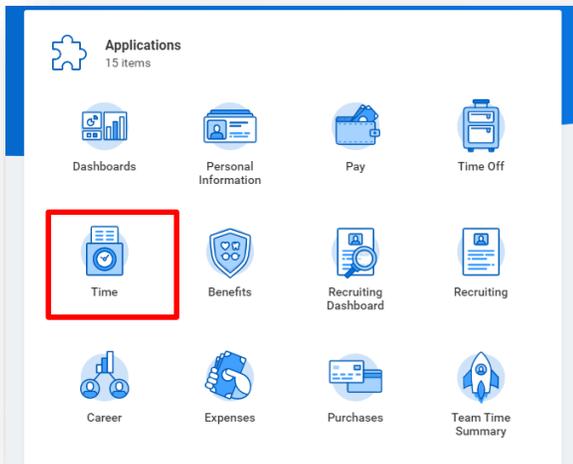


Navigate to the Workday Home Page

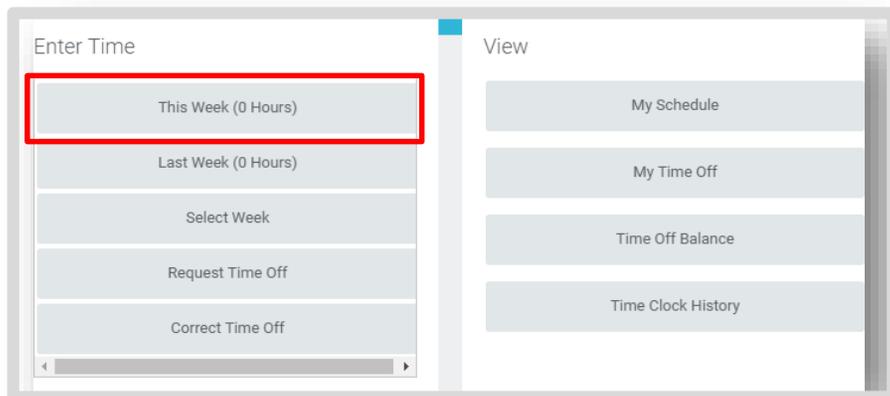


Select the Time Application to navigate to your Web Calendar

Enter Time for Summer Program Supervisor (Daily)

To enter Site Supervisor Summer Program time, use Web Calendar to select your day to Enter Time

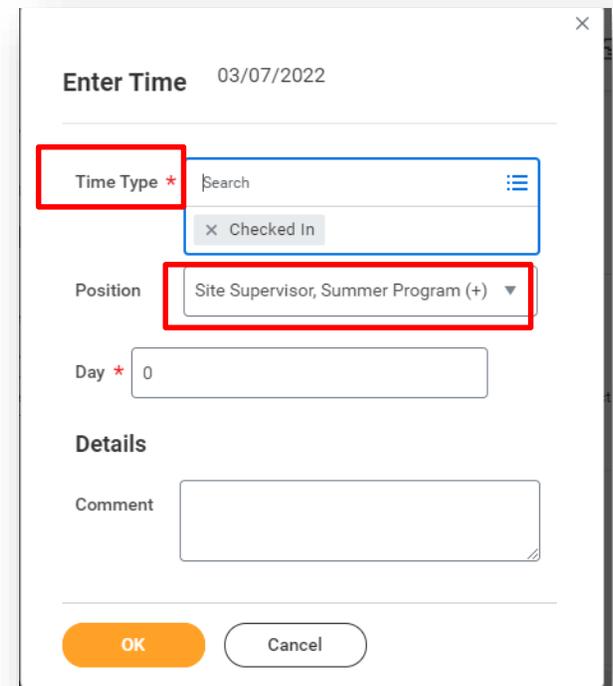
1. Click **This Week**.



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 unit of 1 day.
4. Click OK