Time Tracking: Enter Time Worked

Employee: Operations, Secretaries & Non-Exempt Central Office

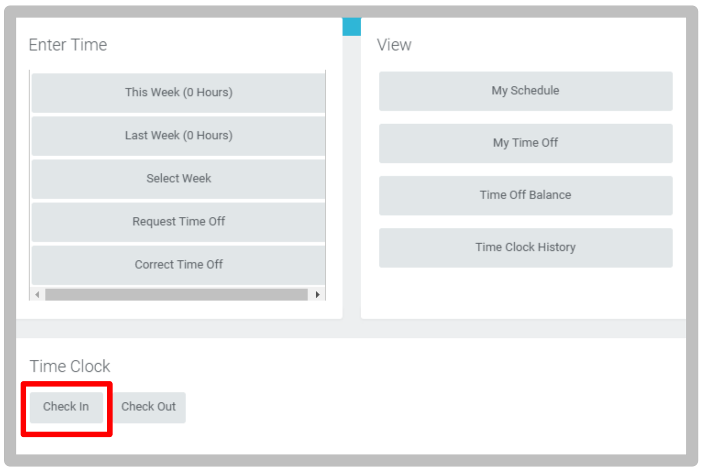
Workday enables employees to be paid accurately and on a timely basis. All CMSD employees must enter their time worked.

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.

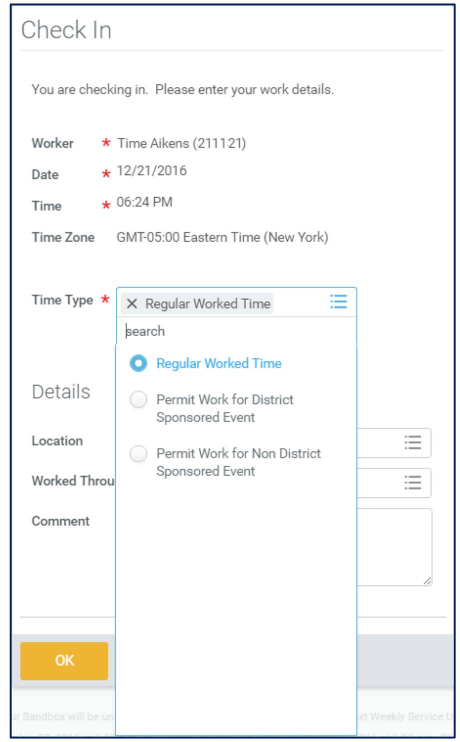
Note: Your lunch time is automatically calculated for your job role. Supplemental pay and shift differentials are also tracked using the Time Clock by specifying the time type worked.

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.

   <u>*Note:*</u> 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.

   <u>*Note:*</u> You MUST have prior supervisor approval to work through lunch.

4. Click **OK**.

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

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

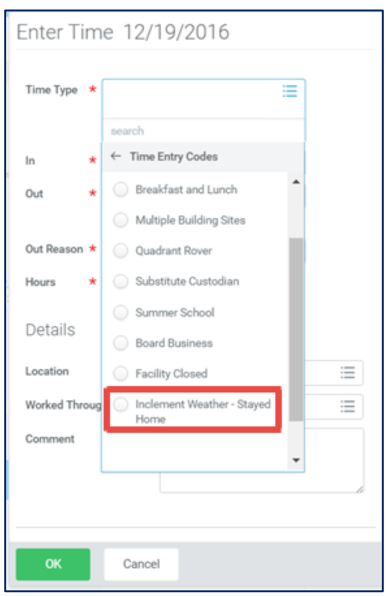
Entering Additional Time Types (Inclement Weather Worked)

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:

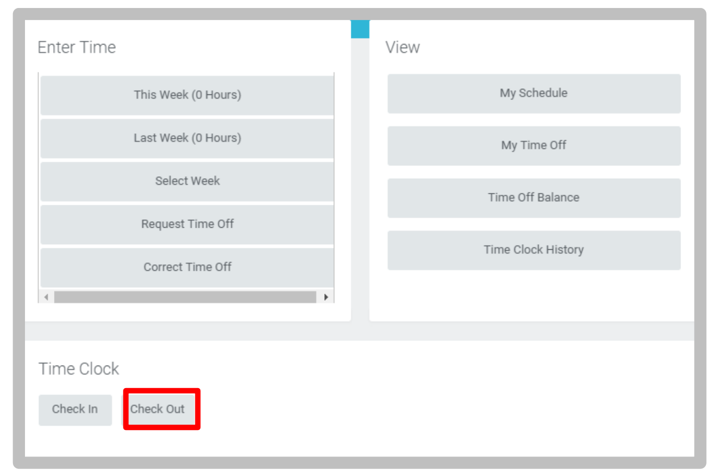
1. Select **Enter Time This Week (Web Calendar)** from the **Time** worklet and complete the following steps:



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:



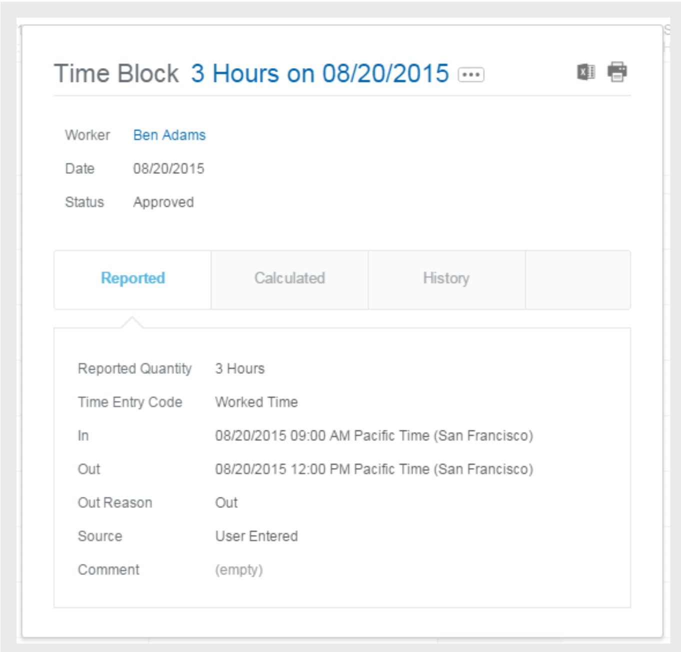
1. Click **Check Out.**
2. Enter the Reason, if applicable.
3. Click **OK**.
4. Click **Done**.

View Details of Submitted Time

From the Time Entry calendar:

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

2. Click the **View Details** button.



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.

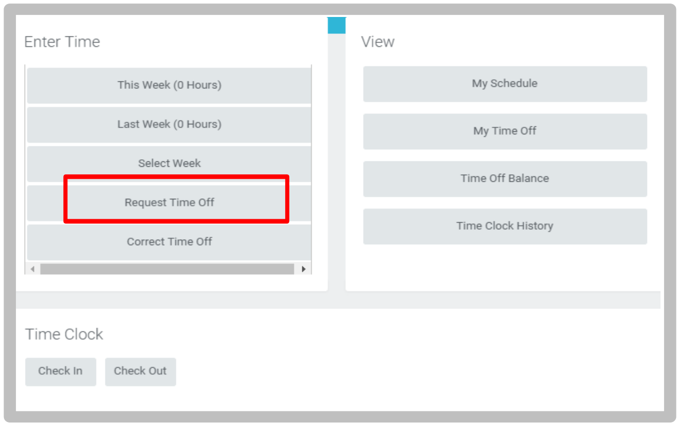
Modify Previously Reported Time

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.

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**.



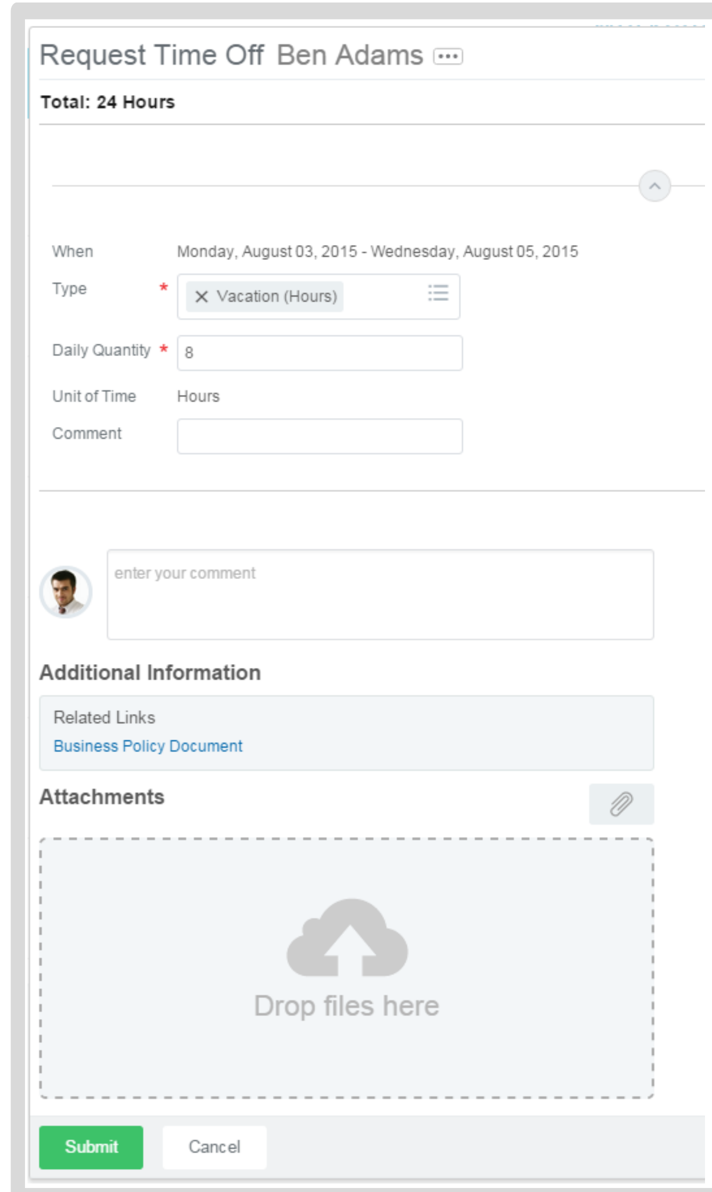
4. Enter the Time Off Type.
   - *If Sick Leave is selected a **Certification of Sick Leave** task will need to be completed after time off has been approved.*
5. Enter the Daily Quantity of hours requested.

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

8. Click **Submit**.

<u>*Note:*</u> Secretaries must use SmartFind Express to request time off. Secretaries to <u>not</u> use Workday to request time off.

For sick leave request, please see addtional steps below.

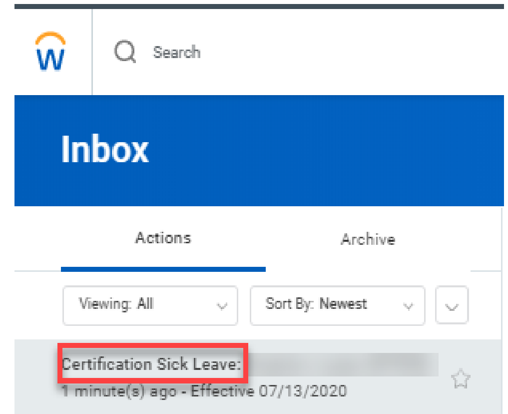


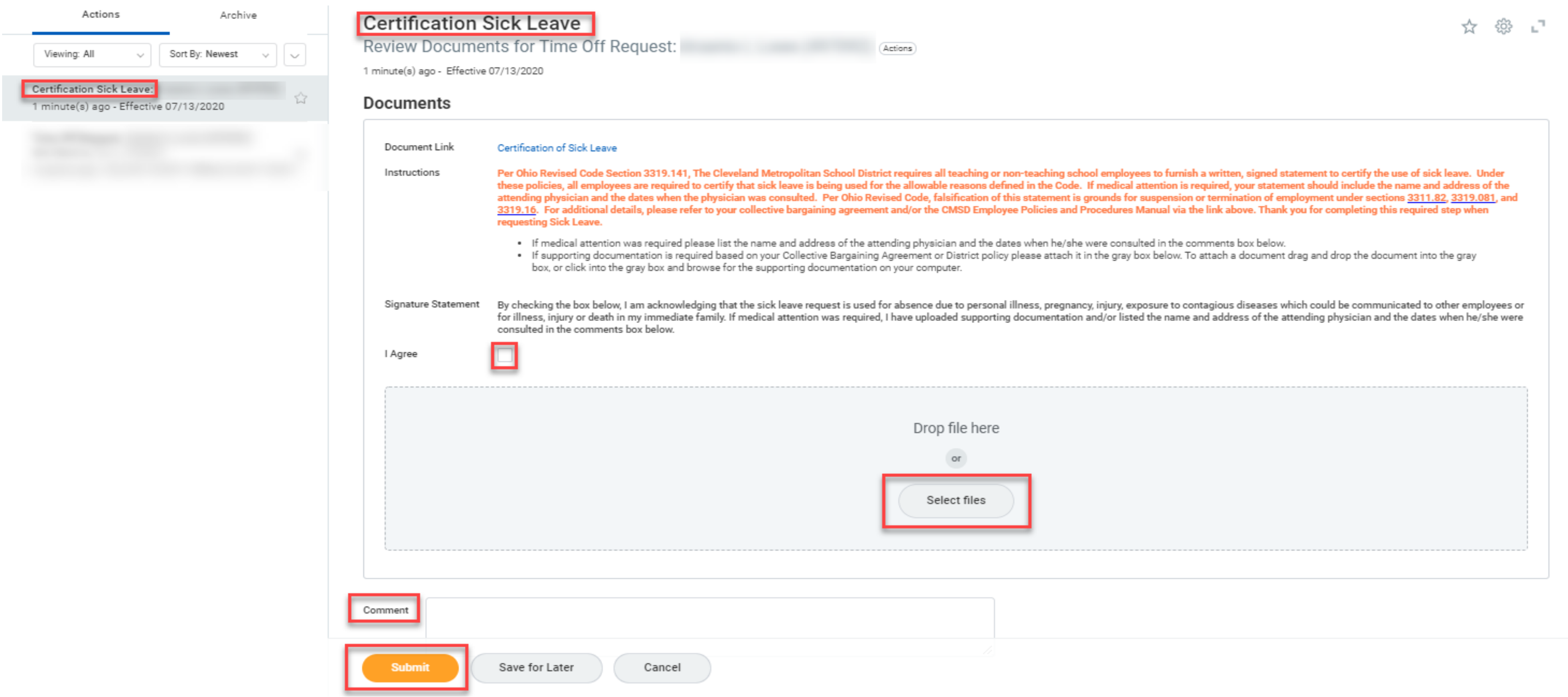
Certification of Sick Leave:

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).





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.