Navigate to the Workday Home Page
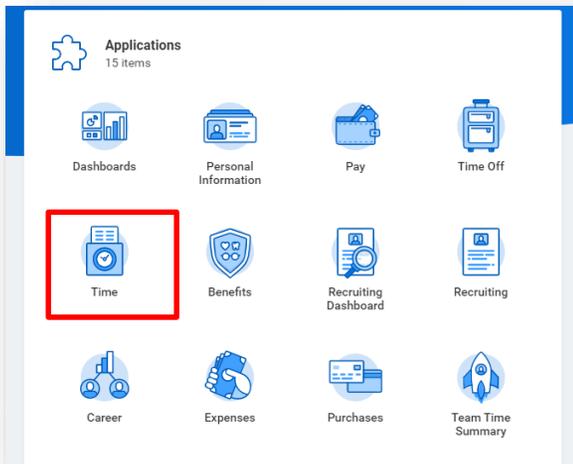
Select the Time Application to navigate to your Web Calendar

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.**
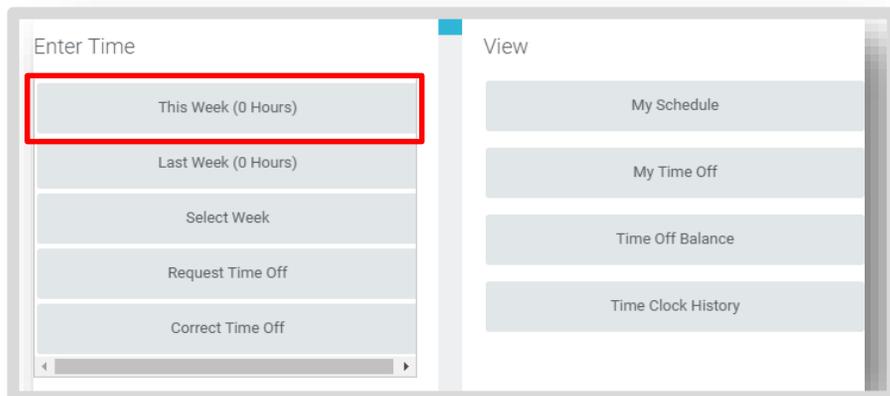
2. Once at your web calendar, select your day to Enter Time

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. If you have exhausted your VPD, please proceed to Communities of Practice (NO VPD) header

From the Web Calendar Enter Time Box (VPD)

1. Ensure that your position field is displaying as your primary job
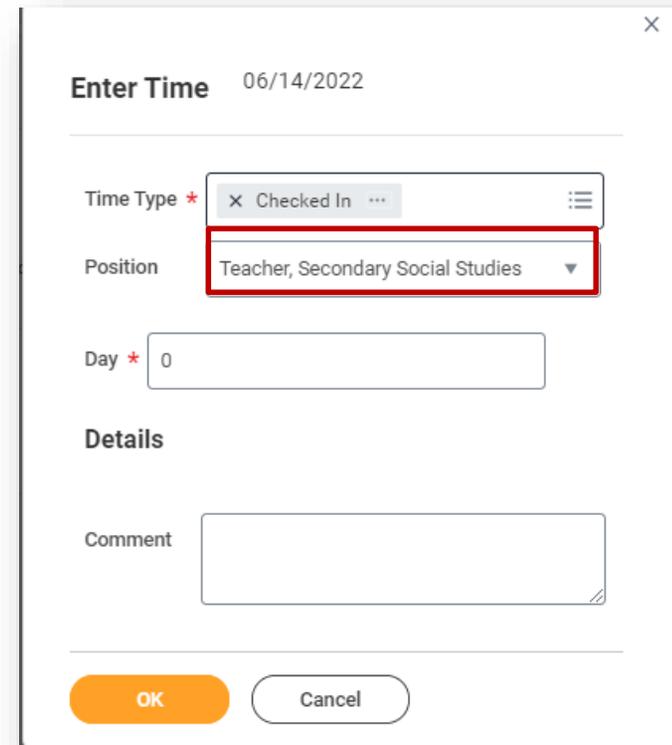
Enter Time for Communities of Practice Cont. (VPD)

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
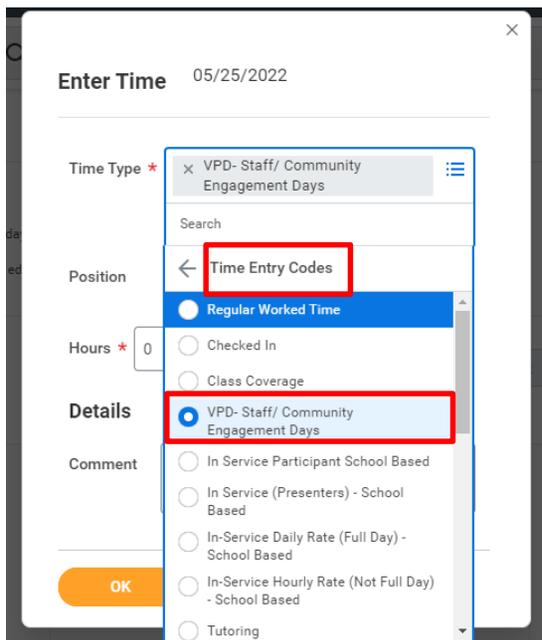
5. Add the appropriate number of hours

6. Input appropriate comment in the **Comment** field
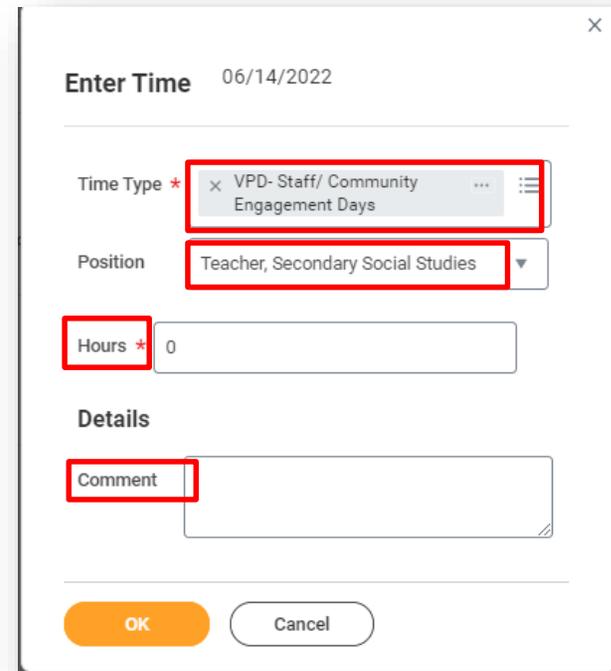
7. Click **OK**

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.

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). **This must be changed**. For your summer position, your time is to be entered as underlined hours. 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"
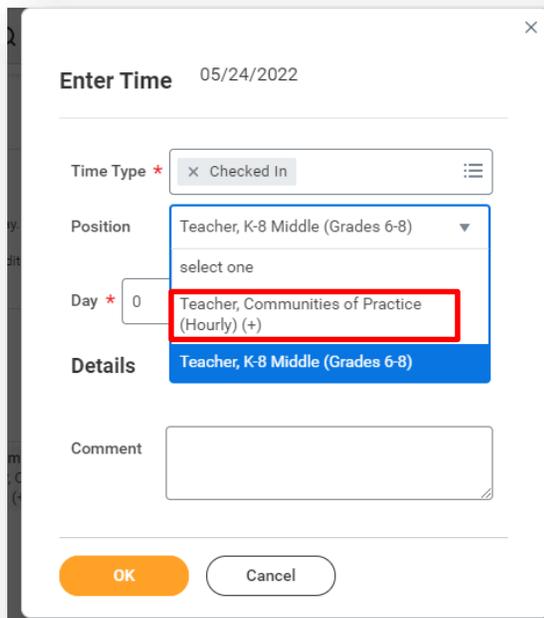
2. Select the 3 bars section next to the **Checked In** option in the **Time Type** field

3. Select **Time Entry Codes**
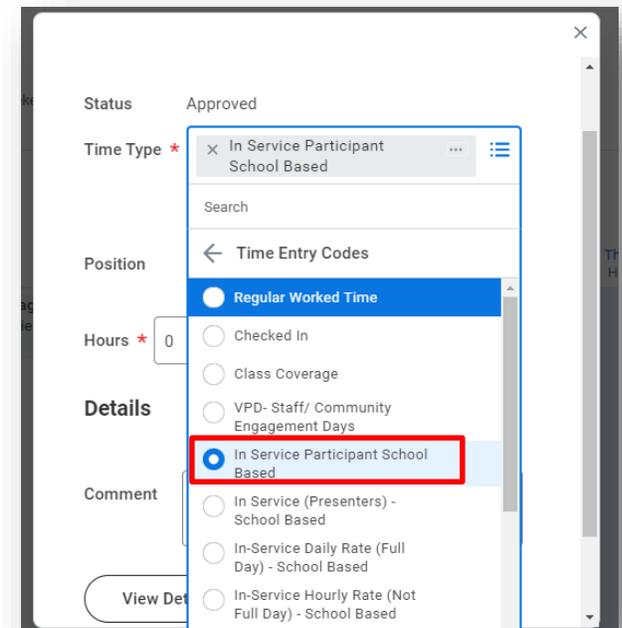
4. Scroll down to select the **In Service Participant School Based** option

   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

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

workday. **EDUCATION**