

Time Tracking: Enter Time Worked and Time Off

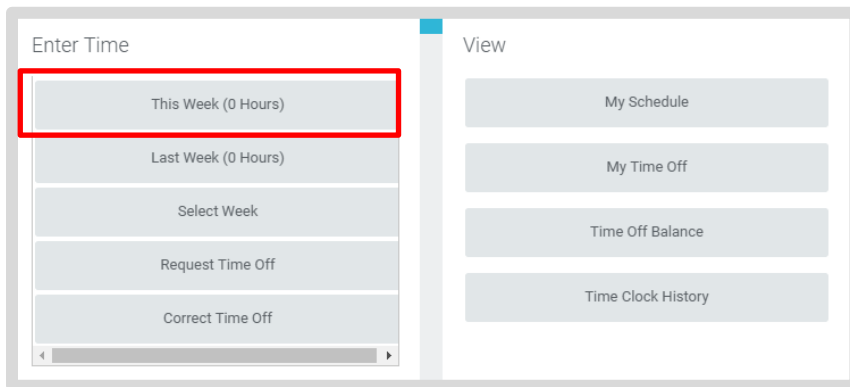
Employee: Exempt (Non-Teachers)

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.

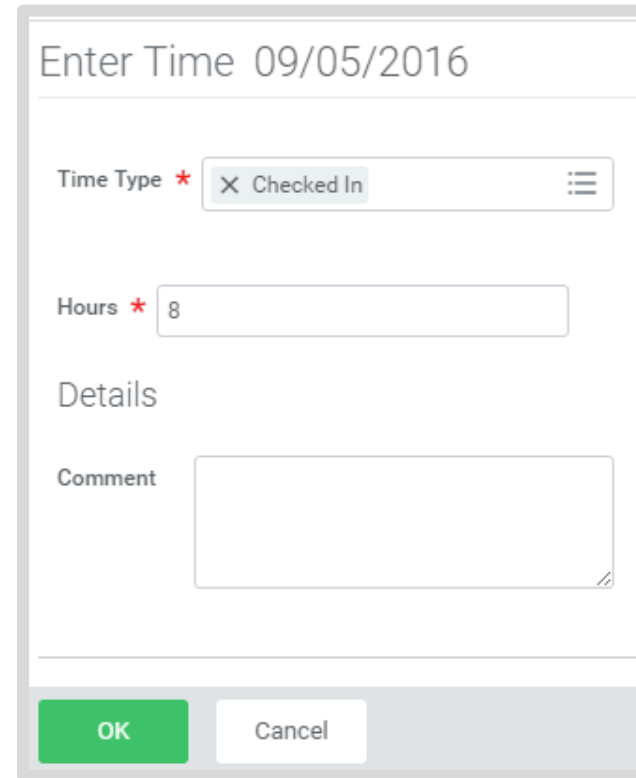
Enter Time for Today using the Web Calendar (Daily)

From the Time application, under Enter Time:

1. Click **This Week**.



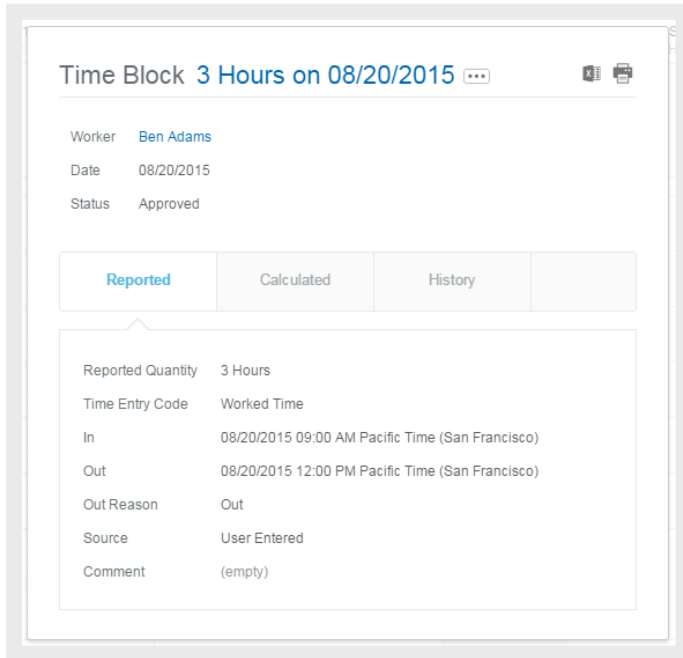
2. Select the **calendar day** for which you are entering time.
3. **Enter the Time Type and Hours.**
4. Click **OK**.
5. Click **Done**.



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.



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**.

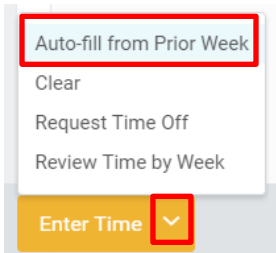


Note: Auto-fill from Prior Week can also be used if your time entry template is configured for it.

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 * X Vacation (Hours) ⋮

Daily Quantity * 8

Unit of Time Hours

Comment

enter your comment

Additional Information

Related Links

[Business Policy Document](#)

Attachments

Drop files here

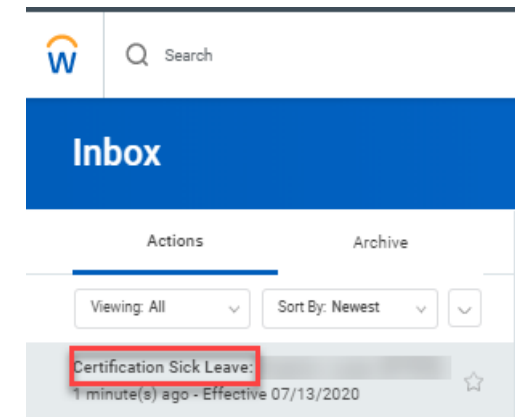
Submit Cancel

For sick leave request, please see additional steps below.

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).

A screenshot of the 'Certification Sick Leave' task details page. At the top left, there are 'Actions' and 'Archive' tabs, and two dropdown menus: 'Viewing: All' and 'Sort By: Newest'. The notification title 'Certification Sick Leave:' is highlighted in a red box. Below the title, it says '1 minute(s) ago - Effective 07/13/2020'. The main content area is titled 'Documents' and contains the following sections:

- Document Link:** Certification of Sick Leave
- Instructions:** Per Ohio Revised Code Section 3319.141, The Cleveland Metropolitan School District requires all teaching or non-teaching school employees to furnish a written, signed statement to certify the use of sick leave. Under these policies, all employees are required to certify that sick leave is being used for the allowable reasons defined in the Code. If medical attention is required, your statement should include the name and address of the attending physician and the dates when the physician was consulted. Per Ohio Revised Code, falsification of this statement is grounds for suspension or termination of employment under sections 3311.82, 3319.081, and 3319.16. For additional details, please refer to your collective bargaining agreement and/or the CMSD Employee Policies and Procedures Manual via the link above. Thank you for completing this required step when requesting Sick Leave.
 - If medical attention was required please list the name and address of the attending physician and the dates when he/she were consulted in the comments box below.
 - If supporting documentation is required based on your Collective Bargaining Agreement or District policy please attach it in the gray box below. To attach a document drag and drop the document into the gray box, or click into the gray box and browse for the supporting documentation on your computer.
- Signature Statement:** By checking the box below, I am acknowledging that the sick leave request is used for absence due to personal illness, pregnancy, injury, exposure to contagious diseases which could be communicated to other employees or for illness, injury or death in my immediate family. If medical attention was required, I have uploaded supporting documentation and/or listed the name and address of the attending physician and the dates when he/she were consulted in the comments box below.
- I Agree:**

Below the 'I Agree' section is a large dashed box for file uploads. It contains the text 'Drop file here' and 'or' above a button labeled 'Select files', which is highlighted in a red box. At the bottom of the page, there is a 'Comment' text box, a 'Submit' button (highlighted in a red box), a 'Save for Later' button, and a 'Cancel' button.

Certification of Sick Leave:

Employee: Exempt (Non-Teachers)



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.

The screenshot displays the Workday employee profile interface. On the left is a blue navigation sidebar with icons for Email, Team, Summary, Overview, Job, Contact, Personal (highlighted with a red box), Career, Pay, Performance, Compensation, Benefits, and Time Off. The main content area has tabs for Names, Personal Information, IDs, and Documents (highlighted with a red box). Below the Documents tab is an 'Add' button and a table of 4 items. A 'Reviewed Documents' section (highlighted with a red box) contains one item: 'Standard Documents 1 item'. This item is a table with the following data:

Document	Effective Date	Document Link	Signature Type	Signed By	Signature Date	Signature Statement	Uploaded Document
Certification of Sick Leave	07/06/2020	Certification of Sick Leave	Acknowledgment	[Redacted]	07/22/2020 04:04:01 PM	By checking the box below, I am acknowledging that the sick leave request is used for absence due to personal illness, pregnancy, injury, exposure to contagious diseases which could be communicated to other employees or for illness, injury or death in my immediate family. If medical attention was required, I have uploaded supporting documentation and/or listed the name and address of the attending physician and the dates when he/she were consulted in the comments box below.	