Time Tracking: Submit Time Worked
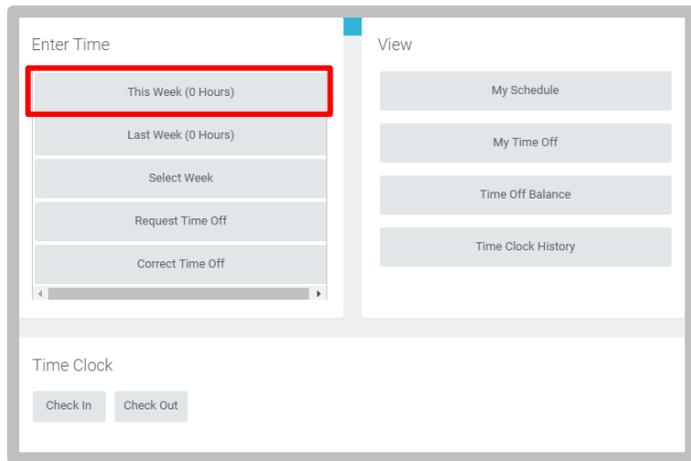
All Employees

Workday enables employees to be paid accurately and on a timely basis. All CMSD employees must enter and submit their time worked.
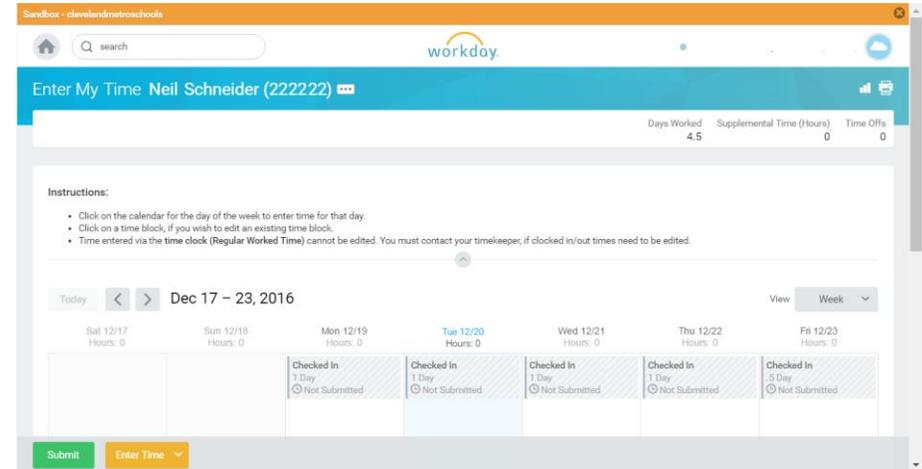
All employees use the Time Calendar to submit their hours worked to their timekeeper for validation and their manager for approval.

Submit Your Time (Payday Friday)

From the Time worklet:

1. Click **This Week (XX Hours)**.

2. Review your time worked.

3. Click **Submit**.

4. Review and confirm the hours worked, and add a comment as required.

5. Click **Submit** to confirm certification of effort.

Your screens and processes may vary from those described here.
Revision: 1

1

workday. E D U C A T I O N