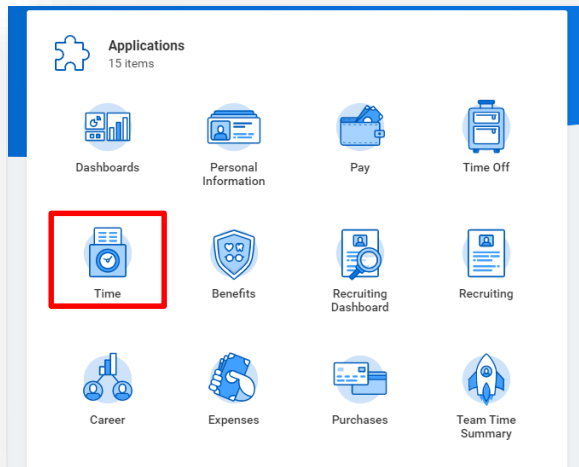


Time Tracking: Enter Time for Summer Assessment Clinic

Navigate to the Workday Home Page

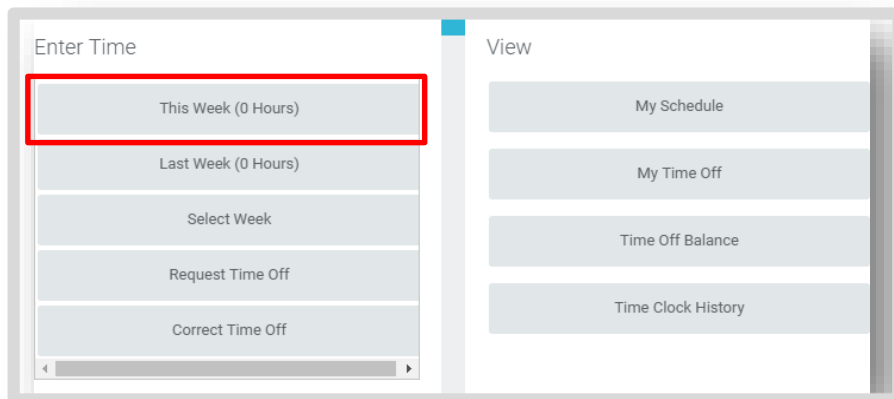


Select the Time Application to navigate to your Web Calendar

Enter Time for Summer Assessment Clinic (Daily)

To enter In Summer Assessment Clinic time, use Web Calendar to select your day to Enter Time

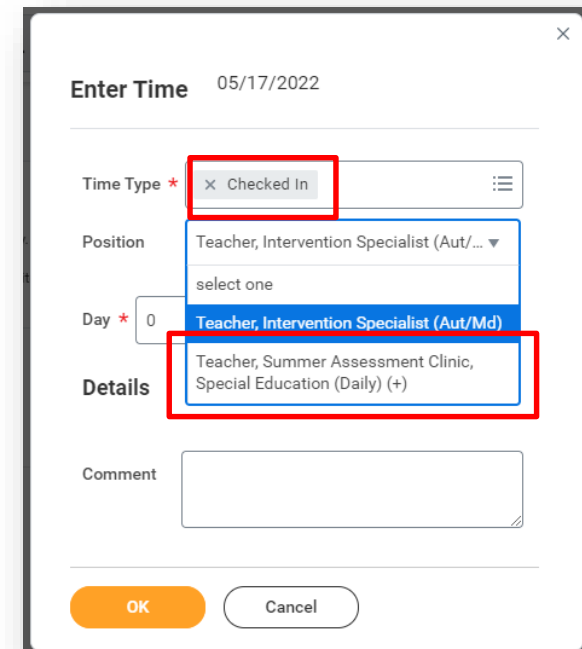
1. Click **This Week**.



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

From the Web Calendar Enter Time Box

1. Ensure that your **Time Type** reflects **Checked In**
2. Select the dropdown arrow in the **Position** field and select your summer position



3. Add the appropriate daily unit
4. Click OK