

Time Tracking: Enter Time Worked and Time Off

Workday allows employees to be paid accurately and on a timely basis. All CMSD employees will submit their time worked. Substitute Teachers, Paras and Secretaries use Smart Find Express to enter time worked. An integration between Workday and SmartFind Express auto-populates the Workday web calendars of teachers and paras with their time entered in SmartFind Express.

Supplemental pay options including class coverages and differential positions are tracked in Workday using the Time application.

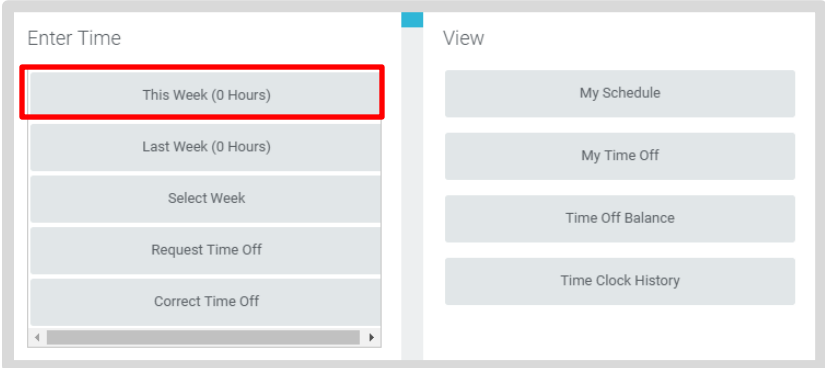
At the end of each pay period Substitute Teachers, Paras and Secretaries use Workday to submit their work time. Time is submitted bi-weekly for timekeeper validation and manager approval.

Enter Time for Supplemental Pay or Class Coverage

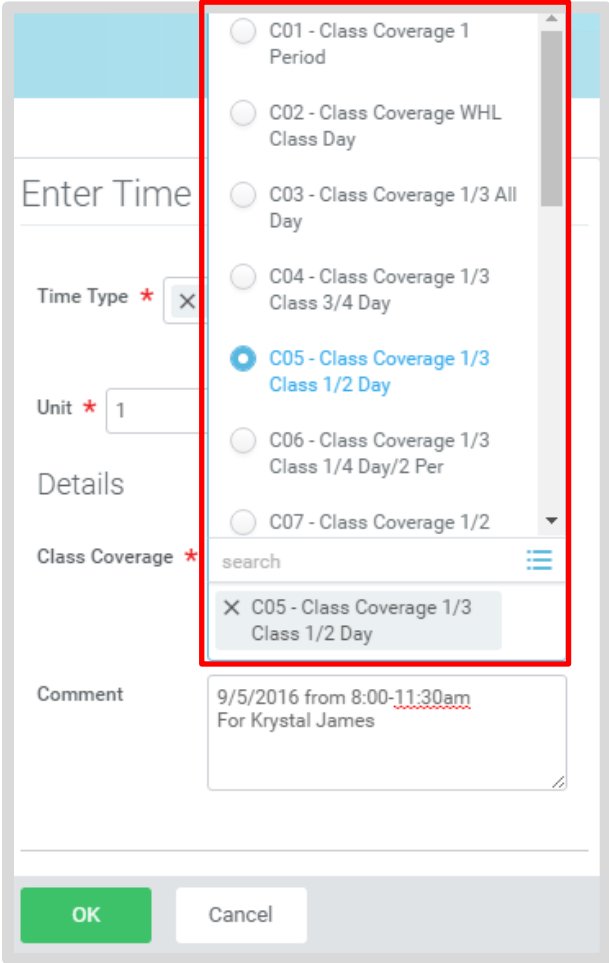
To make time entries for Supplemental Pay options including Class Coverages, use the Web Calendar Time Sheet. Specify the type of Supplemental Pay under Time Type. This following example is related to adding a Class Coverage. Your Supplemental Pay options listed may differ, but the steps will be the 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**).



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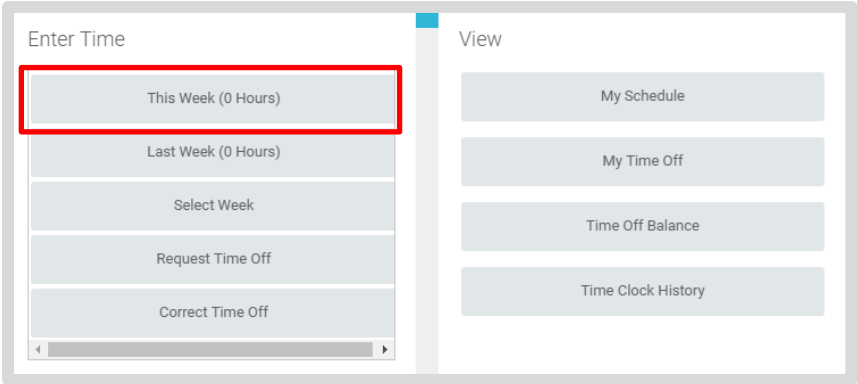
- 3. Add the **Unit** for Class Coverages or other details as appropriate for your type of supplemental pay.
 - a. Click in the **Details** section to view list of Class Coverage codes or other Supplemental Pay codes.
 - b. Click the appropriate **Code**.
 - c. Enter Details in the **Comments field**. **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.

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Submit Time for Approval and Payment

In Workday from the Time application, under Enter Time:

- 1. Click **This Week**.



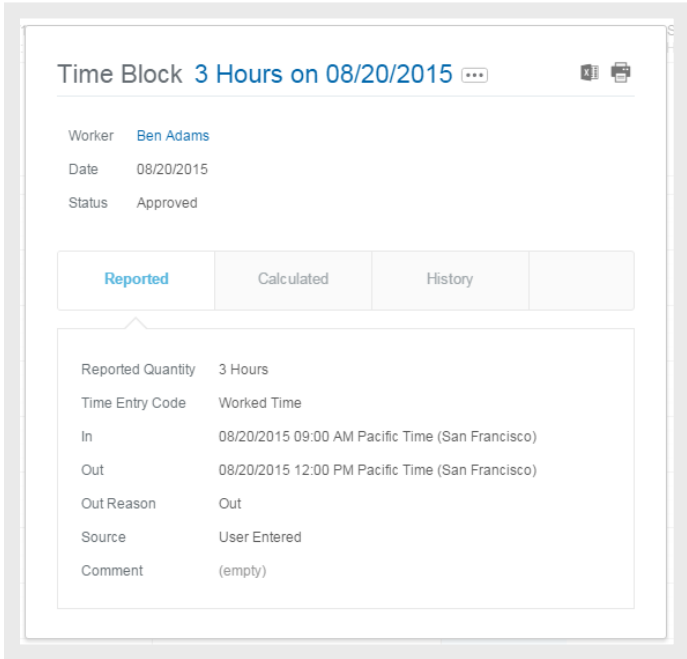
- 2. Check that previous time entries requiring Supplemental Pay appear.
- 3. Click **Submit**.
- 4. Click **Submit** to verify that the information is accurate.

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

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 cost center information.
- 4. Click the **History** tab to view the process history of a particular time entry.

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Modify Previously Reported Supplemental Time Entries (before submitting)

From the Time application:

1. Click **Select Week**.
2. Select a date within the week you want to edit.
3. Click **OK**. Supplemental time that you entered displays on the calendar.
4. Click the time block. An editable window displays.
5. Edit the details of the time block and click **OK** or **Delete**.

Request Time Off

Substitute Teachers, Paras and Secretaries eligible for time off do not use Workday for reporting Time Off. Substitute Teachers, Paras and Secretaries eligible for time off 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.