

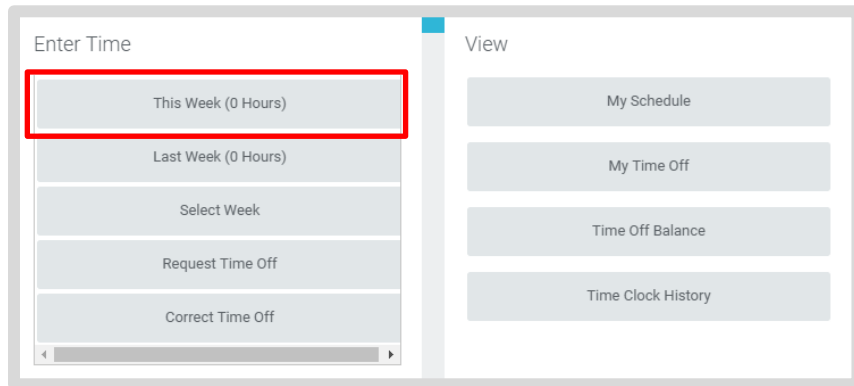
Workday allows employees to be paid accurately and on a timely basis. Teachers, Paras and other CTU members have the Web Calendar available to enter days worked, in single day values. Accurate time entries should be made on a daily basis. Time must be submitted bi-weekly for timekeeper validation and manager approval.

Note: Supplemental pay options including class coverages and differential positions are also tracked in the Time application by specifying the Time Type.

Enter Time for Today using the Web Calendar (Daily)

From the Time application, under Enter Time:

1. Click **This Week**.



2. Enter the Time Type and Details
 - a. Checked In represents a regular day worked.
 - b. Enter "1" for unit of a day.
3. Click **OK**.
4. Click **Done**.
5. Web Calendar users do not need to Check Out.
6. Click **Submit**.

7. Click **Submit** and verify that the information is accurate.
8. Click **Submit** again for Certification of Effort.

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

Enter Time for Supplemental Pay or Class Coverage

To enter Supplemental Pay information including Class Coverages, use the Web Calendar and specify the type of Supplemental Pay under Time Type.

For Class Coverage, from the Time worklet:

1. Click on **Time Type**.
2. Select **Class Coverage**.
3. Add the **Unit**.
4. Click in the **Details** section to view list of Class Coverage codes.
5. Click the appropriate **Class Coverage Code**.
6. Enter Details in the **Comments field**:
 - a. **Date and periods** of coverage.
 - b. **Name of teacher** for whom you covered.
7. Click **OK**.

The screenshot shows the 'Enter Time' dialog box with a red box highlighting the 'Class Coverage' dropdown menu. The dropdown is open, showing a list of class coverage codes. The selected code is 'C05 - Class Coverage 1/3 Class 1/2 Day'. Below the dropdown, the 'Class Coverage' field is populated with 'C05 - Class Coverage 1/3 Class 1/2 Day'. The 'Unit' field is set to '1'. The 'Details' section is empty. The 'Comment' field contains the text '9/5/2016 from 8:00-11:30am For Krystal James'. The 'OK' button is highlighted in green.

Enter Time

Time Type *

Unit *

Details

Class Coverage *

C01 - Class Coverage 1 Period

C02 - Class Coverage WHL Class Day

C03 - Class Coverage 1/3 All Day

C04 - Class Coverage 1/3 Class 3/4 Day

C05 - Class Coverage 1/3 Class 1/2 Day

C06 - Class Coverage 1/3 Class 1/4 Day/2 Per

C07 - Class Coverage 1/2

C05 - Class Coverage 1/3 Class 1/2 Day

Comment

9/5/2016 from 8:00-11:30am
For Krystal James

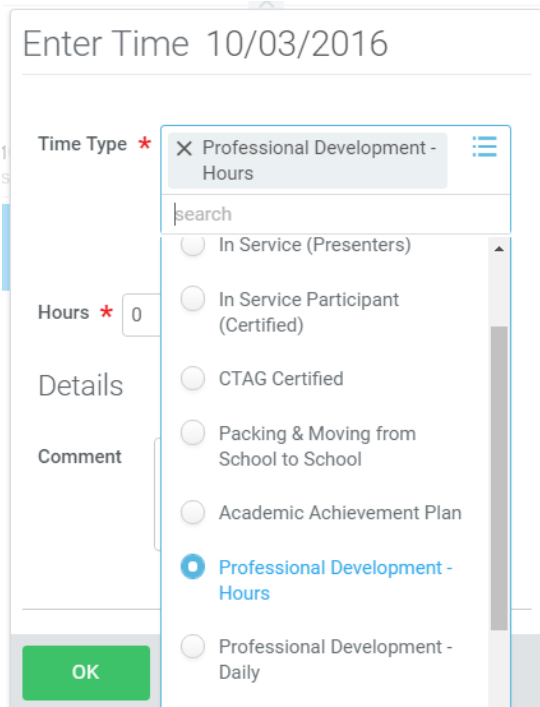
OK Cancel

Enter Time for In Service & Professional Development

To enter In Service and Professional Development time, use the Web Calendar and specify the Time Type.

For Professional Development, from the Time application:

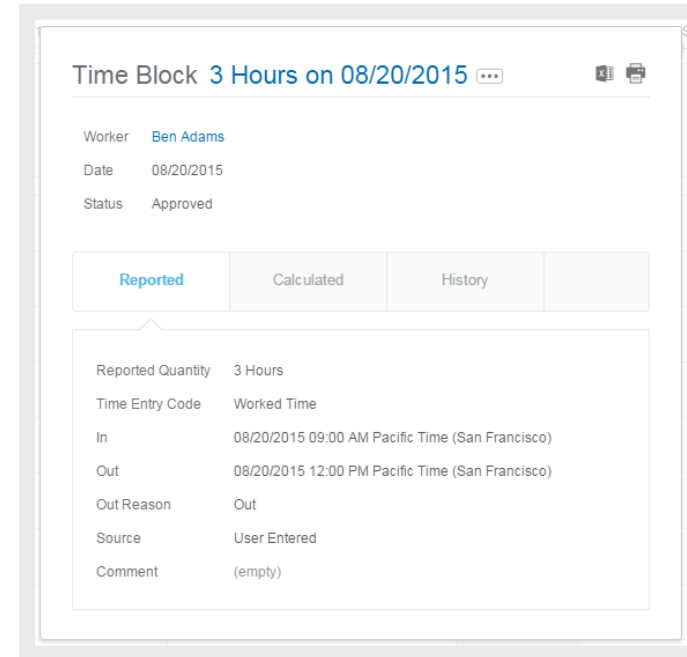
1. Click on **Time Type**.
2. Select the appropriate **Professional Development** option.
3. Add the appropriate unit of **hours or days**.
4. Enter Details in the **Comments field**:
 - a. **Name** of Professional Development or In Service.
 - b. **Location** of Professional Development or In Service.
5. Click OK



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

Modify Previously Reported Time

From the Time application:

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**. Enter a comment.

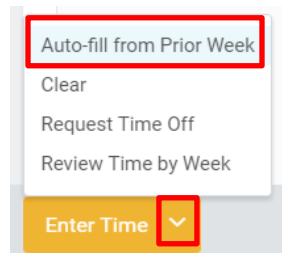


Note: Auto-fill from Prior Week can also be used if your time entry template is configured for it.

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

Teachers and Paras do **not** use Workday for reporting Time Off. Teachers and Paras report time off through SmartFind Express as done previously.

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

Employee: Teachers & Paras

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).

The screenshot shows the 'Certification Sick Leave' form in Workday. The form is titled 'Certification Sick Leave' and is for a 'Review Documents for Time Off Request'. It includes a 'Documents' section with instructions and a signature statement. The 'I Agree' checkbox is checked. There is a file upload area with a 'Select files' button. A 'Comment' box and 'Submit', 'Save for Later', and 'Cancel' buttons are at the bottom.

Certification Sick Leave
Review Documents for Time Off Request: [Redacted] (Actions)
1 minute(s) ago - Effective 07/13/2020

Documents

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

Drop file here
or

Comment

Certification of Sick Leave

Employee: Teachers & Paras



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 'Documents' section of an employee profile. The 'Personal' tab is selected in the left sidebar. The 'Documents' tab is active, showing a table of worker documents. Below this, the 'Reviewed Documents' section is expanded, displaying a table with one item: 'Certification of Sick Leave'.

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

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	[Blurred]	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