Time Tracking: Enter Time Worked and Time Off   Employee: Exempt (Non-Teachers)
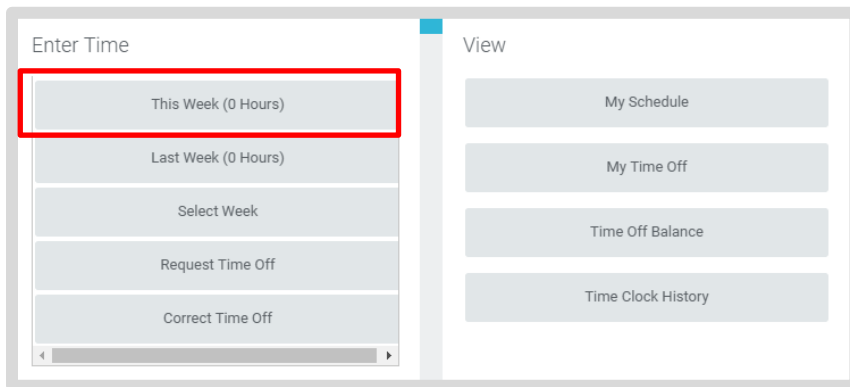
Workday allows employees to be paid accurately and on a timely basis. All CMSD employees will report their time worked. Exempt employees use the Web Calendar to enter hours worked each day. Accurate time entries should be made on a daily basis. Time must be submitted bi-weekly for timekeeper validation and manager approval.
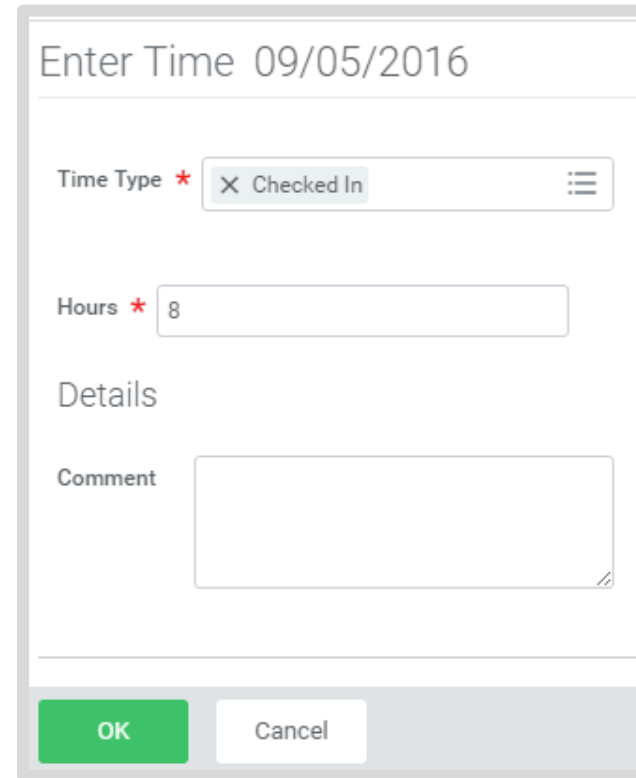
Enter Time for Today using the Web Calendar (Daily)

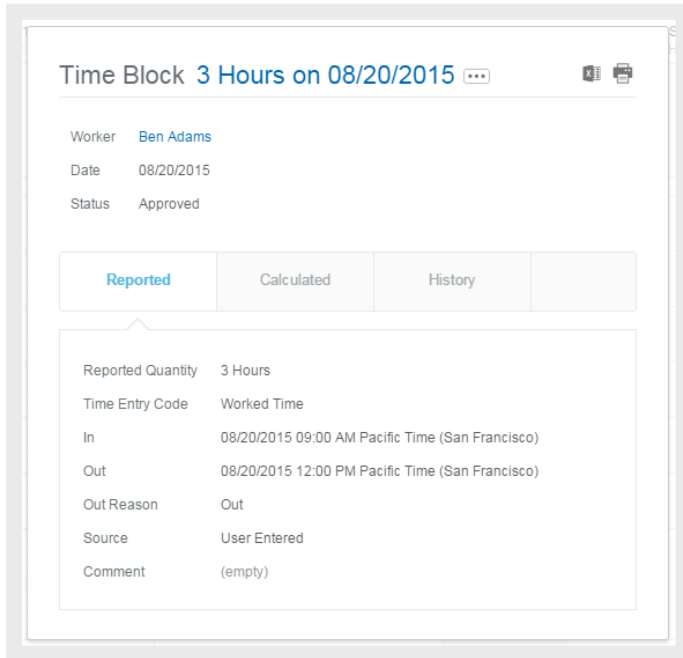From the Time application, under Enter Time:

1. Click **This Week**.

Enter Time	View
This Week (0 Hours)	My Schedule
Last Week (0 Hours)	My Time Off
Select Week	Time Off Balance
Request Time Off	Time Clock History
Correct Time Off	

2. Select the **calendar day** for which you are entering time.

3. **Enter the Time Type and Hours.**

4. Click **OK**.

5. Click **Done**.

Enter Time 09/05/2016

Time Type *   ✕ Checked In

Hours *   8

Details

Comment

OK   Cancel

Time Tracking: Enter Time Worked and Time Off   **Employee: Exempt (Non-Teachers)**

View Details of Submitted Time

From the Time Entry calendar:

1. Click a time block to view detailed information about your time entry.

1. Click the **View Details** button.

Time Block 3 Hours on 08/20/2015 ...

Worker	Ben Adams
Date	08/20/2015
Status	Approved

Reported   Calculated   History

Reported Quantity	3 Hours
Time Entry Code	Worked Time
In	08/20/2015 09:00 AM Pacific Time (San Francisco)
Out	08/20/2015 12:00 PM Pacific Time (San Francisco)
Out Reason	Out
Source	User Entered
Comment	(empty)

6. Click the **Reported** tab to view worked time.

7. Click the **Calculated** tab to view calculations.

8. Click the **History** tab to view modifications of a particular time entry.

Modify Previously Reported Time

From the Time worklet:

1. Click **Select Week**.

2. Select a date within the week you want to edit.

3. Click **OK**. Your reported time displays on the calendar. Approved items display with a green bar on the left side of the time block and an "Approved" status.

4. Click the time block. An editable window displays.

5. Edit the details of the time block and click **OK** or **Delete**.

Time Tracking: Enter Time Worked and Time Off   Employee: Exempt (Non-Teachers)

Note: Auto-fill from Prior Week can also be used if your time entry template is configured for it.

Auto-fill from Prior Week

From the Time Entry calendar:

1. Click the dropdown arrow next to the Enter Time button at the bottom left of the Time Entry Calendar to view a list of Time Entry Options. Click **Auto-fill from Prior Week**.
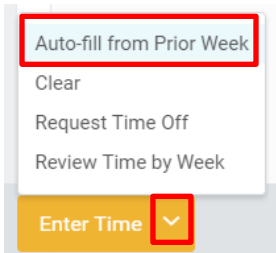
2. A form will open, prompting you to select the week you wish to copy. Populate the **Select Week** field.

3. From here you can copy the details and comments of a prior week by checking the **copy details and comments** box.

4. Click **OK**.

Request Time Off in Time Tracking

From the Time Off application:

1. Click **Time Off.**

2. Select days on the calendar.

3. Click **Request Time Off**.

4. Enter the Time Off Type.

 . *If Sick Leave is selected a* **Certification of Sick Leave** *task will need to be completed after time off has been approved.*

5. Enter the Daily Quantity of hours requested.

Note: The Daily Quantity field defaults with your daily scheduled hours and may be editable.

6. Click **Submit**.

Request Time Off Ben Adams ⋯

Total: 24 Hours

When	Monday, August 03, 2015 - Wednesday, August 05, 2015
Type *	✕ Vacation (Hours)
Daily Quantity *	8
Unit of Time	Hours
Comment	

enter your comment

Additional Information

Related Links
Business Policy Document

Attachments

Drop files here

Submit   Cancel

For sick leave request, please see addtional steps below.

Certification of Sick Leave:

When Requesting Sick Time Off

From the Time Off application:

7. Employee submits sick time as outlined above.

8. Timekeeper/Manager approves Sick Time.

9. Employee will receive **Certification of Sick Leave** task in their Workday Inbox.

10. Review the instructions and signature statement, then complete the following:

- Select **I Agree** box.

- **Select Files** to attach supporting documentation (if applicable).

- Enter the requested information in the **Comment** box (if applicable).

workday. **E D U C A T I O N**

Certification of Sick Leave:

Note: The Certification of Sick Leave and any uploaded attachments are saved in the Worker Documents section of the employee profile

1. Select **Personal**.

2. Select **Documents**.

3. **Reviewed Documents** section displays **Certification of Sick Leave** attachment.