Time Validation & Approval Process

Timekeepers and Managers can make corrections to employee time if necessary. Timekeepers validate employee time on Monday after paydays. After time is validated, Manager approve employee time on Tuesday. The time frame is short so any errors or corrections found on Mondays by Timekeepers will need to be fixed by Timekeepers. If errors are detected earlier and if there is time for the employee to fix errors, you may send the time sheet back to them.

Time & Leave Options from the Employee’s Related Actions
Entering & Correcting Employee Time

Time Tracking:
for Web Calendar Users

Manager/Timekeeper

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:

<table>
<thead>
<tr>
<th>Number of Periods Off</th>
<th>Value to Enter in the Day Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>.875</td>
</tr>
<tr>
<td>6</td>
<td>.75</td>
</tr>
<tr>
<td>5</td>
<td>.625</td>
</tr>
<tr>
<td>4</td>
<td>.5</td>
</tr>
<tr>
<td>3</td>
<td>.375</td>
</tr>
<tr>
<td>2</td>
<td>.25</td>
</tr>
<tr>
<td>1</td>
<td>.125</td>
</tr>
</tbody>
</table>

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.

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.
Entering & Correcting Employee Time

**Time Tracking:**

for Web Calendar Users

**Manager/Timekeeper**

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**.

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.

6. Add a comment and click **OK**.

7. The employee will receive notification in Workday that time has been adjusted.