



POMONA UNIFIED SCHOOL DISTRICT HUMAN RESOURCES

MEMORANDUM

To: All District Employees
From: Silvia San Martin, Assistant Superintendent, Human Resources
Sandra Garcia, Assistant Superintendent, Chief Business Officer
Gino Petrivelli, Director, Information Technology Services
Date: September 30, 2024
Subject: Employee Attendance

Beginning October 1, 2024, there will be an important change to how office managers and administrative secretaries (timekeepers) will report your absences.

As part of the effort to retire our 30-year old computer system, affectionately known as "The VAX," the District is consolidating employee attendance reporting into Frontline, a modern time-reporting system already used by employees who require substitutes. This is the first phase towards integrating employee attendance.

No changes will be made to how you report absences at this time. Please continue using your site's current absence reporting process. You will continue to receive monthly recap sheets.

As we transition to using Frontline, it will be important to review your attendance records regularly and report any discrepancies to your timekeeper.

Thank you for your attention and cooperation. Please visit the district's Frontline website for more information regarding training and support:

<https://proudtobe.pusd.org/apps/pages/EmployeeAttendance>

c: Darren Knowles, Superintendent
Wei Loh, APT President
Marian Orozco, CSEA President, Chapter 14