Time Tracking: Enter Class Coverage and Supplemental Time

Workday allows employees to be paid accurately and on a timely basis. Substitute Teachers, Paras and Secretaries use Smart Find Express to accept assignments. Assignments are then automatically uploaded from SmartFind into Workday. The integration between SmartFind and Workday auto-populates the Workday web calendars of teachers and paras with the 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 class coverages and supplemental time. Substitutes should review class coverages and supplemental time daily to ensure correct entries. Time is submitted at the end of the pay period for timekeeper validation and manager approval.

Enter Supplemental Time 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.**
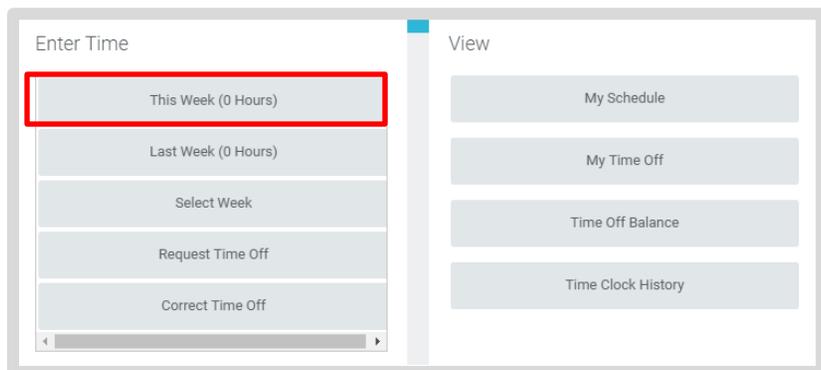
2. Enter the Time Type and Details

   a. Click on **Time Type.**

   b. Select the appropriate Supplemental Pay option (ie: **Class Coverage**.

workday. EDUCATION

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.