Employee: Teachers

Navigate to the Workday Home Page

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

Select the Time Application to navigate to your Web Calendar

Enter Time for Communities of Practice

To enter Communities of Practice 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 you 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. It is suggested to exhaust any unused VPD hours under your primary job before you enter time under your COP position. <u>If you</u> <u>have exhausted your VPD, please proceed to Communities of</u> <u>Practice (NO VPD) header</u>

From the Web Calendar Enter Time Box (VPD)

1. Ensure that your position field is displaying as your primary job

Enter Time	06/14/2022		
Time Type 🔸	× Checked In …	:=	
Position	Teacher, Secondary Social Studies	•	
Day * 0			
Details			
Comment			
ок	Cancel		

Employee: Teachers

Enter Time for Communities of Practice Cont. (VPD)

- 2. Select the 3 bars section next to the **Checked In** option in the **Time Type** field
- 3. Select Time Entry Codes
- 4. Scroll down to select the VPD Staff/Community engagement Days option



Note: Once "VPD Staff/Community Engagement Days" is selected, notice that the "Day" field will change to an "Hours" field. Additionally, time entered under your primary job must be approved by the principal at your primary job site.

- 5. Add the appropriate number of hours
- 6. Input appropriate comment in the Comment field

Time Type ★	× VPD- Staff/ Community ⋮ Engagement Days
Position	Teacher, Secondary Social Studies 🔻
Hours *	
Details	
Comment	

7. Click OK

Employee: Teachers

Enter Time Communities of Practice (NO VPD) Cont.

*Note: You will notice that your Enter Time block defaults to you 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(s). <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 to "In Service Participant School Based"

Time Type ★	× Checked In	∷≡
Position	Teacher, K-8 Middle (Grades 6-8)	•
	select one	
Day * 0	Teacher, Communities of Practice (Hourly) (+)]
Details	Teacher, K-8 Middle (Grades 6-8)	
Comment		
		10

- Select the 3 bars section next to the Checked In option in the Time Type field
- 3. Select Time Entry Codes



4. Scroll down to select the **In Service Participant School Based** option

Note: Once "In-Service Participant School Based" is selected, notice that the "Day" field will change to an "Hours" field



Enter Time for Communities of Practice Cont. (NO VPD)

- 5. Enter appropriate number of hours
- 6. Input Comment
- 7. Click OK

968:	Enter Time	05/25/2022		×
	Time Type 🔸	× In Service Participant School Based	- =	
week t an e	Position	Teacher, Communities of Prac	tice (H ▼	
ar wc	Hours * 0			ne
27,	Details			- 8
/lon, 5 Hours PD- St	Comment	Comment Needed		1
lours				- 1
	ок	Cancel		

*Note: Lack of inputting a comment will result in a hard red error on your calendar

