

Update Employee HR Personnel Data Online in SchoolFront



Frontier Central School District

This guide offers a straightforward process for updating your HR personnel data online, ensuring that your records remain accurate and up-to-date. By following the steps outlined, you can efficiently make necessary changes to your information, enhancing communication with your HR department. Viewing this guide is essential for any employee looking to manage their personal data quickly and effectively within the system.

- 1) Navigate to <https://frontiercsd.schoolfront.com/login.aspx>
- 2) Click the "Sign in with Google" link. Our Tech department has worked with SchoolFront to ensure that we have Single Sign-On with SchoolFront- so you do not need to remember another password.




SchoolFrontSM School Management System
Successfully Logged Out

Links
[About SchoolFront™ »](#)


 Sign in with Google


- 3) If you have multiple GMail accounts on your computer, select your work account.


 Sign in with Google

Choose an account

to continue to schoolfront.com

 Patrick Moses
pmoses@frontiercsd.org

 patrick moses
[redacted]@gmail.com

 Use another account

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- 4) Click “Available Forms” on the Employee Dashboard

Date	Type	Status
11/21/2024	Candidate Trackers	10 Active Tracker(s) Pending Review

- 5) Select “Current Employee HR Personnel Data Change Form”

This form will allow you to make changes to your name, address, phone numbers and/or emergency contact information.

Onboarding	Payroll
Current Employee HR Personnel Data Change Form - Current Employee HR Personnel Data Change Form and Emergency Contact	Direct Deposit Change Form - Direct Deposit Form
	Dual Enrollment Course Part 1: Application to Pursue

- 6) Use the dropdown lists to update the needed information.
- If you are changing your legal name, you will need to attach documentation (new Social Security card or name change confirmation page).

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- 7) Once you have updated the necessary information, scroll to the bottom of the page and click “Generate Preview”

Emergency Contact 2

Full Name

Phone

Relationship

Save Draft **Generate Preview** Cancel

Please click *Generate Preview* to see your information within the form. After reviewing, please sig

- 8) Review the information to be changed to ensure accuracy. When ready, scroll to the bottom of the page and digitally sign the form in the red box. Finally, click on “Sign and Submit.”

☐ I authorize the use of my saved signature to sign and approve this form.

Signature

Please sign above within the red box.

[Clear Signature](#)

Comments

Sign and Submit Save Draft Cancel

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9) HR will be notified of the requested changes.