

Entering & Correcting Employee Time

Time Tracking: for Web Calendar Users

Manager/Timekeeper

Time Validation & Approval Process

Timekeepers validate employee time at the beginning of a new pay period. Managers and Timekeepers have two days after the submission date to validate, correct errors, and approve time for employees. The time frame is short, so any errors found by the Timekeeper or Manager will need to be addressed by the Timekeeper or Manager. If errors are detected early and there is sufficient time for the employee to fix the errors prior to the lockout, you may send the time sheet back to them.

Time & Leave Options from the Employee's Related Actions

Time Entry Approval Time Entry: Lou Tenant (40056) - 1.5 hours from 11/05/2016 to 11/18/2016

Regular Time	Straight Time	Overtime	Double Time	Supplemental
17.5	0	1	0	

53 minute(s) ago - Effective 11/18/2016

Worker Lou Tenant (40056)

Daily Totals 1 item

Date
Wed, 11/16

Entries to Approve

1 item

Date	Type

Actions

- Compensation >
- Job Change >
- Organization >
- Personal Data >
- Recruiting >
- Safety Incident >
- Talent >
- Time and Leave**
- Worker History >

Enter Time

Enter Time Off

View Time Off

View Schedule for Worker

Add Time Clock Event

View Time Clock History

View Time Off Balance

View Time Off Results by P

View Calculated and Over

View Carryover Balances

View Leave Results

Assign Work Schedule

-To enter or submit time for Web Calendar users

-To enter time for Time & Web Clock users

-To correct regular & supplemental pay for all employees
-To correct Unmatched Check Ins for Time & Web Clock users
-To submit time for Time & Web Clock users

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Enter New Time on Behalf of a Web Calendar User

From a worker's Related Actions:

1. Click **Time and Leave > Enter Time**.
2. Select **the date** for which you wish to enter time & click OK.
3. Click in the calendar on the date you wish to enter time for.
4. Enter **Time Type and other details** as appropriate.

Note: When entering Time Off, Special Privilege/Vacation time must be entered in ½ or full days increments. Enter Sick Time in increments of Periods. See table below:

Number of Periods Off	Value to Enter in the Day Field
8	1
7	.875
6	.75
5	.625
4	.5
3	.375
2	.25
1	.125

5. Click OK.
6. The employee will receive notification in Workday that time has been entered.

Enter New Time on Behalf of a Substitute

From a worker's Related Actions button:

1. Click **Time and Leave > Enter Time**.

2. Click on the **date** for which the substitute worked, but the time did not come in from SmartFindExpress.

Enter Time
03/09/2020

Time Type *

Hours *

Details
Comment

OK Cancel

3. Click in the **Time Type** field and select the **Projects** option to select the location where the substitute worked.
4. Select the appropriate Project.

Enter Time
03/09/2020

Time Type *

Hours *

Details
Class Coverage

Cost Center

Days in Position

Supplemental Time - Substitute Teachers

Time Entered Directly to Time Calendar

Comment

OK Cancel

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5. Complete the **Hours *** field.

Note: Enter **7.33** for Teachers and **7.75** for Paras and Secretaries.

7. Complete the **Cost Center** field.

Note: Search for the required cost center by entering the school name.

8. Complete the **Days in Position** field.

9. Complete the **Comment** field, by entering the reason why the time was manually entered.

10. Click **Ok**.

Submit Time on Behalf of a Web Calendar User

From a worker's Related Actions:

1. Click **Time and Leave > Enter Time**.
2. Select **the date** for which you wish to enter time & click OK.
3. Click Submit.
4. The employee will receive notification in Workday that time has been entered.

Adjusting Regular & Supplemental Pay

From the worker's Related Actions:

1. Click the **Time and Leave > View Time Clock History**.
2. Select the date you wish to view.
3. Click on **View Time Calendar for Worker**.

The screenshot shows the 'Time Clock History' page. At the top, there's a blue header with a back arrow and the title 'Time Clock History'. Below the header, it says 'Displaying Clock Events from 02/29/2020 to 03/06/2020'. There are four buttons: 'Previous Week', 'Next Week', 'Add Clock Event', and 'View Time Calendar for Worker'. The 'View Time Calendar for Worker' button is highlighted with a red rectangle. Below the buttons, there are two sections: 'Unmatched Clock Events' and 'Matched Clock Events', both showing '0 items'. Each section has a table with columns: 'Clock Event', 'Day of the Week', 'Date', 'Time', and 'Time Zone'. Both tables show 'No Data'.

4. Choose **the date** and click OK.
5. When the web calendar opens, click on the time block to edit. Edit the Time Event as appropriate.

The screenshot shows the 'Enter Time' modal form. The title is 'Enter Time' with the date '03/09/2020'. There are three main sections: 'Instructions' with bullet points, 'Time Type' with a search dropdown, and 'Hours' with a text input field showing '0'. Below these is a 'Details' section with a 'Comment' text area. At the bottom are 'OK' and 'Cancel' buttons. The background shows a calendar view for March 7-13, 2020.

6. Add a comment and click OK.
7. The employee will receive notification in Workday that time has been adjusted.