Time Tracking: Enter Time for Summer Program Employee: Site Supervisor

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

Enter Time	03/07/2022	
Time Type *	Search	≔
	× Checked In	
Position	Site Supervisor, Summer Program (+)	•
Day * 0		
Details		
Comment		1
ок	Cancel	

- 3. Add the appropriate unit of 1 day.
- 4. Click OK