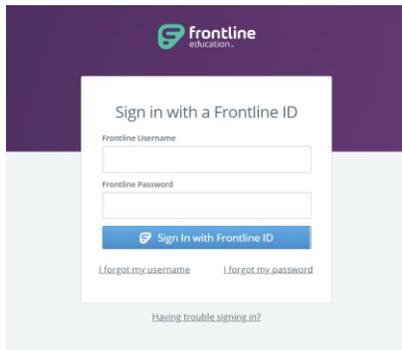


## INSTRUCTIONS TO ACCESS HR EMPLOYEE FORMS IN FRONTLINE CENTRAL

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.



The image shows a sign-in form for Frontline ID. At the top left is the Frontline Education logo. The main heading is "Sign in with a Frontline ID". Below this are two input fields: "Frontline Username" and "Frontline Password". A blue button with a white envelope icon and the text "Sign In with Frontline ID" is positioned below the password field. Underneath the button are two links: "I forgot my username" and "I forgot my password". At the bottom of the form, there is a link that says "Having trouble signing in?".

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.

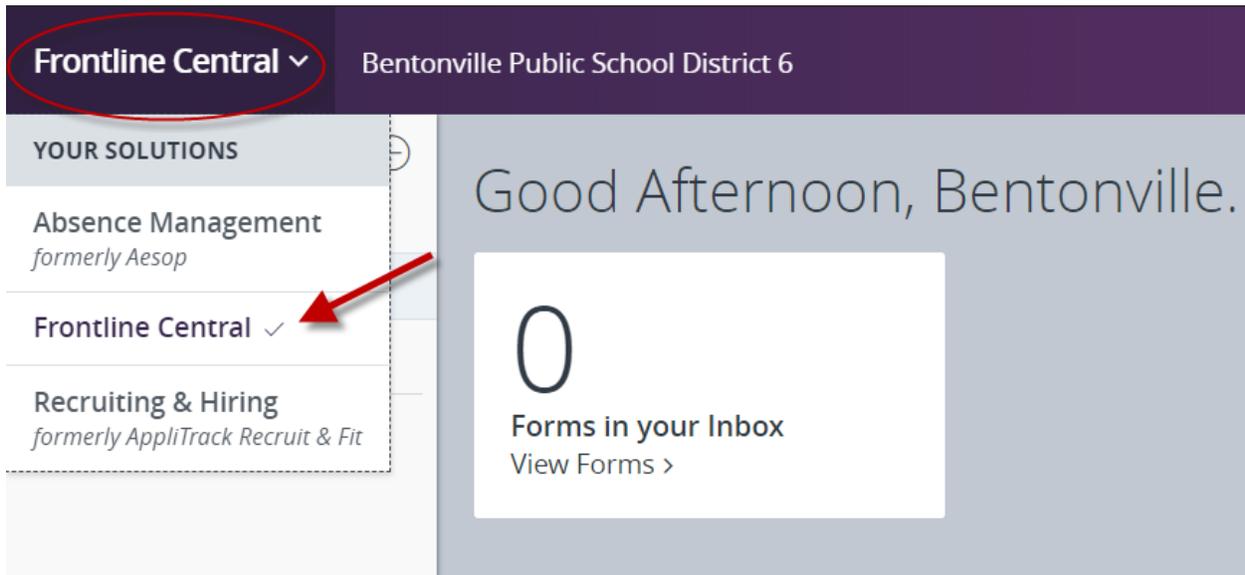
If a screen like this appears, then select Frontline Central as shown below.



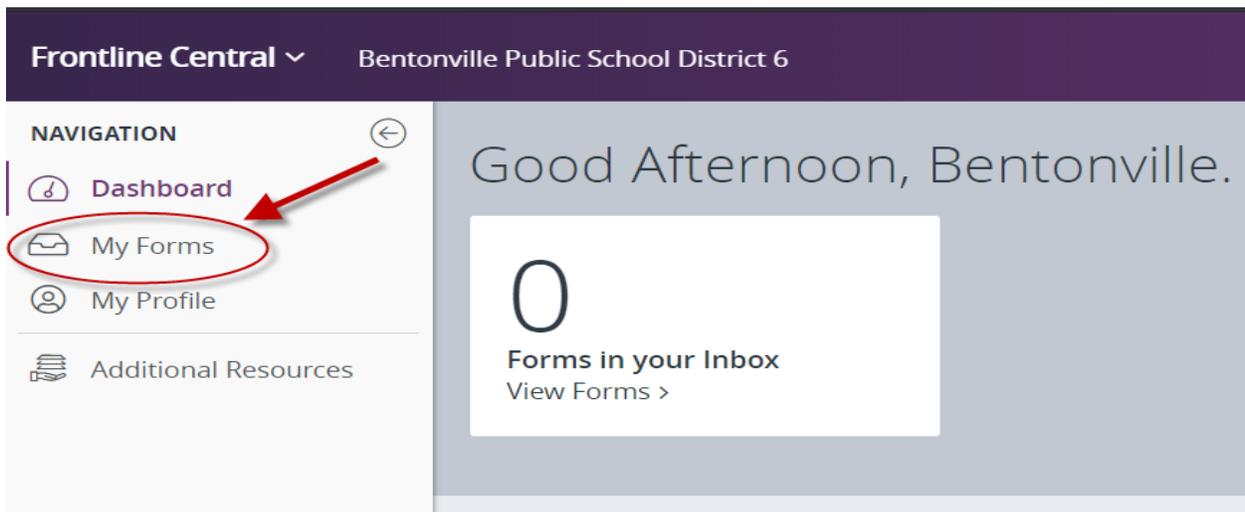
The image shows a selection screen for Frontline Central. At the top left is the Frontline Education logo. Below the logo, the text reads "Bentonville Public School District 6" and "Select an Application". There are three application options listed, each separated by a horizontal line:

- Absence Management *formerly Aesop*
- Frontline Central** (circled in red with a red arrow pointing to it)
- Recruiting & Hiring *formerly AppliTrack Recruit & Fit*

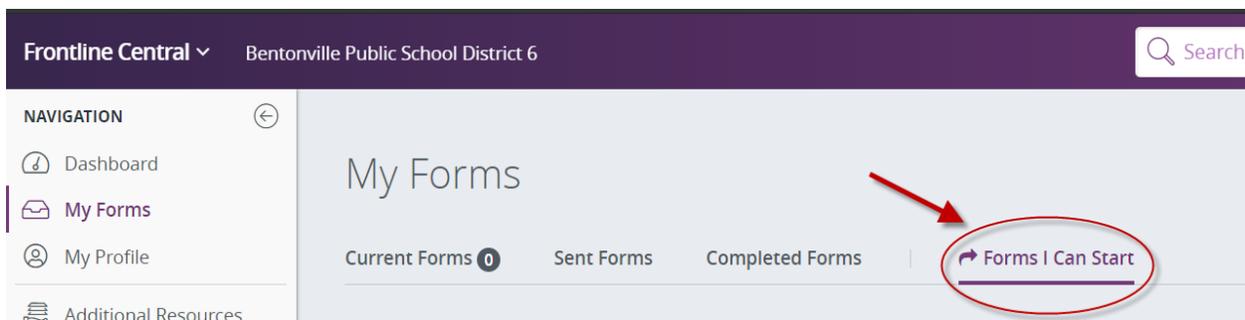
If you are taken directly into a Frontline system automatically, then just ensure that you are in the Frontline Central system by selecting it from the drop down at the top left of your screen if it is not already selected.



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.

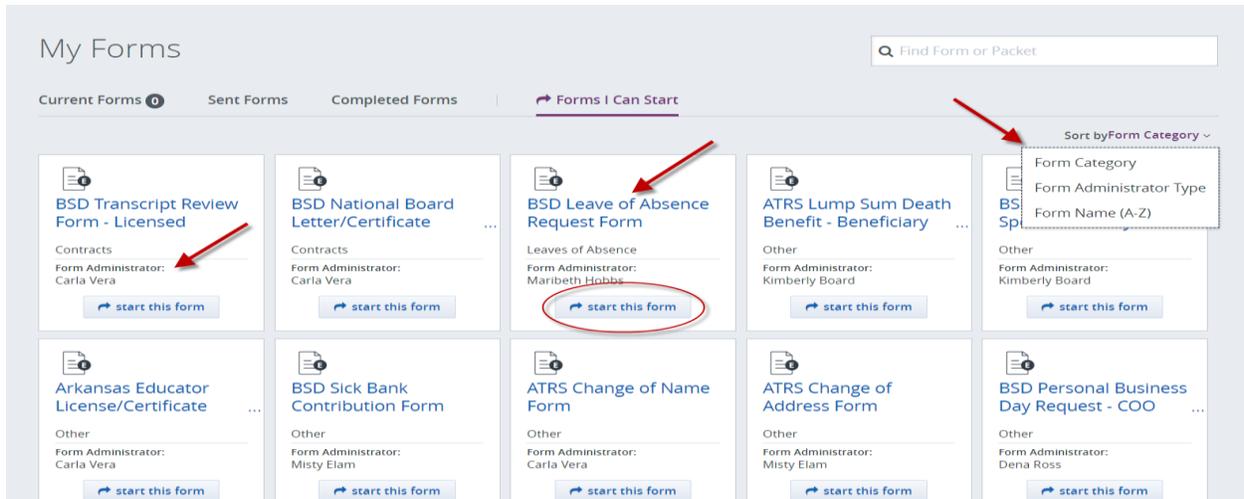


From this screen, you need to click “Forms I Can Start”.

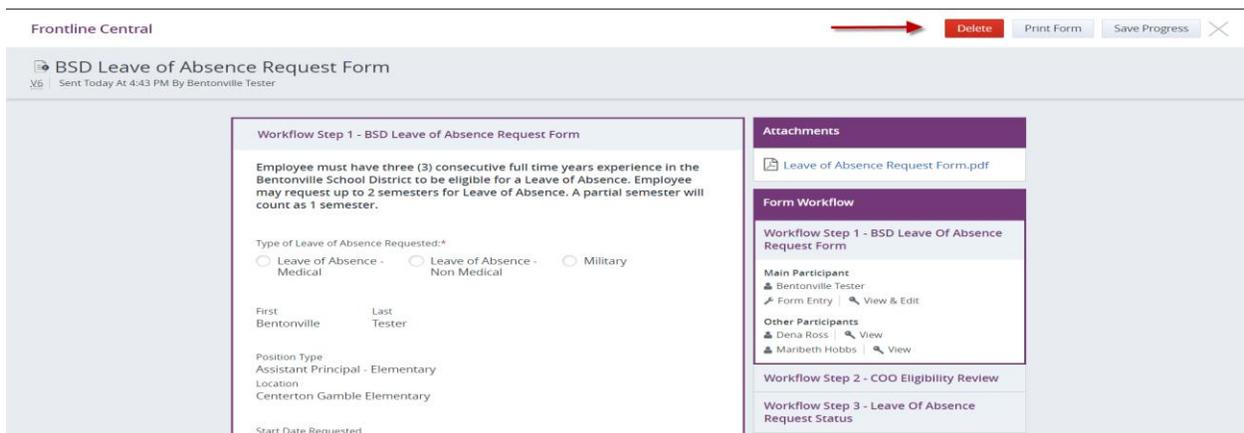


This will provide you with a list of all of the HR employee forms that you can complete and submit in Frontline Central (i.e. address change, name change, LOA request, transcript review, retire/resignation, etc.). You can sort the list by Category, Administrator Type, or Name (A-Z).

To preview the form without actually starting/submitted 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.