

Time Tracking: Enter Time Worked

Employee: Operations, Secretaries & Non-Exempt Central Office

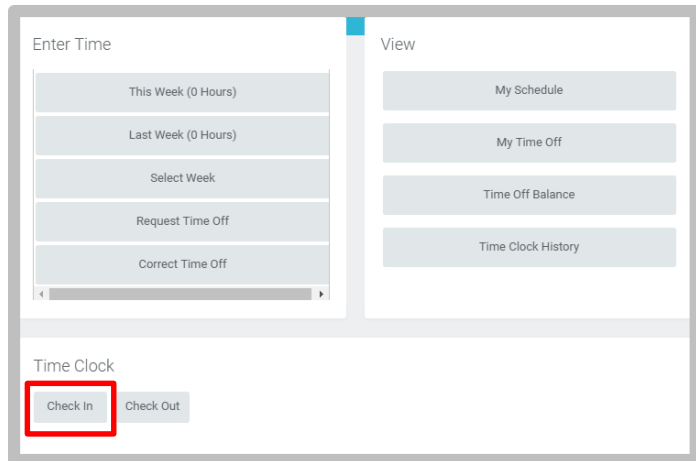
Workday enables employees to be paid accurately and on a timely basis. All CMSD employees must enter their time worked.

Non-Exempt CMSD employees use the Time Clock to track their time. Employees daily enter time by clicking Check In under the Time Clock at the start of their shift and by clicking Check Out at the end of their shift, recording all hours worked. Time must be submitted bi-weekly for timekeeper validation and manager approval.

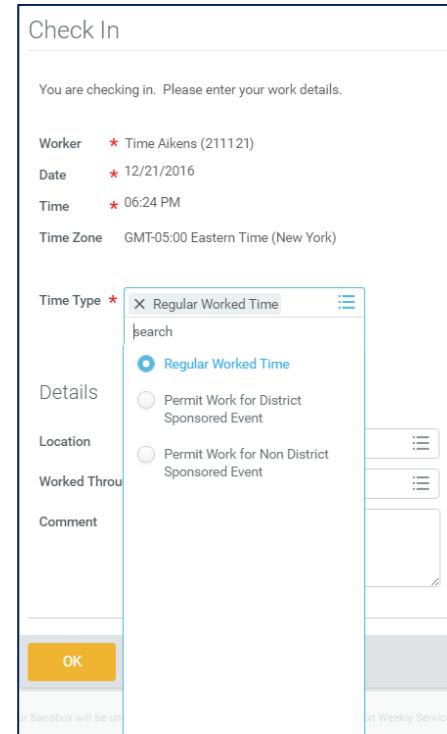
Note: Your lunch time is automatically calculated for your job role. Supplemental pay and shift differentials are also tracked using the Time Clock by specifying the time type worked.

Check In Using the Time Clock (At least Daily)

From the **Time** worklet, under the *Time Clock* section:



1. Click **Check In**.



2. Click the **Time Type** field and select the required option.

Note: Options include **Regular Worked Time**, **Permit Work for District Sponsored Event**, and **Permit Work for Non District Sponsored Event**.

3. If working through lunch, change the **Worked Through Lunch** field to **Yes**, and add an explanation in the **Comment** field.

Note: You **MUST** have prior supervisor approval to work through lunch.

4. Click **OK**.

Note: You cannot have more than 1 **Check In** at a time. Before checking in for a different Time Type, you **MUST** first check

Your screens and processes may vary from those described here.

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out. For additional information on checking out, refer to the [Check Out Using the Time Clock \(At Least Daily\)](#) section in this document.

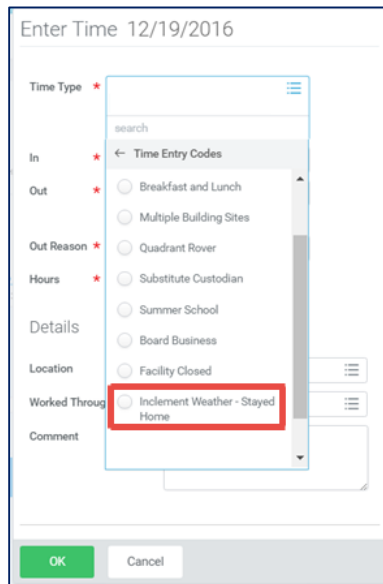
Entering Additional Time Types (Inclement Weather Worked)

The employee must enter the time they actually worked into Workday as "Supplemental Pay." (The system is already configured to pay them the regular time without Time Clock check in.)

Note: In cases of Inclement Weather, and a school is closed but a unionized employee comes into work, the employee is paid for their regularly scheduled hours plus whatever they actually worked.

For entering additional Time Types:

1. Select **Enter Time This Week (Web Calendar)** from the **Time** worklet and complete the following steps:

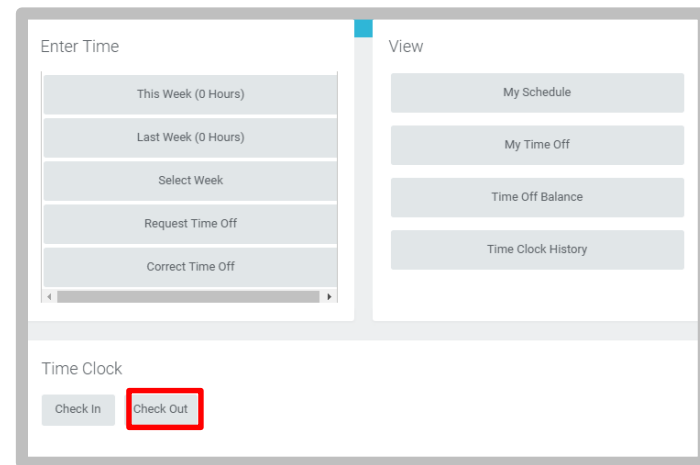


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2. Click in the **Time Type** field, and select the required **Time Type** option. (Inclement Weather, etc.)
3. Manually enter **Hours** for the Time Type.
4. Enter an explanation in the **Comments** field.
5. Click **OK**.

Check Out Using the Time Clock (At Least Daily)

From the **Time** worklet:



1. Click **Check Out**.
2. Enter the Reason, if applicable.
3. Click **OK**.
4. Click **Done**.

View Details of Submitted Time

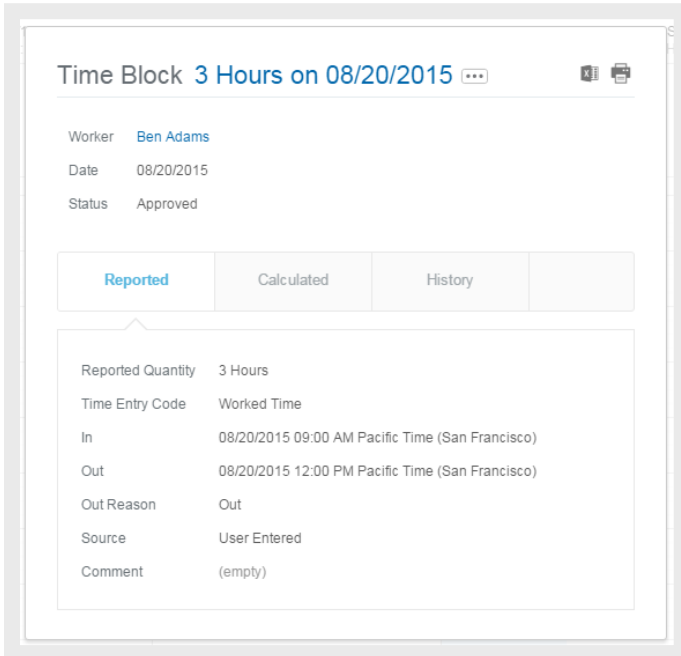
From the Time Entry calendar:

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

Time Tracking: Enter Time Worked

Employee: Operations, Secretaries & Non-Exempt Central Office

2. 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)

5. Click the **Reported** tab to view worked time.
6. Click the **Calculated** tab to view calculations.
7. Click the **History** tab to view modifications of a particular time entry.

Modify Previously Reported Time

Time corrections for Non-Exempt employees require the assistance of their timekeeper or manager. Please contact your timekeeper or manager for help. You must specify the date/time for which you need assistance.

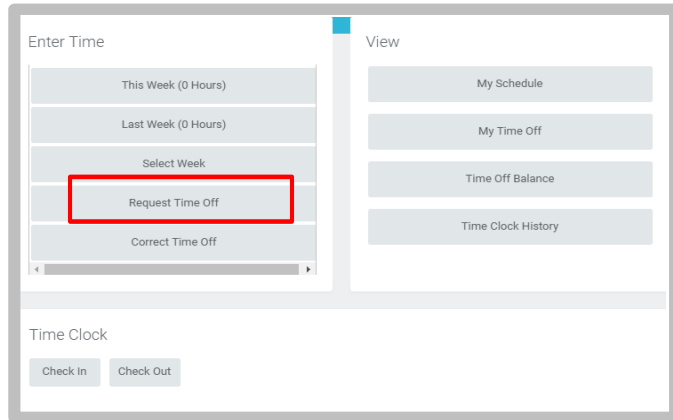
Time Tracking: Enter Time Off

Employee: Operations, Secretaries & Non-Exempt Central Office

Request Time Off in Time Tracking (for Operations & Non-Exempt Central Office employees only)

From the Time Off worklet:

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.

8. Click **Submit**.

Note: Secretaries must use SmartFind Express to request time off. Secretaries to not use Workday to request time off.

For sick leave request, please see additional steps below.

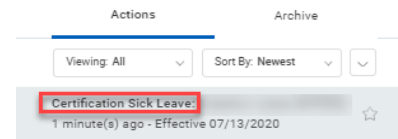
A screenshot of the 'Request Time Off' form for Ben Adams. The form shows a total of 24 hours requested. The 'When' field is set to 'Monday, August 03, 2015 - Wednesday, August 05, 2015'. The 'Type' is 'Vacation (Hours)'. The 'Daily Quantity' is 8. The 'Unit of Time' is 'Hours'. There is a 'Comment' field. Below the form is a section for 'Additional Information' with a link to 'Business Policy Document'. There is also an 'Attachments' section with a 'Drop files here' area. At the bottom, there are 'Submit' and 'Cancel' buttons.

Certification of Sick Leave:

When Requesting Sick Time Off

From the Time Off application:

9. Employee submits sick time as outlined above.
10. Timekeeper/Manager approves Sick Time.
11. Employee will receive **Certification of Sick Leave** task in their Workday Inbox.
12. 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. The title 'Certification Sick Leave' is highlighted with a red box. Below the title is the text 'Review Documents for Time Off Request: [redacted]' and '1 minute(s) ago - Effective 07/13/2020'. There is an 'Actions' button. A 'Documents' section contains a 'Document Link' titled 'Certification of Sick Leave' and 'Instructions' in red text. Below the instructions is a 'Signature Statement' section with an 'I Agree' checkbox, which is highlighted with a red box. At the bottom of the document area is a 'Drop file here' area with a 'Select files' button, also highlighted with a red box. At the bottom of the page is a 'Comment' text box, a 'Submit' button (highlighted with 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 shows an 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 with 4 items. Below that is a 'Reviewed Documents' section (highlighted with a red box) containing one item. The 'Reviewed Documents' table has columns: Document, Effective Date, Document Link, Signature Type, Signed By, Signature Date, Signature Statement, and Uploaded Document. The row for 'Certification of Sick Leave' has a date of 07/06/2020 and a link 'Certification of Sick Leave'. The 'Signature Statement' column contains a text block, and the 'Uploaded Document' column shows a file icon and the name 'Certification of Sick Leave_uploaded' (highlighted with a red box).

Worker Document	Document Category	Business Process	Attachments		
			Alternative Text	File Name	Upload Date

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		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.	Certification of Sick Leave_uploaded