Time Tracking: How to Enter Time

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**.
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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.
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.
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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.

Your screens may vary slightly from those described here.
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.