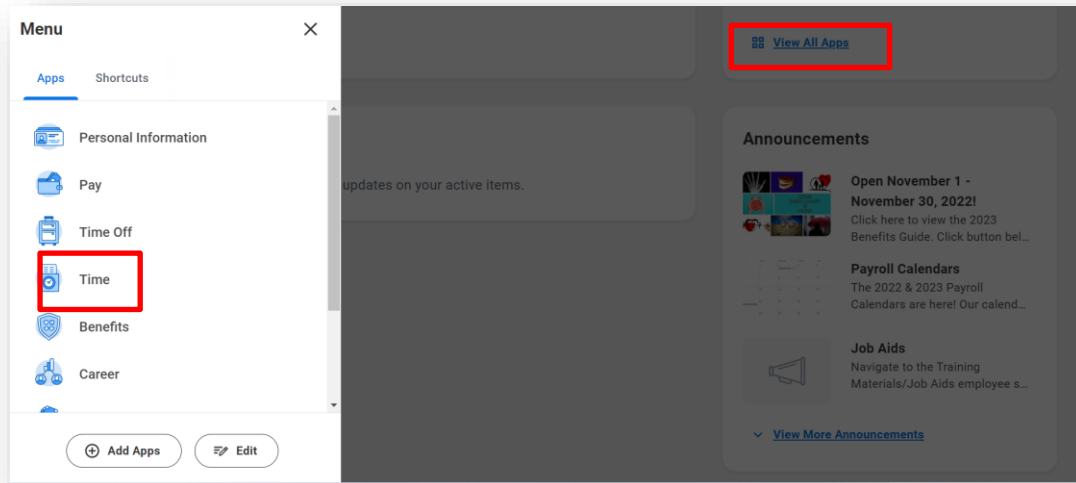# Time Tracking: Substitute Teacher PreK-8 Breakfast Program
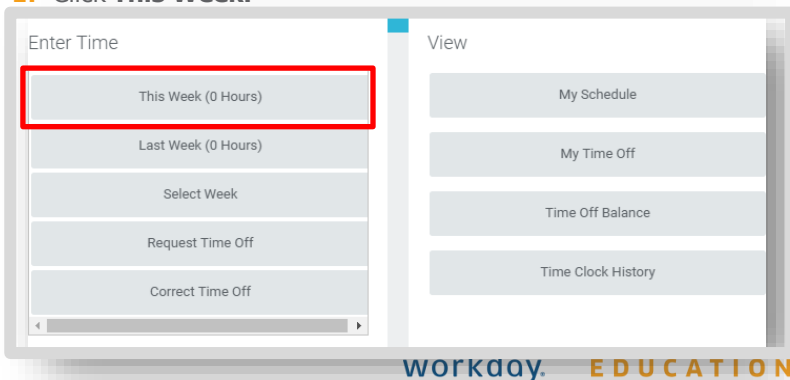
Navigate to the Workday Home Page

Select the "View All Apps" option and your Menu will appear, then select the "Time" app

Enter Time for Breakfast Supervision

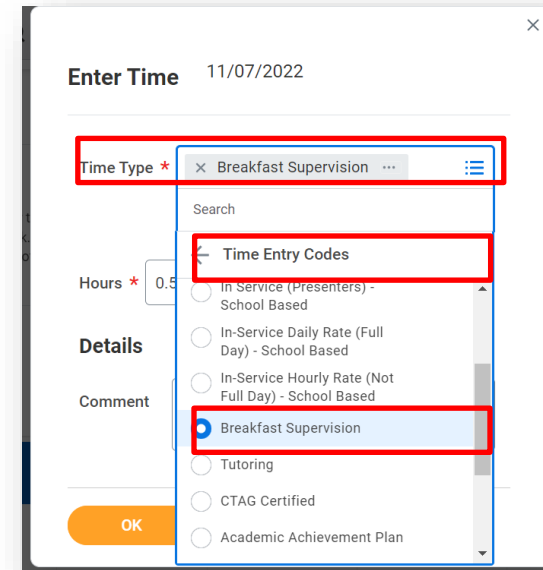To enter Breakfast Supervision time, use Web Calendar to select your day to Enter Time

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 3 bars section next to the **Checked In** option in the **Time Type** field

2. Select **Time Entry Codes**

3. Scroll down to select the **Breakfast Supervision** option

4. Add the appropriate unit of hours

5. Click OK