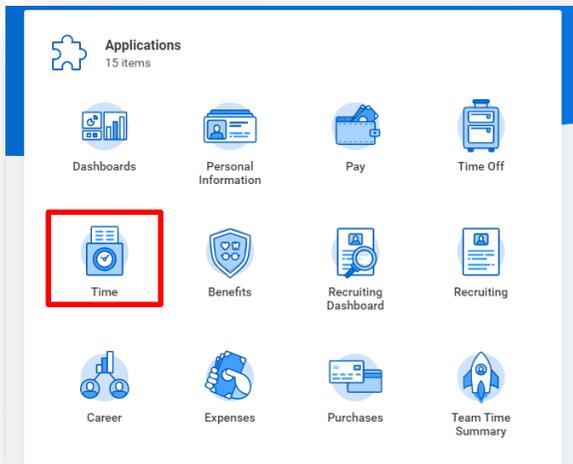


Time Tracking: Enter Time for SLE PD (Hourly) Employee: Teachers & Paras

Navigate to the Workday Home Page

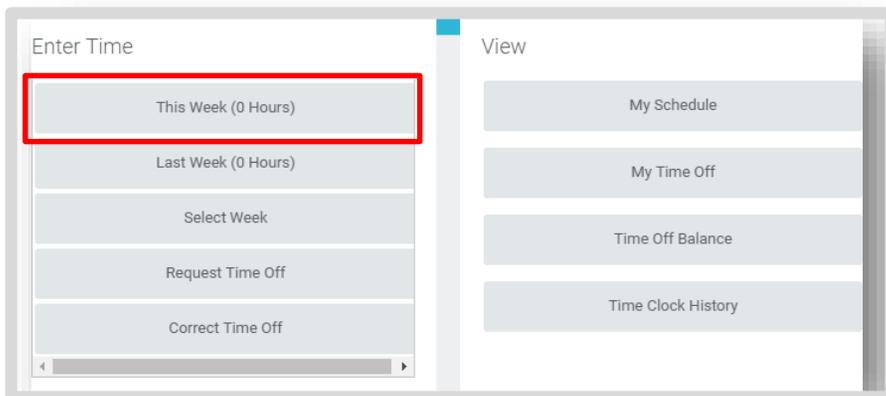


Select the Time Application to navigate to your Web Calendar

Enter Time for SLE Professional Development

To enter Summer Learning Experience PD time, use Web Calendar to select your day to Enter Time

1. Click **This Week**.

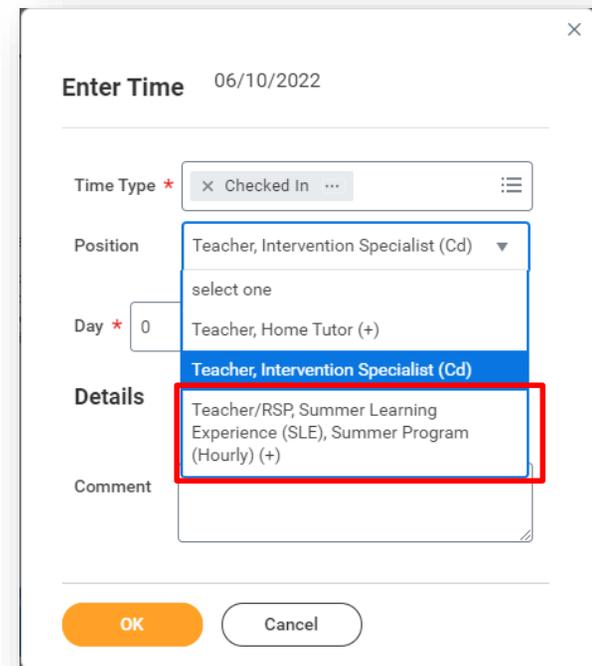


2. Once at your web calendar, select your day to Enter Time

From the Web Calendar Enter Time Box

1. Select the dropdown arrow in the **Position** field and select your summer position

*You must select your summer position first before you change the time type so that PD time can be recorded under your summer position.



Your screens may vary slightly from those described here.

Enter Time for SLE Professional Development Cont. (HOURLY)

2. Select the 3 bars section next to the **Checked In** option in the **Time Type** field
3. Select **Time Entry Codes**
4. Scroll down to select the **Summer Professional Development – Hourly School Based** option

Enter Time 06/10/2022

Time Type *

Position

Day *

Details

- Class Coverage
- VPD- Staff/ Community Engagement Days
- In Service Participant School Based
- Summer Professional Development - Hourly School Based
- In Service (Presenters) - School Based
- Summer Professional Development- Daily School Based
- In-Service Daily Rate (Full Day) - School Based
- In-Service Hourly Rate (Not

Comment

OK

Note: Once "Summer Professional Development-Hourly School Based" is selected, notice that the "Day" field will change to an "Hours" field

5. Input **7 Hours**
6. Input appropriate comment in the **Comment** field

Enter Time 06/10/2022

Time Type *

Position

Hours *

Details

Comment

OK Cancel

7. Click **OK**

***Note: Lack of inputting a comment will result in a hard red error on your calendar**



Your screens may vary slightly from those described here.