

Time Tracking: Enter Time Worked and Time Off

Workday allows employees to be paid accurately and on a timely basis. All CMSD employees will submit their time worked. Substitute Teachers, Paras and Secretaries use Smart Find Express to enter time worked. An integration between Workday and SmartFind Express auto-populates the Workday web calendars of teachers and paras with their time entered in SmartFind Express.

Supplemental pay options including class coverages and differential positions are tracked in Workday using the Time application.

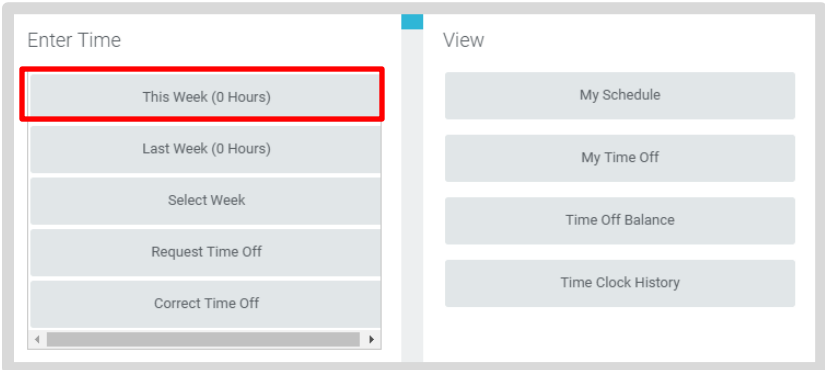
At the end of each pay period Substitute Teachers, Paras and Secretaries use Workday to submit their work time. Time is submitted bi-weekly for timekeeper validation and manager approval.

Enter Time for Supplemental Pay or Class Coverage

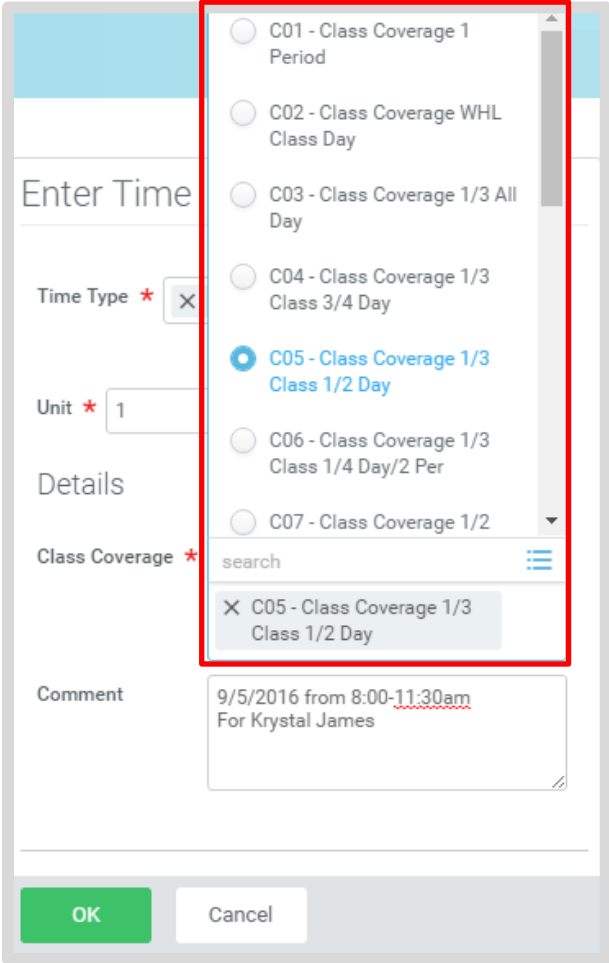
To make time entries for Supplemental Pay options including Class Coverages, use the Web Calendar Time Sheet. Specify the type of Supplemental Pay under Time Type. This following example is related to adding a Class Coverage. Your Supplemental Pay options listed may differ, but the steps will be the same.

In Workday from the Time application, under Enter Time:

- 1. Click **This Week**.



- 2. Enter the Time Type and Details
 - a. Click on **Time Type**.
 - b. Select the appropriate Supplemental Pay option (ie: **Class Coverage**).



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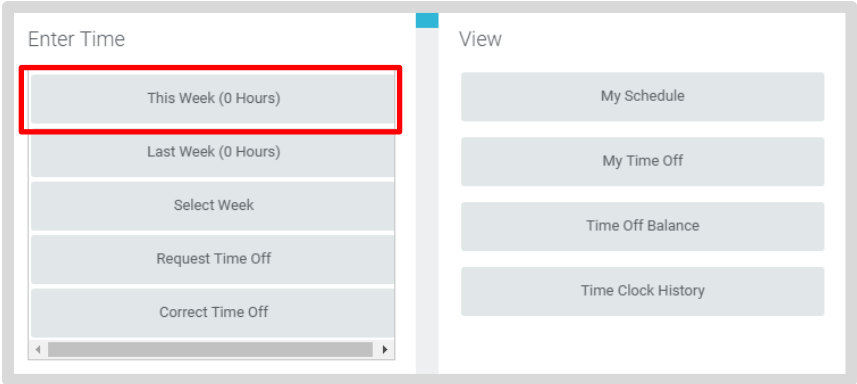
3. Add the **Unit** for Class Coverages or other details as appropriate for your type of supplemental pay.
 - a. Click in the **Details** section to view list of Class Coverage codes or other Supplemental Pay codes.
 - b. Click the appropriate **Code**.
 - c. Enter Details in the **Comments field**. **For Class Coverages include:**
 - i. **Date and periods** you covered.
 - ii. **Name of teacher** for whom you covered.
4. Click **OK**.
5. Click **OK**.
6. Click **Done**.
7. Web Calendar users do not need to Check Out.

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Submit Time for Approval and Payment

In Workday from the Time application, under Enter Time:

- 1. Click **This Week**.



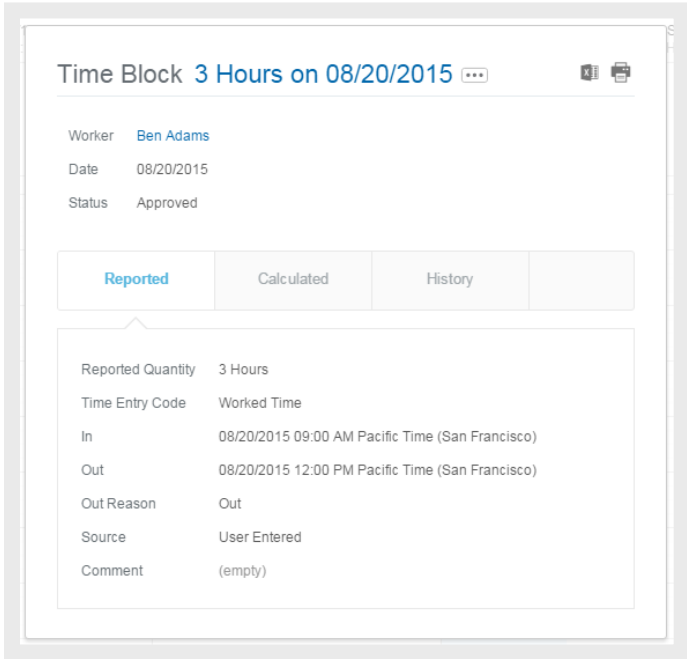
- 2. Check that previous time entries requiring Supplemental Pay appear.
- 3. Click **Submit**.
- 4. Click **Submit** to verify that the information is accurate.

Note: Submit only needs to be done bi-weekly, at the end of each time period.

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.



- 2. Click the **Reported** tab to view worked time.
- 3. Click the **Calculated** tab to view cost center information.
- 4. Click the **History** tab to view the process history of a particular time entry.

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Modify Previously Reported Supplemental Time Entries (before submitting)

From the Time application:

1. Click **Select Week**.
2. Select a date within the week you want to edit.
3. Click **OK**. Supplemental time that you entered displays on the calendar.
4. Click the time block. An editable window displays.
5. Edit the details of the time block and click **OK** or **Delete**.

Request Time Off

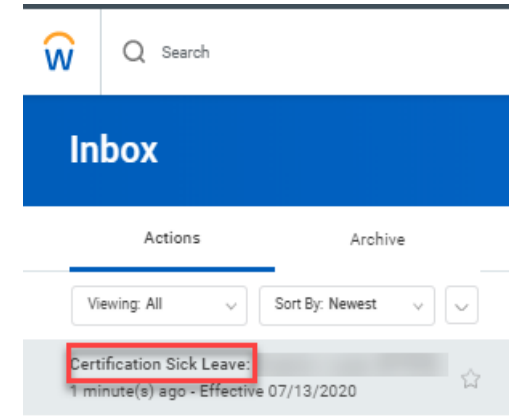
Substitute Teachers and Paras eligible for time off do not use Workday for reporting Time Off. Substitute Teachers and Paras eligible for time off report time off through SmartFind Express.

An integration between Workday and SmartFind Express auto-populates the Workday web calendars of teachers and paras with their time off reported in SmartFind Express.

Certification of Sick Leave:

Requesting Sick Time Off Via Smartfind Express

1. Time off is entered via SmartFind Express.
2. A **Certification of Sick Leave** task generates in the employee's Workday Inbox.
3. 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 detailed screenshot of the 'Certification Sick Leave' task form. The title 'Certification Sick Leave' is highlighted with a red box. Below the title, it says 'Review Documents for Time Off Request: [redacted]' and '1 minute(s) ago - Effective 07/13/2020'. The form is divided into sections: 'Documents', 'Signature Statement', and 'I Agree'. Under 'Documents', there is a link to 'Certification of Sick Leave' and instructions. The 'Signature Statement' section contains a paragraph of text. The 'I Agree' section has a checkbox that is currently unchecked. Below this is a large dashed box for file uploads, with the text 'Drop file here' and a 'Select files' button (highlighted with a red box). At the bottom, there is a 'Comment' box, a 'Submit' button (highlighted with a red box), and 'Save for Later' and 'Cancel' buttons.

Certification of Sick Leave

Employee: Substitute Teachers, Substitute Paras & Substitute Secretaries



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 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 is expanded (highlighted with a red box), showing a table with 1 item. The 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 an 'Uploaded Document' cell containing a file icon and the text 'Certification of Sick Leave_uploaded' (highlighted with a red box).

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