

Workday Fast Facts for School-Based CTU members

GENERAL INFORMATION

<p>Licenses & Permits</p>	<p>License & Permit information is located on your Worker Profile > Career section > Certifications tab.</p> <ul style="list-style-type: none"> • For employees renewing a license/permit sponsored by CMSD, ODE sends the certification/permits via email to the District and employee (SAFE account email). Upon receipt, a member of the Talent department enters this certification information directly into Workday. • Employees who hold a valid license/permit from an outside entity must upload their certificate/license and email that information to licensing@clevelandmetroschools.org. Upon receipt, a member of the Talent department will enter this certification information directly into Workday.
<p>Find Jobs at CMSD</p>	<p>Information on job openings at CMSD may be found from the Career worklet. From the Career worklet:</p> <ul style="list-style-type: none"> • Click on Find Jobs to see listing and filter by job family or location. • Click on Apply to apply.
<p>Benefits</p>	<p>Benefits deductions in Workday are prorated for 10 & 12 month employees, which means no more double deductions in the summer months! From the Benefits worklet:</p> <ul style="list-style-type: none"> • View information about your benefits at any time. • In cases of qualifying life events, update your benefits elections and upload required documentation within 30 days of the qualifying life event.
<p>Pay</p>	<p>Payslips will be accessed on Workday from the Pay worklet and will no longer be mailed. Current direct deposit and pay card account information will be carried into Workday. From the Pay worklet:</p> <ul style="list-style-type: none"> • View Payslips & One-Time Payment History including supplemental pay history • View your tax documents • Change your tax withholding elections • Change your direct deposit and paycard accounts

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ENTERING TIME WORKED

Teachers & Paras	Related Service Providers	Substitute Teachers & Sub Paras
<ul style="list-style-type: none"> Use the Web Calendar to enter regular time worked as 1 day Use the Web Calendar to enter supplemental pay including class coverages and PD. In order to receive payment for supplemental duties, time must be entered into Workday. If you have split or multiple jobs, do select the job type when entering your time worked. Do correct your time on your own if you have made a mistake before submitting it. Do submit your time worked and Certification of Effort for manager's approval on a bi-weekly basis. 	<ul style="list-style-type: none"> Use the Web Calendar to enter regular time worked as 1 day Use the Web Calendar to enter supplemental pay including class coverages and PD. In order to receive payment for supplemental duties, time must be entered into Workday. If you have split or multiple jobs, do select the job type when entering your time worked. Do correct your time on your own if you have made a mistake before submitting it. Do submit your time worked and Certification of Effort for manager's approval on a bi-weekly basis. 	<ul style="list-style-type: none"> Do not use Workday to track or enter your regular time worked. Use SmartFind Express to track your regular time worked. Do use the Workday Web Calendar to enter supplemental pay including class coverages and PD. In order to receive payment for supplemental duties, time must be entered into Workday. Do use Workday to submit your time worked and Certification of Effort for manager's approval on a bi-weekly basis.

REQUESTING TIME OFF

Teachers & Paras	Related Service Providers	Substitute Teachers & Sub Paras
<ul style="list-style-type: none"> Do not use Workday to request time off. Do continue to use Smart Find Express to request time off. View your leave balances in Workday from the Time Off worklet > Available Balance. 	<ul style="list-style-type: none"> Do use Workday to submit time off requests. Time Off worklet > Request > Time Off. You may cancel time off not yet approved by your manager by clicking on the request and deleting it. You may revise or correct approved time off requests. Time Off worklet > Request > Time Off Correction. View your leave balances in Workday from the Time Off worklet > Available Balance. 	<ul style="list-style-type: none"> Do not use Workday to request time off. Do continue to use Smart Find Express to request time off. View your leave balances (if applicable), in Workday from the Time Off worklet > Available Balance.