Time Tracking: Enter Time Summer Hourly Positions

Employee: Teachers, RSPs & Paras

Navigate to the Workday Home Page

Applications				
Dashboards	Personal Information	Pay	Time Off	
Time	Benefits	Recruiting Dashboard	Recruiting	l
Career	Expenses	Purchases	Team Time Summary	l

Select the Time Application to navigate to your Web Calendar

Enter Time for Summer Program(Hourly)

To enter Summer Program, Summer Learning Experience, Boot Camp, OST Proctor 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

*Note: You will notice that your Enter Time block defaults to your standard Time Type as "Checked In" with your current non summer job in the "position" field, with the unit of time being recorded as Day. <u>This must be changed</u>. For your summer position, your time is to be entered as <u>hours</u>. In order for your time to display as hours, the "position" option and "time type" option in the enter time box must be changed. Please review the steps in order below:

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 or you will not locate "Regular Worked Time" in the Time Type field

Time Type *	× Checked In	≣
Position	Paraprofessional (ED)	
	select one	
Day * 0	Paraprofessional, Summer Learning Experience (SLE), Summer Program (Hourly) (+)	
Details	Paraprofessional (ED)	
Comment		

Enter Time for Summer Program (Hourly) Cont.

- 2. Select the 3 bars section next to the **Checked In** option in the **Time Type** field
- 3. Select Time Entry Codes
- 4. Scroll up to select the Regular Worked Time option

Enter Time	05/17/2022	×
Time Type ★	× Checked In ∷Ξ	
	Search	
,د	← Time Entry Codes	
	Regular Worked Time	
Dε, * 0	O Checked In	
	Class Coverage- Paraprofessionals	
Details	O Voluntary Professional Day	
	In Service Participant School Based (Classified)	
Comment	In-Service Daily Rate (Full Day) - School Based	
l	In-Service Hourly Rate (Not Full Day) - School Based	
	AAP (Para)	
ок	Detention	
	Hybrid - Lunch Monitor	

Note: Once "Regular Worked Time" is selected, notice that the "Day" field will change to an "Hours" field



4. Add the appropriate unit of hours

Time Type *	× Regular Worked Time
Position	Paraprofessional, Summer Learning 🔻
Hours * 0	
Details	
Comment	

5. Click OK