INSTRUCTIONS TO ACCESS HR EMPLOYEE FORMS IN FRONTLINE CENTRAL

Login to Frontline using this link or by using the Frontline icon on your desktop and enter your employee login ID and password. This should be the same login ID and password that you use for AESOP/Absence Management.

Once you are logged into Frontline, ensure that you are in the Frontline Central system as you now have multiple Frontline systems that you can access with your employee login ID.

If a screen like this appears, then select Frontline Central as shown below.

![Select an Application](image-url)
If you are taken directly into a Frontline system automatically, then just ensure that you are in the Frontline Central system by selecting it from the drop down at the top left of your screen if it is not already selected.

Once you are in Frontline Central, you will need to click on “My Forms” on the left hand side of your screen to access the HR employee forms.

From this screen, you need to click “Forms I Can Start”.
This will provide you with a list of all of the HR employee forms that you can complete and submit in Frontline Central (i.e. address change, name change, LOA request, transcript review, retire/resignation, etc.). You can sort the list by Category, Administrator Type, or Name (A-Z).

To preview the form without actually starting/submitting it, just click on the title of the form. To start/submit the form, click the “start this form” button. The system will automatically pull in the name and employee ID onto the form for the person logged into the system so you cannot start a form for somebody else. If you have questions about a specific form, then please contact the HR personnel listed under “Form Administrator” for each form.

Once you are in a form, you can delete the form, print the form, and/or save progress of the form and return later to complete it. The form will remain in “My Forms” until it has been submitted.

**NOTE:** All HR employee forms are now housed in Frontline Central and all Payroll employee forms are now housed in Etrieve Central. Please contact Maribeth Hobbs or Angela Eaves if you have any issues accessing the HR employee forms in Frontline Central.