



Frontline: Central /
Absence Management /
Recruiting & Hiring

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Login to Frontline Central

Please login to [Frontline](#).



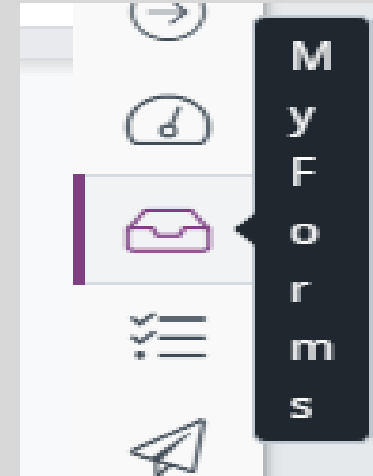
Frontline Central

- **What is Frontline Central?**
 - HRIS software that allows for electronic documents and file maintenance.
- **What can I find in Frontline Central?**
 - Onboarding packet
 - Contracts
 - Payroll & Benefits Forms
 - ID badge upload
- **What forms can I start on Frontline Central?**
 - Name Change Form
 - New Direct Deposit
 - New W-4

How To Find Forms on Frontline Central

“My Forms”

- On the “Home” page, on the left-hand side of your navigation screen, please find and click on the inbox image called “My Forms.”



“Forms I Can Start”

- Please click “Forms I Can Start” on the right-hand side.

 Forms I Can Start

“Start this form”

- Click “Start this form” and proceed typing on the form, remember to click submit!

 Start this form

Absence Management

What is Absence Management?

This is where employees log their absences. Absence Management is a system that manages and monitors employee absences. Each employee has their own account that will be linked to their Frontline Central Account and, if applicable, Professional Growth.

How do I create an Absence?

You can create an absence two ways: you can go to the bottom of your home screen where it says “create absence” and enter the information directly, or you can click the “absences” tab on the left-hand side and then “create absence.”

The screenshot displays the Absence Management system interface. On the left is a navigation menu with the following items: Home, Absences, Feedback, Account, Directory, and Resource Library. The main area shows three calendar views for August 2022, September 2022, and October 2022. A legend below the calendars indicates that blue squares represent Absences, orange squares represent Closed Days, and yellow squares represent In-service days. Below the calendars are three tabs: 'Create Absence' (selected), '2 Scheduled Absences', '0 Past Absences', and '0 Denied Absences'. The 'Create Absence' form is open, showing a date selection calendar for August 2022 with the 17th selected. The form includes fields for 'Substitute Required' (set to No), 'Absence Reason' (a dropdown menu), 'Time' (set to Full Day), and 'Notes to Administrator'. A 'Helpful Hint' box states: 'You can select multiple days individually or click-and-drag to select a range of dates.' On the right side of the form, there is a 'FILE ATTACHMENTS' section with a dashed box for 'DRAG AND DROP FILES HERE' and a 'Choose File' button.

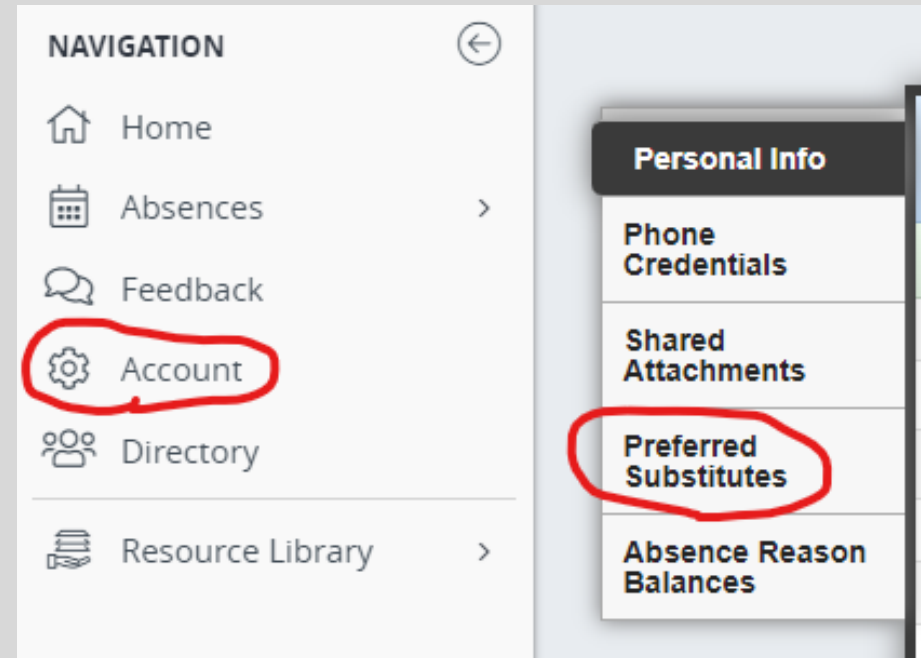
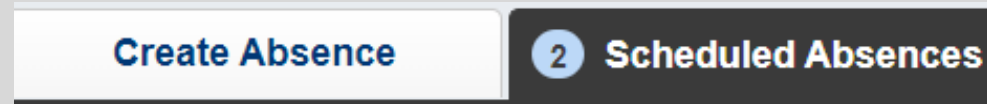
Absence Management (Continued)

How can I cancel an absence?

Go to the bottom of the page and click on “scheduled absences.” Find the absence you want to remove and click “delete.”

How do I create a Preferred Substitutes List?

On left hand side, click “Account.” Under personal info, click “Preferred Substitutes.” Click “Add Substitutes,” then click on the box next to each substitute you would like to add.



Recruiting & Hiring

What is Recruiting & Hiring?

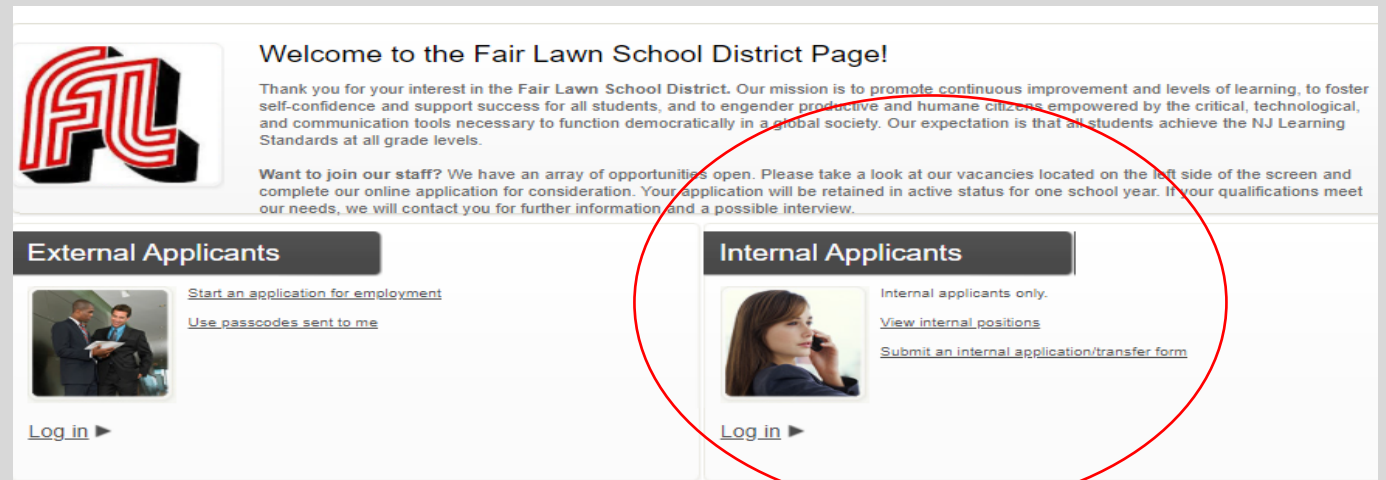
Formerly known as Applitrack, Recruiting & Hiring is a platform that allows interested employees to apply to open positions in a school district.

What will I need to do on Recruiting & Hiring?

Should you be interested in an open position within the district, you will log in using your username and password to apply. We have many internal postings such as coaching and advising extracurriculars.

How do I apply for an internal position?

Go to the Fair Lawn Public Schools' home page, click on Human Resources, then Careers. Under "Internal Applicants" click "View Internal Positions."



Welcome to the Fair Lawn School District Page!

Thank you for your interest in the Fair Lawn School District. Our mission is to promote continuous improvement and levels of learning, to foster self-confidence and support success for all students, and to engender productive and humane citizens empowered by the critical, technological, and communication tools necessary to function democratically in a global society. Our expectation is that all students achieve the NJ Learning Standards at all grade levels.

Want to join our staff? We have an array of opportunities open. Please take a look at our vacancies located on the left side of the screen and complete our online application for consideration. Your application will be retained in active status for one school year. If your qualifications meet our needs, we will contact you for further information and a possible interview.

External Applicants

[Start an application for employment](#)
[Use passcodes sent to me](#)

[Log in](#) ▶

Internal Applicants

Internal applicants only.
[View internal positions](#)
[Submit an internal application/transfer form](#)

[Log in](#) ▶

Questions and Last-Minute Checks

- Have you completed your fingerprinting or archived prints?
- Have you gone to Valley Health System/your own facility for your physical and Mantoux?
- Is your New Employee Set-up Form completed through Recruiting & Hiring?
- Is all your new hire paperwork complete? Sexual Misconduct Disclosure Release Form? I-9 with supporting documents? W4?