

Time Tracking: How to Enter Time

Employee: Teachers & Paras

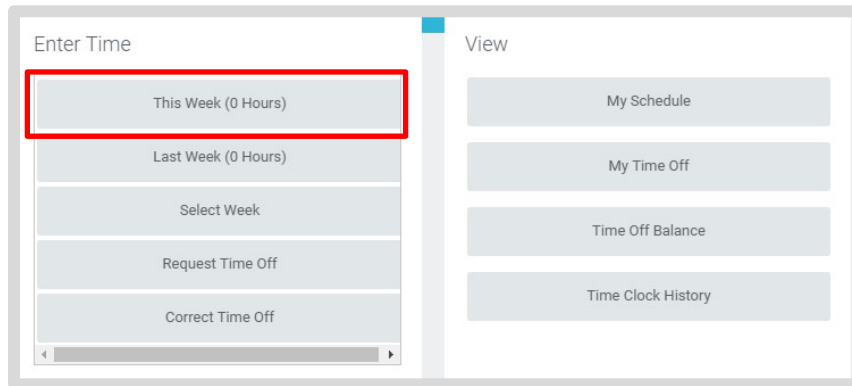
Workday allows employees to be paid accurately and on a timely basis. Teachers, Paras and other CTU members have the Web Calendar available to enter days worked, in single day values. Accurate time entries should be made on a daily basis. Time must be submitted bi-weekly for timekeeper validation and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

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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 dropdown menu open for 'Class Coverage'. The dropdown list includes the following options:

- 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

The 'Class Coverage' field is currently set to '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.

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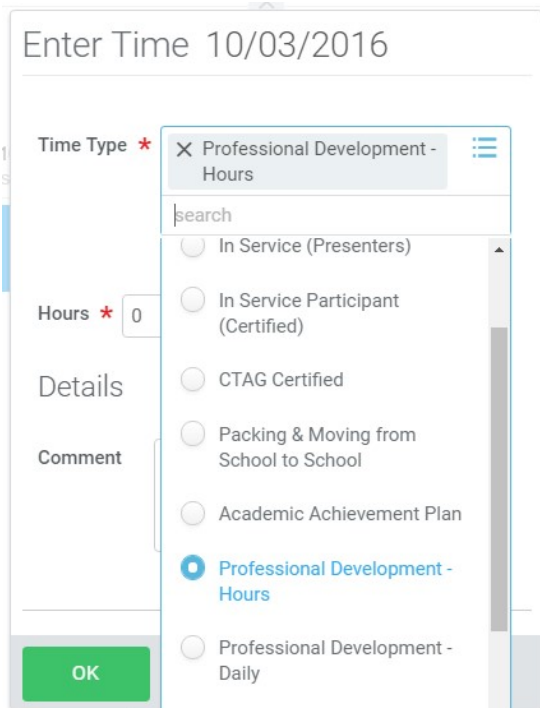
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Enter Time for In Service & Professional Development

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

For Professional Development, from the Time application:

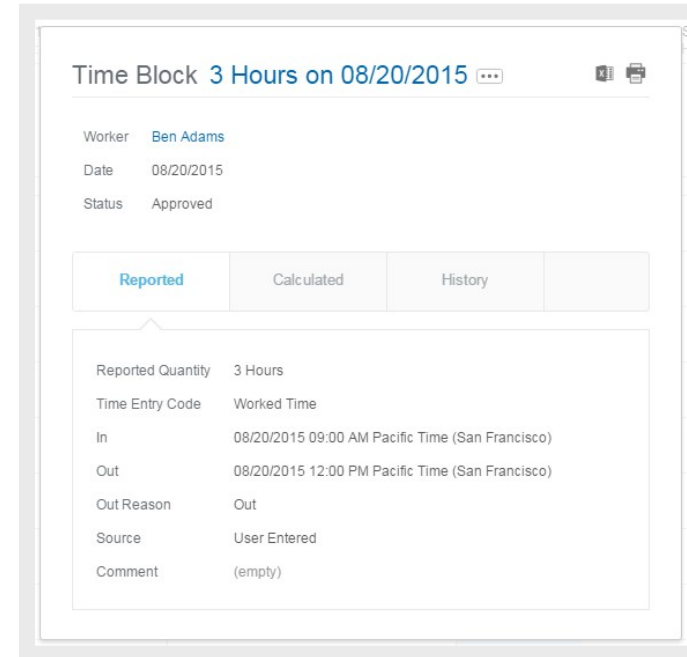
1. Click on **Time Type**.
2. Select the appropriate **Professional Development** option.
3. Add the appropriate unit of **hours or days**.
4. Enter Details in the **Comments field**:
 - a. **Name** of Professional Development or In Service.
 - b. **Location** of Professional Development or In Service.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

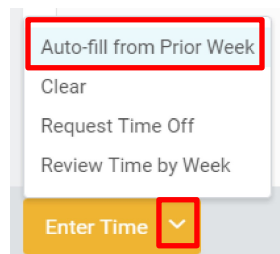


Note: Auto-fill from Prior Week can also be used if your time entry template is configured for it.

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.