

Dear Employee:

Welcome to Pearland ISD! We are excited you have joined our team and understand you may need to be out from time to time. Currently we use Frontline Absence Management to record employee absences. This system simplifies and streamlines the process of recording and managing absences and finding substitutes. The Frontline Absence Management solution will be available to you 24 hours a day, 7 days a week and is accessible via internet, phone or mobile app.

During the New Hire process, you created an account with Frontline Central to complete New Hire Paperwork. You will use this same account information to access all your Frontline applications, including Absence Management.

How to Report an Absence in Frontline Absence Management

<p><u>Website</u></p>	<p>From the Staff Tab of the Pearland ISD website, click Frontline on the left side of the screen. Enter your Username and Password and click Sign In with Frontline ID. You will see the applications you have access to- select <i>Absence Management</i>. If you cannot recall your credentials, please follow the prompts on the Frontline website.</p>
<p><u>Phone</u></p>	<p>Dial 1-800-942-3767. You'll be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign).</p> <p>Your ID and PIN for the phone are as follows: ID Number is: Your phone number PIN Number: Last four digits of your phone number</p> <p>*When entering an absence, please wait until you receive a confirmation number before you terminate the phone call. Your transaction is not complete until you receive a confirmation number.</p>
<p><u>Mobile App</u></p>	<p>Download the Frontline Education Mobile App from your provider. Upon opening the app, you will be prompted for a four-digit invitation code. Pearland ISD's code is 7354, and then enter your Frontline ID credentials.</p>

If at any time, you need additional assistance, please contact Human Resource Services at 281-485-3203 and ask for a member of our team.

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