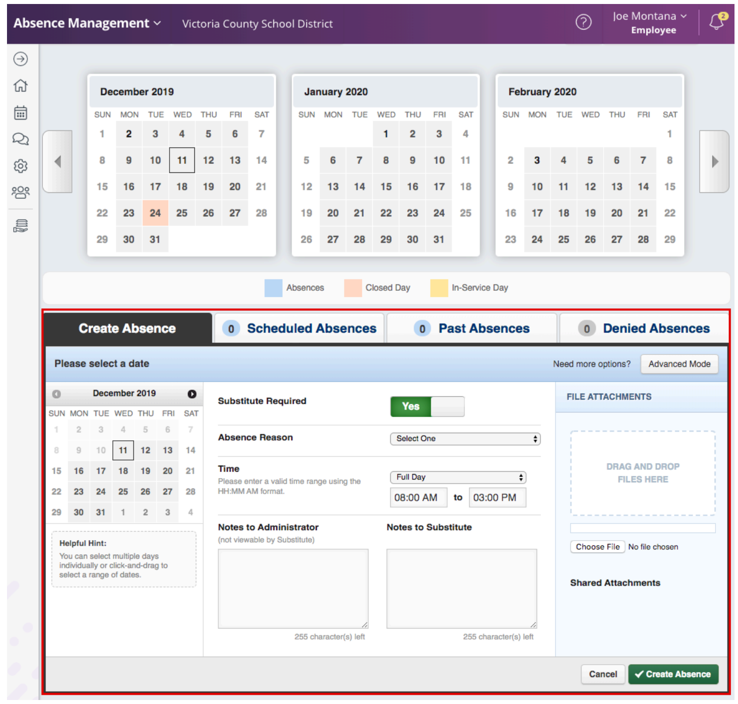
Absence Reason	Initial	Used	Pending	Balance
Illness > Doctor's Appointment	3.00 Days as of Saturday, April 1, 2017	0.50 Days	None	2.50 Days
Personal Day	5.00 Days as of Saturday, April 1, 2017	None	None	5.00 Days
Professional Day	2.00 Days as of Saturday, April 1, 2017	1.00 Days	None	1.00 Days

Absence Management

Entering an Absence:

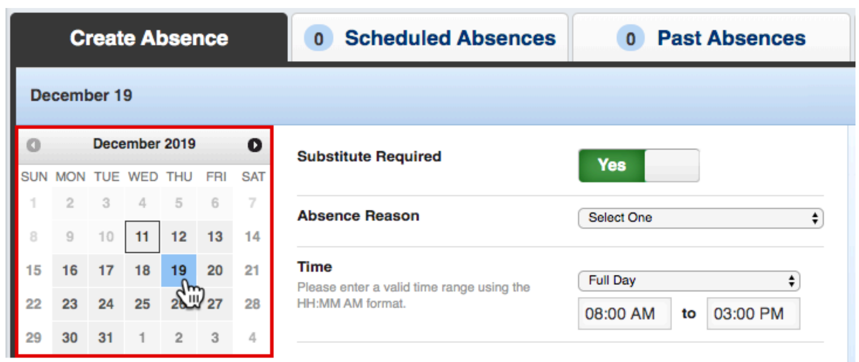
Log in to your Frontline Account

The absence creation process allows you to indicate important details (e.g. your absence timeframe, reason, and other classroom notes/attachments). You can create an absence via the "Create Absence" tab on the homepage or via the "Absences" option in your side navigation.



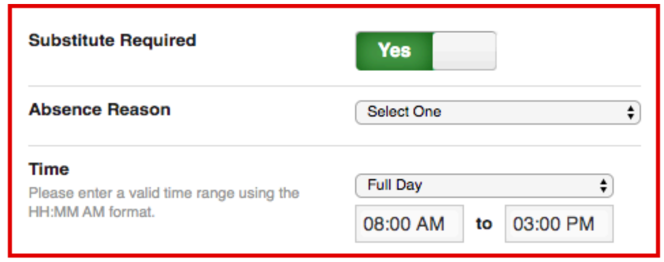
When selecting your absence timeframe, click on the desired date within the calendar. (The system will highlight your selection in blue.)

You can also click on multiple days to create a multi-day absence.



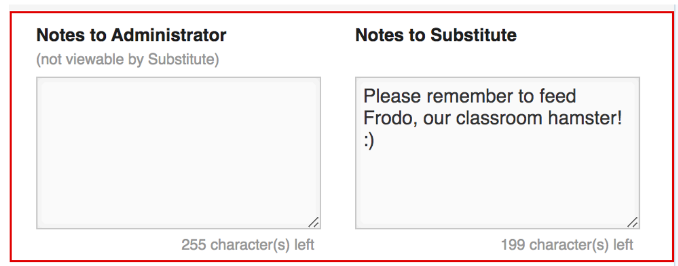
Absence Details	
Substitute Required	This option may already be predetermined for you, but you may have the option to choose if a substitute is needed for this absence. To change the option from **Yes** to **No**, just click to move the slider.
Absence Reason	Choose your absence reason from the dropdown list. (These options are pre-determined for you by your system Administrator.)
Time	Choose what type of absence this is. Is it a Full Day Absence? Is it a Half Day Absence? Depending on your district's setup you may have the option to choose a custom absence as well. If you do need to enter custom times, choose **Custom** from the dropdown and enter the custom times in the boxes provided.

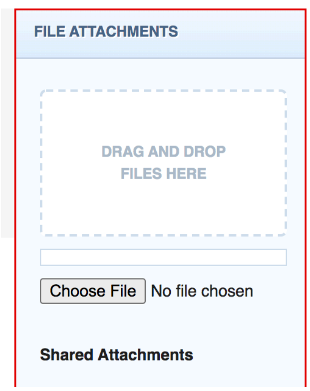
The absence details (i.e. absence reason, time, etc.) are located beside the date selection tool.



Absences must be used in ¼ day increments.
Reference the ¼ and ½ days attachment located in the Shared Attachments Section for specific times.

The system also provides a few entries (e.g. notes to Admin, notes to Sub. etc.) to further support those who will review, approve, and fill your absence.

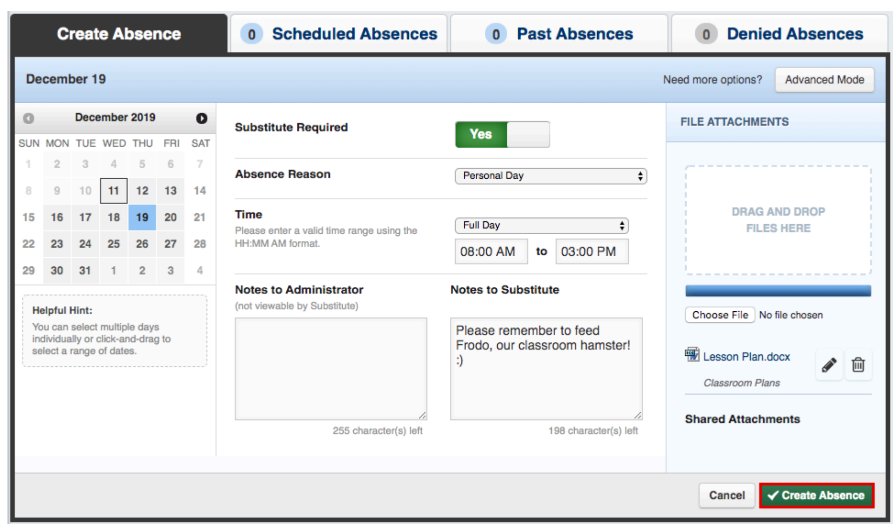


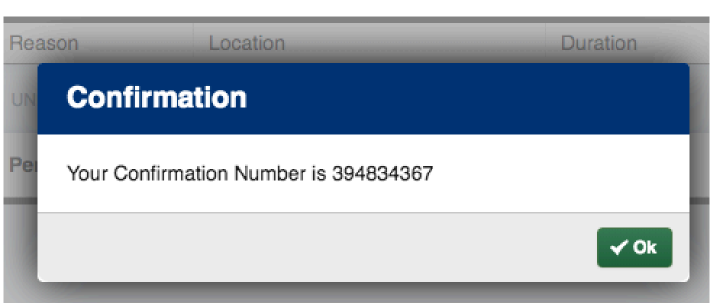


Attach a File: Absence Management allows you to attach Word, Excel, and/or PDF files for your substitute to reference. (These documents might include lesson plans, seating charts, professional development leave request, etc.) To attach a file, click the **Choose File** button and browse your computer or drag the file right into the drop area.

Once you have filled in all required fields, click the **Create Absence** button at the bottom right corner.

Once the absence is saved, you will see a message with a confirmation number, and the absence will appear under the "Scheduled Absences" tab.





You will receive an email once your absence has been approved or denied.

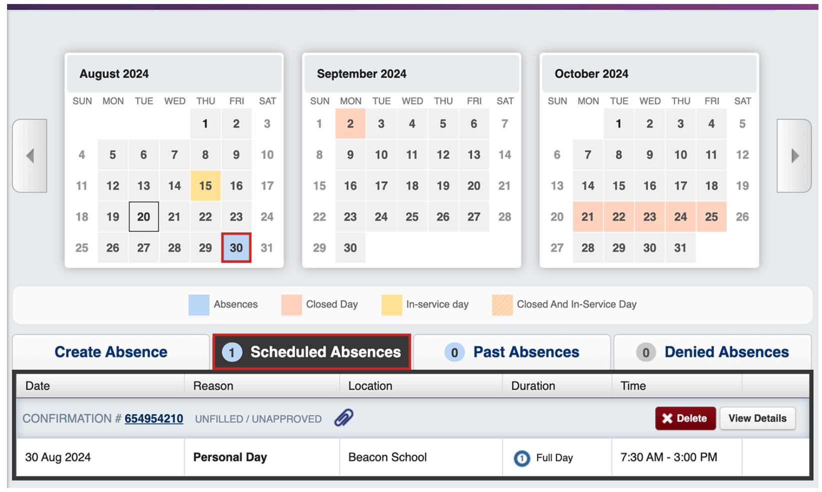
And there you have it! You have successfully entered an absence into the Absence Management system.

Absence Management

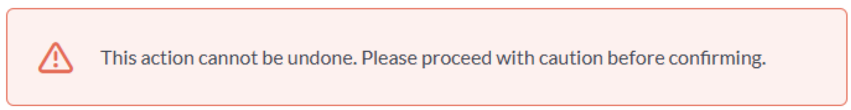
Cancelling an Absence:

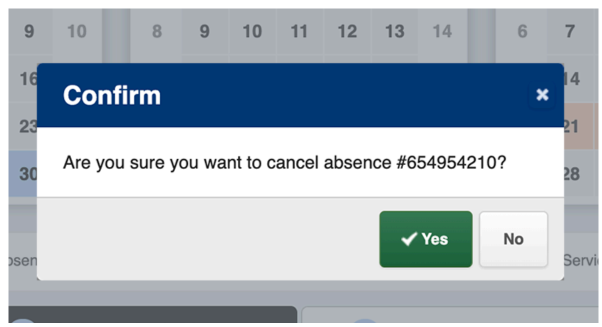
Log in to your Frontline Account

Click the "**Scheduled Absences**" tab on your homepage or select the specific day on your homepage calendar for when the absence is set to occur. Either selection will list your absence details. *In this example, the absence is set to occur on August 30th.



A red "Delete" option will be available if you have permission to cancel the absence. Select **Delete** and click **Yes** in the pop-up to confirm and cancel the absence.





Requirements to Delete an Absence

Absence visibility and options to edit/delete are managed *by MCESC*. So these options may or may not be available, depending on your enabled setup. A few common reasons why a "Delete" option may not be made available include:

- Date/time frame: The absence may be too close to its scheduled date.
- Filled/Unfilled: The absence may already be filled by a substitute.
- District User Permissions: Access to absence visibility and edits may be restricted by MCESC.

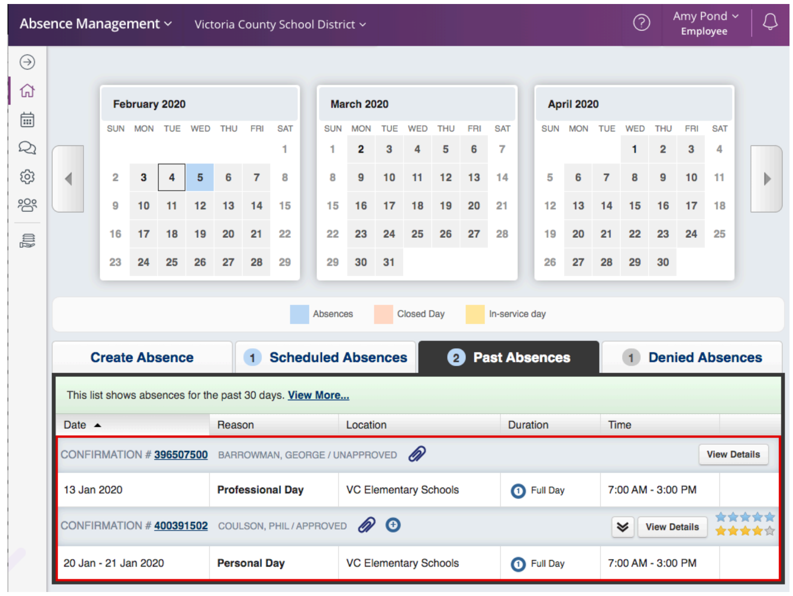
Please contact your Supervisor if the "Delete" option is not available and you require assistance.

Absence Management

Viewing Past Absences:

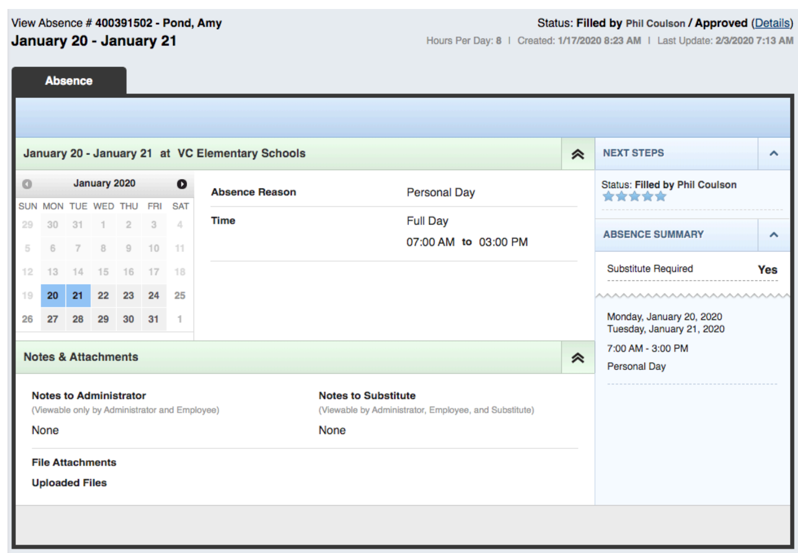
You can track your previous absences, as needed, within Absence Management. The system displays this information in one of two places, based on the timeframe you want to reference.

If you need to see your absence history from more than 30 days ago, click the **View More** link at the top of the "Past Absences" list or navigate to **Absences** > **Past Absences** in the side navigation.



You can review the basic details of each absence (e.g. location, duration, etc.) at a glance, or you can click the **confirmation number** or the **View Details** button beside an absence for additional details.

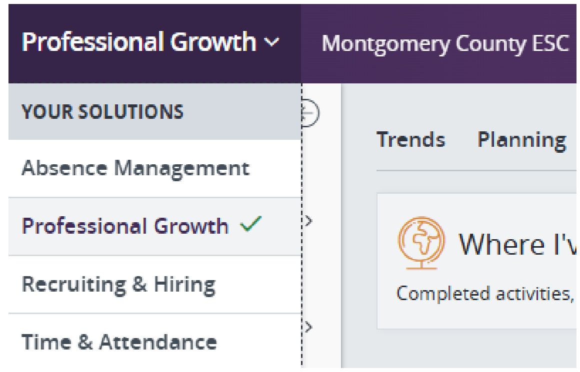
These additional details include notes and attachments, uploaded files, a substitute rating, etc.



Professional Growth

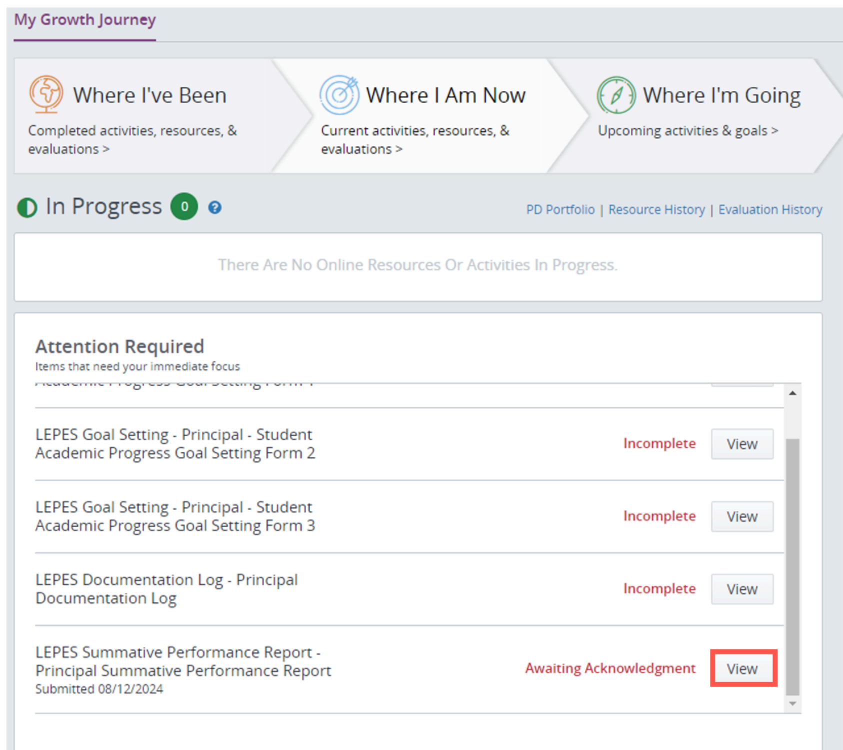
Acknowledging Your Evaluation:

Log in to your Frontline Account.

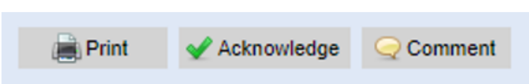


Toggle in the Upper Left Corner to Professional Growth

Evaluations awaiting acknowledgement appear in the Attention Required section of the My Growth Journey landing page and in the Action Required section.



View the form and click **Acknowledge** at the bottom of the form.



Other actions may also be performed on a form awaiting acknowledgement:

- **Comment**: Click the Comment button to add personal remarks to the form. Comments are appended to the bottom of a form.
- **Print**: Click Print to send the form to a selected printer for a hard copy.

After clicking **Acknowledge**, the form status will change to "Awaiting Finalization," and an email notification about your acknowledgement is routed to the appropriate administrator.
Once a form is acknowledged or finalized, edits to that form may need to be acknowledged again. The process is the same as the initial acknowledgement.