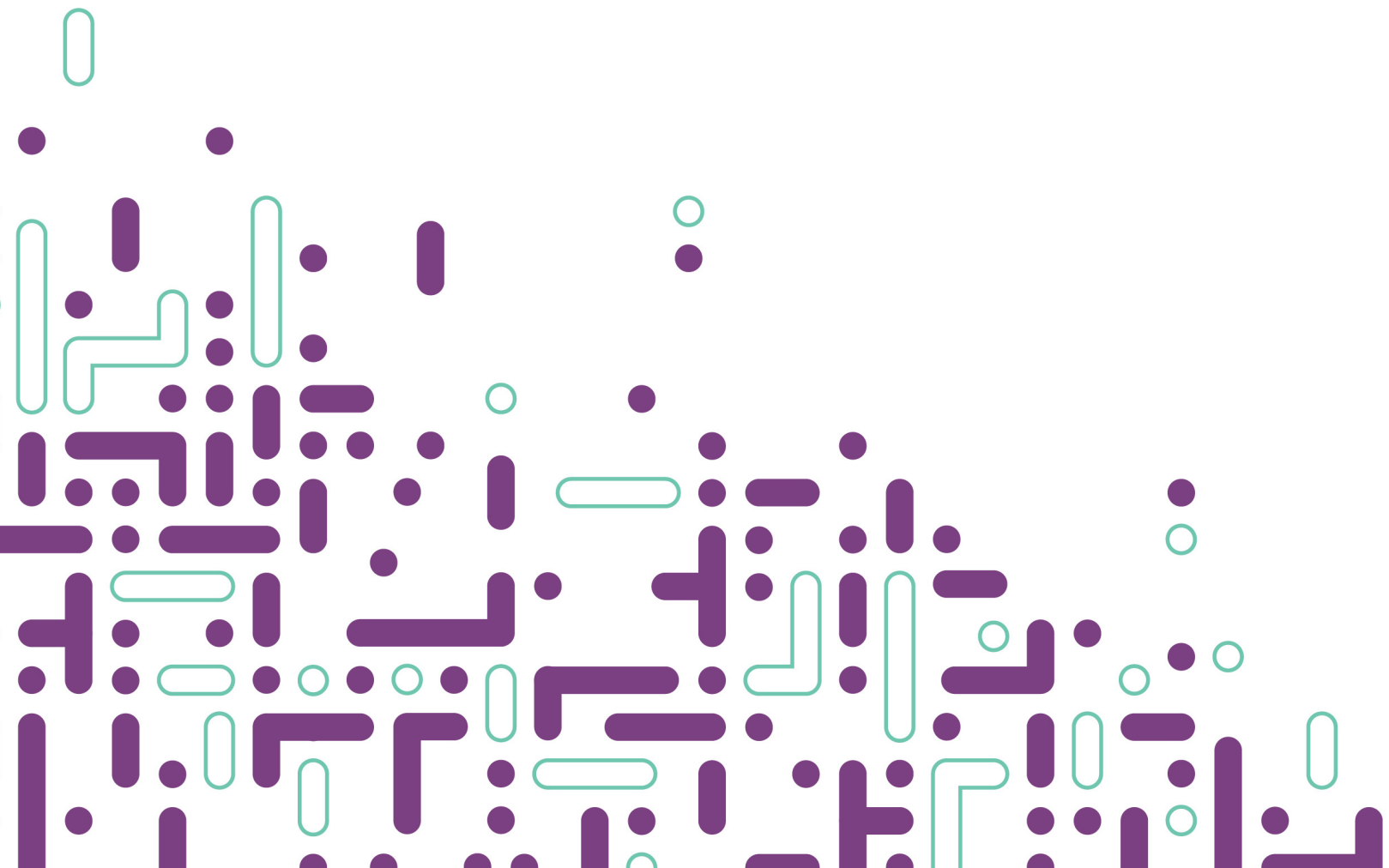




# Course Catalog

## Learning Services

*(Note that on site engagements are currently not being scheduled)*



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## Absence and Time

### Absence Management Certification Course

This interactive learning series certifies system administrators in Absence Management functionality. During the hands-on sessions, your Frontline facilitator will guide you through the fundamental elements of Absence Management including system structure, substitute job visibility, master data system settings, approvals, letter writer, and more!

Clarify and apply the learning through discussion, real-world scenarios and independent application of the learning between sessions.

All sessions are recorded and made available to participants so you can catch up or revisit the content as needed.

DELIVERY	DURATION	COST (PER PERSON)
Virtual Instructor Led	8 sessions, 90 minutes each	\$695

## Time and Attendance Certification Course

This hands-on, interactive course certifies System Administrators in the Time & Attendance system, from basic processes to Report Writer functionality. Over six virtual sessions, explore key areas of the system to support your success including Contracts, Positions, Job Types, Calendar, User Templates, Staff Groups, Payroll processes, Timesheets, Reporting and Report Writer. We also explore connections between Frontline's Absence Management and Time & Attendance.

Through discussion, real-world scenarios and opportunities to ask questions, you will be able to apply what you have learned to your own organization in real time.

All sessions are recorded and made available to participants so you can catch up or revisit the content as needed.

DELIVERY	DURATION	COST (PER PERSON)
Virtual Instructor Led	6 sessions, 90 minutes each	\$695

## Enterprise Resource Planning (ERP)

### ERP TX 1099 Processing Workshop

Want some additional support and guidance for processing 1099s in Frontline ERP? Join us for an interactive virtual workshop - we'll step you through the process from imports to reporting, including changes in options to accommodate the new 1099 NEC form.

The 1099 Processing Workshop is delivered virtually over two hours. It is facilitated by a Frontline Education expert.

DELIVERY	DURATION	COST (PER PERSON)
Virtual Instructor Led	1 session, 2 hours	\$95

## ERP TX ACA Workshop

This workshop focuses on ACA processes, district ACA records, generating hours of service/posting results, viewing and managing employee 1095 information, producing 1095c forms, and producing IRS transmission files.

DELIVERY	DURATION	COST (PER PERSON)
Virtual Instructor Led	1 session, 2 hours	\$95



## ERP TX W2 Workshop

This workshop will walk you through the W2 process. You will look at the business rules, build/maintain employee W2s, reconcile W2 Totals, generate and print files/reports.

The W2 Workshop is delivered virtually over two hours. It is facilitated by a Frontline Education expert.

DELIVERY	DURATION	COST (PER PERSON)
Virtual Instructor Led	1 session, 2 hours	\$95



# Frontline Central

## Frontline Central Certification Course

Are you ready to get more from Central? Explore the options in this 6-session virtual course, including managing users, fine-tuning permissions, creating and managing forms, on-boarding, contracts and more! Weekly online discussions and demonstrations are followed up with pointers and resources to further your knowledge.

All sessions are recorded and made available to participants so you can catch up or revisit the content as needed. It's the best of both worlds to get the training you need with the flexibility to work around your busy schedule!

DELIVERY	DURATION	COST (PER PERSON)
Virtual Instructor Led	6 sessions, 2 hours each	\$695

## Frontline Central Forms Basics Workshop

Looking to get started with forms in Central? Leverage the power of the form builder to create forms that work for you, whether you're onboarding new staff, managing day-to-day needs, or more!

In this workshop, we'll cover form fundamentals from creating your form template, defining your workflow steps and adding your form content to form activation. During this interactive session, you'll get hands-on in the system with opportunities to ask questions and apply the learning in your own organization.

DELIVERY	DURATION	COST (PER PERSON)
Virtual Instructor Led	1 session, 2 hours	\$95

## Frontline Central Forms Beyond Basics Workshop

Forms in Central are driven by workflow steps that support your processes, but what if those processes have dependencies? What about state or federal forms with specific requirements?

In this workshop, we'll move beyond the basics to explore how forms in Central can manage more complex needs. During this interactive session, you'll get hands-on in the system with opportunities to ask questions and apply the learning in your organization.

DELIVERY	DURATION	COST (PER PERSON)
Virtual Instructor Led	1 session, 2 hours	\$95

## Frontline Central Data Workshop

Looking to add or manage data in Central? Save time with data imports! Update key staff profile information through Data Importer.

In this workshop, you'll learn how to access, export, update, and import data in Frontline Central, streamlining data management. During this interactive session, you'll get hands-on in the system, have opportunities to ask questions, and apply the learning in your own organization.

DELIVERY	DURATION	COST (PER PERSON)
Virtual Instructor Led	1 session, 2 hours	\$95

# Frontline Resource Library

## Resource Library Workshop

Join us to learn how you can manage and share resources to support users in a system you already have! The Resource Library is part of the Frontline Insights Platform and accessible to all your users across multiple Frontlines, including Professional Growth, Absence Management, Recruiting & Hiring, Central and more.

In this workshop, we'll get hands on in the system, showing you how to upload and manage resources centrally, share use cases to support diverse needs in your organization as well as how individuals and teams can leverage the Resource Library to share targeted resources with the My Resources feature.

DELIVERY	DURATION	COST (PER PERSON)
Virtual Instructor Led	1 session, 2 hours	\$95

## Professional Growth

### Employee Evaluation Management Certification

During the certification sessions, we start with the big picture - understanding the system, your role as organization administrators and then explore how to more efficiently manage the system to support your evaluation process. Topics include managing users, aligning additional system rights with organization need, efficiently managing evaluation rights, using available tools and reports to track the evaluation process, and how to support and engage evaluators and educators in the process.

Concerned about a schedule conflict or getting pulled away for part of a session? We understand - that's why all sessions are recorded and made available to participants so you can catch up or revisit the content, as needed.

DELIVERY	DURATION	COST (PER PERSON)
Virtual Instructor Led	6 sessions, 2 hours each	\$695

## Employee Evaluation Management Reporting Seminar

How many observations have been completed year to date? How can I use evaluation data to influence Professional Development planning at an individual, building, or district level? Reporting can help you quickly and easily answer these questions (and more). Explore the tools in your reporting toolbox in this virtual seminar and learn to rock reporting for the Employee Evaluation Management system.

During this seminar, we will get hands-on in the system with opportunities to ask questions, share challenges and successes, and apply the learning in your own organization. We'll explore available reporting tools, including Report Writer; consider configuration connections to boost reporting; and show you how to automate reports to get data in the hands of those that need it in your organization.

We will do all of that in three 2-hours virtual sessions, allowing for more flexible targeted learning. Sessions are recorded for convenient review.

DELIVERY	DURATION	COST (PER PERSON)
Virtual Instructor Led	3 sessions, 2 hours each	\$395

# Professional Learning Management Certification Course

This Professional Learning Management Certification Course is an interactive learning series to support organization administrators (aka super administrators) in effectively using the Professional Learning Management system. During the sessions, participants begin by understanding the system at a high level, then explore how to more efficiently use it to manage professional development in their organizations.

Topics include the finer points of managing users, unpacking, and adjusting additional system rights based on organization need, proactively managing approvals, using available tools and reports to track professional development and how to support and engage learners and approvers in the process. Participants will get hands-on in the system and have opportunities to ask questions, share challenges and successes, and apply the learning in your own organization.

Concerned about a schedule conflict or getting pulled away for part of a session? We understand - that's why all sessions are recorded and made available to participants so you can catch up or revisit the content, as needed.

DELIVERY	DURATION	COST (PER PERSON)
Virtual Instructor Led	6 sessions, 2 hours each	\$695



## HRMS

### Position Initialization Seminar

Position Initialization is an essential annual process in transitioning from one fiscal year to the next. The Position Initialization process rolls over positions, allowing you to begin hiring and transfers for the new year, sets the stage for processing annual merit increases and sending annual contracts.

If you're new to Position Initialization in HRMS or it's been a while, let us guide you in this interactive seminar. We'll walk through the process from preparation through troubleshooting, sharing best practices along the way.

Get hands on in the system with opportunities to ask questions, share challenges and successes, and apply the learning in your own organization. Sessions are recorded for convenient review.

DELIVERY	DURATION	COST (PER PERSON)
Virtual Instructor Led	3 sessions, 2 hours each	\$395

## Recruiting and Hiring

### Recruiting & Hiring Certification Course

Are you eager for training, but getting away from your district is challenging? Are you in a remote area? Is travelling not an option for you? Would you like to digest the course information in smaller bits over time? If you answered YES to any of those questions, join us to learn how to streamline your way through the entire 'Req to Rec' Process (Request to Post to Recommendation for Hire). In this interactive course, you'll learn how to manage your configuration, application, users, postings, forms, and more!

All sessions are recorded and made available to participants so you can catch up or revisit the content as needed. It's the best of both worlds to get the training you need with the flexibility to work around your busy schedule!

DELIVERY	DURATION	COST (PER PERSON)
Virtual Instructor Led	6 sessions, 2 hours each	\$695



## Student Information Systems (SIS)

### SIS TX SIS Student Fiscal Year Rollover Workshop

This workshop will take a closer look at the Student Fiscal Year Rollover process. We will guide you through an appropriate timeline and all the necessary entry points. You will learn the required steps to end the current student fiscal year and launch a new year. You will walk away with confidence, some treasured tips, and the necessary resources to complete this process.

DELIVERY	DURATION	COST (PER PERSON)
Virtual Instructor Led	1 session, 2 hours	\$95

## Consulting Services

Our professional services team is available to offer one on one sessions for your district, The following details the available services.

To inquire about these services, contact [professionalservices@fontelineed.com](mailto:professionalservices@fontelineed.com).

SERVICE	DESCRIPTION	DELIVERY	SOLUTIONS
Maximization	An individualized district review of the Frontline system setup followed by instruction on features currently in use and engagement on components not yet been implemented.	2 days	<ul style="list-style-type: none"><li>• Recruiting and Hiring</li><li>• Absence Management</li><li>• Time and Attendance</li><li>• Professional Learning Management</li><li>• Frontline Central</li></ul>
Consulting Session	An individualized, onsite consulting/training day with a Frontline SME.	Virtual - 2 hr increments	<ul style="list-style-type: none"><li>• Recruiting and Hiring</li><li>• Absence Management</li><li>• Time and Attendance</li><li>• Professional Learning Management</li><li>• Employee Evaluation Management</li><li>• Proactive Recruiting</li><li>• Frontline Central</li><li>• Special Ed &amp; Interventions</li></ul>
Value Realization Assessment	An individualized consultation with a Frontline subject matter expert to review current utilization of the solution and a report of recommendations for next steps for the client.	Virtual - 2 hrs	<ul style="list-style-type: none"><li>• Recruiting and Hiring</li><li>• Absence Management</li><li>• Time and Attendance</li><li>• Frontline Central</li></ul>
Strategic Success Planning	A three-part blended delivery with a Frontline facilitator to drive alignment within an organization by guiding the creation of a vision for success, goals to achieve the vision, a strategy to support goal achievement, and identification of strengths to leverage and challenges to overcome in the process.	2 days + pre- and post-calls	<ul style="list-style-type: none"><li>• Recruiting and Hiring</li><li>• Absence Management</li><li>• Time and Attendance</li><li>• Frontline Central</li><li>• Special Ed &amp; Interventions</li><li>• HRMS &amp; Recruiting</li><li>• ERP</li><li>• SIS</li></ul>
Virtual Tune-up	A series of several real-time remote sessions to determine pain points and to develop the scope, followed by solution walkthrough, feature configuration, solution awareness, and a final review, coupled with relevant, offline, in-system tasks for the client.	Virtual District - 12 hrs	<ul style="list-style-type: none"><li>• Absence Management</li><li>• Time &amp; Attendance</li><li>• Recruiting &amp; Hiring</li><li>• Professional Learning Management</li><li>• Frontline Central</li></ul>