

**Workday enables employees to be paid accurately and on a timely basis.** Teachers, Paras and other CTU members have the Web Calendar available to enter days worked, in single day values. Time must be submitted bi-weekly for timekeeper validation and manager approval.

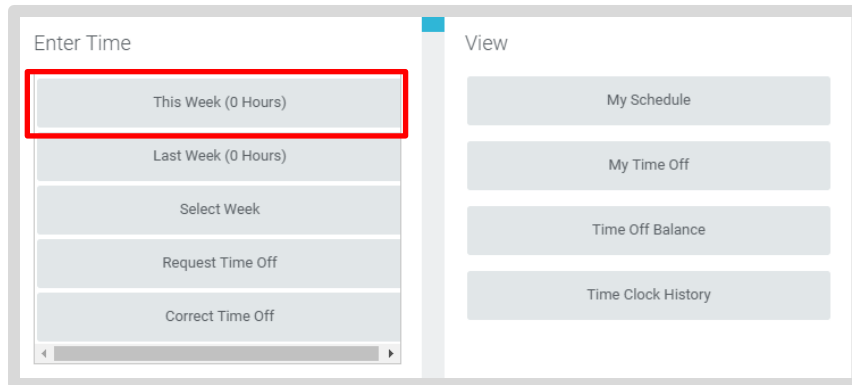
Note: Enter Supplemental Pay (Class coverage/In Service) in the Time Worklet by specifying the required Time Type.

Note: If school is closed due to inclement weather, do not enter anything for the day in the web calendar.

### Enter Time Using the Web Calendar

From the Time worklet, under Enter Time:

1. Click **This Week.**



2. Enter the Time Type and Details
  - a. Checked In represents a regular day worked.
  - b. Enter "1" for unit of a day.
3. Click **OK.**
4. Web Calendar users do not need to Check Out.

### To Submit Time (biweekly)

From the Time worklet, under Enter Time:

1. Click **This Week.**
2. View your time entries for the current pay period.
3. Click **Submit.**
4. Click **Submit** and verify that the information is accurate.
5. Click **Submit** again for Certification of Effort.

Note: Submit bi-weekly, at the end of each time period.

### Enter Time for School Based Supplemental Pay – Class Coverage

To enter Supplemental Pay information including Class Coverage, use the Web Calendar and specify the type of Supplemental Pay under Time Type.

For Class Coverage, from the Time worklet:

1. Click on **Time Type.**

Note: See the *Time Entry Types* section for additional information on which Time Types to use.
2. Select **Class Coverage.**
3. Add the **Unit.** \*Unit means how many class coverage's of that type you did that day. You could have multiple units of a single class coverage type in a single day.
4. Click in the **Details** section to view list of Class Coverage codes.
5. Click the appropriate **Class Coverage Code.**
6. Enter Details in the **Comments field:**

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- a. **Periods** of coverage.
- b. **Name of teacher** for whom you covered.

7. Click **OK**.

The screenshot shows the 'Enter Time' form with a dropdown menu for 'Time Type' open. The dropdown lists seven options: C01 - Class Coverage 1 Period, C02 - Class Coverage WHL Class Day, C03 - Class Coverage 1/3 All Day, C04 - Class Coverage 1/3 Class 3/4 Day, C05 - Class Coverage 1/3 Class 1/2 Day (selected), C06 - Class Coverage 1/3 Class 1/4 Day/2 Per, and C07 - Class Coverage 1/2. Below the dropdown, there is a search bar, a 'Unit' field with '1', a 'Class Coverage' field with a search bar, and a 'Comment' field with the text '9/5/2016 from 8:00-11:30am For Krystal James'. At the bottom are 'OK' and 'Cancel' buttons.

## Enter Time for School Based Supplemental Pay – In Service / Professional Development at Your School

To enter In Service/Professional Development time **outside of your regular work day and work hours**, use the Web Calendar and specify the Time Type.

Note: If you receive no additional compensation for your **Professional Development/In Service**, do not add this as Supplemental Pay. Only enter Professional Development/In

Service that is **onsite at your school and is outside of a regular workday and regular work hours**. Select the **In Service – School Based** option from the Time Entry drop down box.

For **Professional Development/In Service** held by the Office of Professional Development, the current process remains unchanged. The Office of Professional Development will forward your payment information to Compensation for your pay. **You will not enter this time into Workday.**

For In Service/Professional Development, from the Time worklet:

1. Click on **Time Type**.

The screenshot shows the 'Enter Time' form for the date 01/11/2017. The 'Time Type' dropdown is open, showing 'Checked In' selected. Below it is a search bar and a 'Time Entry Codes' section. The 'Time Entry Codes' section lists several options: Checked In (selected), Class Coverage, In Service Participant School Based (highlighted with a red box), In Service (Presenters) - School Based, In-Service Daily Rate (Full Day) - School Based, In-Service Hourly Rate (Not Full Day) - School Based, CTAG Certified, and Academic Achievement Plan. The form also shows a 'Day' field with '0', a 'Details' section, and a 'Comment' field. At the bottom is an 'OK' button.

2. Select the appropriate **In Service** option.

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3. Add the appropriate unit of **hours or days**.
4. Enter Details in the **Comments field**:
  - a. **Name** of Professional Development or In Service.
5. Click **OK**

## Time Entry Types

Teacher Time Types:	
<b>Class Coverage</b>	Use when covering a class for another teacher.
<b>In Service Presenter Rate</b>	Use when you are the instructor at school based In Service outside of the regular school day or school year.
<b>In Service Participant Rate</b>	Use when you participate in a school based In Service outside of the regular school day or school year.
<b>In Service Daily Rate (Full Day)</b>	Use when receiving daily rate for school based mandatory In Service and when participating for the full day.
<b>In Service Daily Rate (Not Full Day)</b>	Use when receiving daily rate for school based mandatory In Service and participating for less than 1 full day, enter time in hours.
<b>CTAG Certificated</b>	Use when you participate in CTAG in Service outside of the regular school day or school year.
<b>Academic Achievement Plan</b>	Use to enter hours as an elected member of the AAP Team during the development of AAP.
<b>Detention</b>	Use when covering a detention period.

Teacher Time Types:	
<b>Extra Setup Preparation</b>	Use when authorized for an extra day of preparation or clean-up prior to or following the standard school calendar year (i.e. K-8 art, music, PE, or for elementary art, music, & PE).
<b>Board Business</b>	Use when attending professional development or conferences when you do not submit your time through SmartFindExpress (SFE).
<b>Saturday School</b>	Use when authorized to teach at Saturday School by Principal through the SBB approval process.
<b>Unpaid Time (Days)</b>	Use when absent without pay (e.g. suspension)

Paraprofessionals time Types:	
<b>In Service Presenter Rate</b>	Use when you are the instructor at school based In Service outside of the regular school day or school year.
<b>In Service Participant Rate</b>	Use when you participate in a school based In Service outside of the regular school day or school year.
<b>In Service Daily Rate (Full Day)</b>	Use when receiving daily rate for school based mandatory In Service and when participating for the full day.
<b>In Service Daily Rate (Not Full Day)</b>	Use when receiving daily rate for school based mandatory In Service and participating for less than 1 full day, enter time in hours.
<b>CTAG Certificated</b>	Use when you participate in CTAG in Service outside of the regular school day or school year.

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Paraprofessionals time Types:	
<b>Academic Achievement Plan</b>	Use to enter hours as an elected member of the AAP Team during the development of AAP.
<b>Board Business</b>	Use when attending professional development or conferences when you do not submit your time through SmartFindExpress (SFE).
<b>Saturday School</b>	Use when authorized to work at Saturday School by Principal through the SBB approval process.
<b>Unpaid Time (Days)</b>	Use when absent without pay (e.g. suspension).
<b>Voluntary Professional Development</b>	Use to enter voluntary professional development hours.

Related Service Providers (RSPs) Time Types:	
<b>In Service Presenter Rate</b>	Use when you are the instructor at school based In Service outside of the regular school day or school year.
<b>In Service Participant Rate</b>	Use when you participate in a school based In Service outside of the regular school day or school year.
<b>In Service Daily Rate (Full Day)</b>	Use when receiving daily rate for school based mandatory In Service and when participating for the full day.
<b>In Service Daily Rate (Not Full Day)</b>	Use when receiving daily rate for school based mandatory In Service and participating for less than 1 full day, enter time in hours.
<b>CTAG Certificated</b>	Use when you participate in CTAG in Service outside of the regular school day or school year.

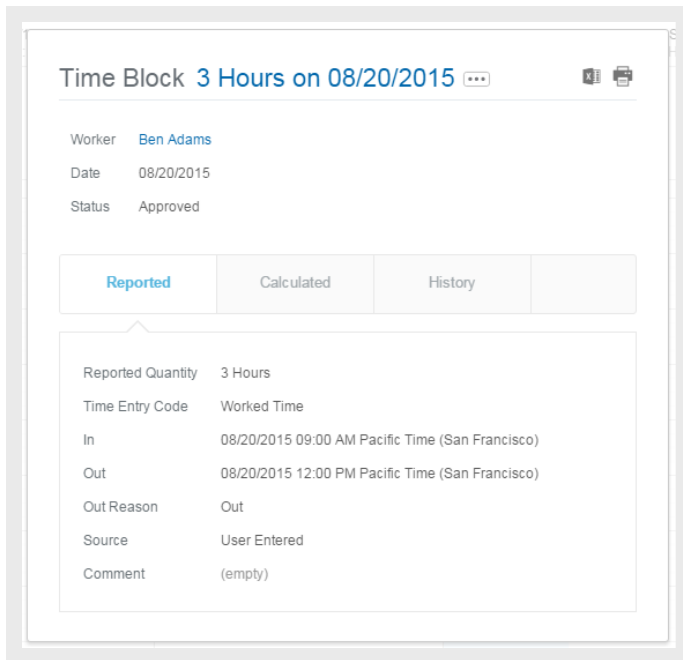
Related Service Providers (RSPs) Time Types:	
<b>Academic Achievement Plan</b>	Use to enter hours as an elected member of the AAP Team during the development of AAP.
<b>Board Business</b>	Use when attending professional development or conferences when you do not submit your time through SmartFindExpress (SFE).
<b>Saturday School</b>	Use when authorized to work at Saturday School by Principal through the SBB approval process.
<b>Unpaid Time (Days)</b>	Use when absent without pay (e.g. suspension).

## View Details of Submitted Time

From the Time Entry calendar:

1. Click a time block to view detailed information about your time entry.
2. Click the **View Details** button.

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3. Click the **Reported** tab to view worked time.
4. Click the **Calculated** tab to view calculations.
5. Click the **History** tab to view the modifications of a particular time entry.

## Modify Previously Reported Time

From the Time worklet:

1. Click **Select Week**.
2. Select a date within the week you want to edit.
3. Click **OK**.

Note: Your reported time displays on the calendar. Approved items display with a green bar on the left side of the time block and an "Approved" status.

4. Click the time block. An editable window displays.
5. Edit the details of the time block and click **OK** or **Delete**. Enter a comment.

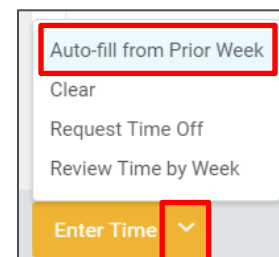


Note: Auto-fill from Prior Week can also be used if your time entry template is configured for it.

## Auto-fill from Prior Week

From the Time Entry calendar:

1. Click the dropdown arrow next to the Enter Time button at the bottom left of the Time Entry Calendar to view a list of Time Entry Options. Click **Auto-fill from Prior Week**.



2. A form will open, prompting you to select the week you wish to copy. Populate the **Select Week** field.

- From here you can copy the details and comments of a prior week by checking the **copy details and comments** box.

Note: If you have Supplemental Pay from the prior week it is suggested that you do **not** click the “Also copy details and comments” box.

- Click **OK**.

### Time Off – Teachers and Paras

Teachers and Paraprofessionals entering absences on SmartFindExpress, do **NOT** use Workday for time off. Teachers and Paras enter ½ or full days off through SmartFindExpress, as done prior to Workday.

Note: If requiring smaller increments of Sick time, please contact your Timekeeper to enter it for you.

Note: Those Teachers/Paras who do not access SmartFindExpress, (i.e. Instructional Coaches and Attendance Liaisons), contact your timekeeper/manager to notify them of the absence and enter time off for you.

For additional information on entering an absence through SmartFindExpress, click [SmartFindExpress Employee User Guide](#)

Note: A daily integration between Workday and SmartFindExpress auto-populates the Workday web calendars of teachers and paras with their time off requests entered in SmartFindExpress at 12:30 PM.

### Entering Time Off – RSPs

Related Service Providers do not use SmartFindExpress to request an absence, contact your timekeeper/manager about the absence, and then enter your time off directly in Workday. Complete the following steps to enter your time off Sick or Special Privilege time off:

- Click the **Time** worklet.
- Click **This Week (XX Hours)** from the *Enter Time* section.
- Click the day of the week to take off. The *Enter Time MM/DD/YYYY* pop-up window displays.

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4. Click  in the **Time Type \*** field, and select the Time Off option.

5. Select the required **Time Off** option.

*Note:* Workday enters a **1** in the **Day \*** field, change as required.

**Special Privilege** time off must be entered in .5 or 1 day increments. Use the following table to identify the increment of **Sick** time to enter:

Number of Periods Off	Value to Enter in the Day Field
8	1
7	.875
6	.75
5	.625
4	.5

Number of Periods Off	Value to Enter in the Day Field
3	.375
2	.25
1	.125

6. Click **Ok** to save the entry.

For additional information on requesting time off through Workday, click: [Manage your Time Off](#)

## Bereavement Time

When you enter a Bereavement absence in SmartFindExpress, that time off will come into Workday as Sick time. If you want to use Special Privilege time instead of Sick time, please work with your manager to make that change.