Time & Attendance Methods

Method 1: Frontline Mobile App:

1. Download the Frontline ERP & SIS App from your App Store.

2. Select Lake Travis ISD as your school district.

3. Select Time Card as the account. And then press select.

4. Enter your badge ID here and select Login:

   ** Your Badge ID is the first set of five digits located on the back of your Employee Badge.

   ** You will only have to do the above steps once when installing the app.
Using the Mobile Phone App

1. Connect to **LT_Internal Wi-Fi**. Settings → Wi-Fi → LT_Internal
2. Enter your LTISD Username & Password (same as desktop sign-on) → Join
3. Certificate → Accept

4. Open the Frontline App on your mobile device.

5. When clocking in or out of your regular primary job, select “Submit Time Stamp”.

** When clocking in for a supplemental job, enter the function ID for that job first and then select Submit Time Stamp. The function ID can be provided to you by the campus or department supervisor or administrative assistant.

*** Please note that if the supplemental job is paid as an hourly rate, you will need to swipe in and out. However, if the supplemental job is a flat rate, you will submit the supplemental pay request to your campus/department supervisor.
Method 2: Wall Mount Clock

1. You can either swipe your badge or enter your five-digit badge ID (Please note- this is NOT the same as your Employee ID. Badge ID can be found on the back of your Employee Badge). You will receive confirmation of the clocked record. This will automatically clock you in or out of your regular job.

2. If you are clocking in for a supplemental job, select F3 for “Activity”. Then swipe your badge or enter your badge ID. Please note that if the supplemental job is paid as an hourly rate, you will need to swipe in and out. However, if the supplemental pay is a flat rate, you will need to submit a supplemental pay request to your campus/department supervisor.

3. Select the appropriate activity code from the drop box selection. These will be preassigned to you by a supervisor or campus/department administrative assistant. Use the arrows and press enter to confirm.
Method 3: Frontline ERP Website

1. Log into Frontline at https://login.frontlineeducation.com/sso/ltsdschools
2. Select Frontline ERP:

3. From the left menu, select Time Stamp:

4. To clock in and clock out of your regular hourly job, select “Submit Punch”.

** When clocking in for a supplemental job, enter the function ID for that job first and then select Submit Punch. The function ID can be provided to you by the campus or department supervisor or administrative assistant.

*** Please note that if the supplemental job is paid as an hourly rate, you will need to swipe in and out. However, if the supplemental job is a flat rate, you will submit the supplemental pay request to your campus/department supervisor.