

Workday Time Entry and Time Off Reference for Employees

	Union	Input Tool	Time Entry Increment	Time Entry Submission	Appearance of Time Off Increment	Enter Your Own Vacation Cash-out
A/P Specialist	1199	Web Clock	hours	Bi-weekly	hours	
Asst Custodians	860	Web Clock	hours	Bi-weekly	hours	
Asst Principals	CCAS	Web Calendar Time Sheet	days	Bi-weekly	days	
Bus Drivers	407	Time Clock	hours	Bi-weekly	hours	yes
Central Kitchen	1199	Time Clock	hours	Bi-weekly	hours	
Cleaners	1199	Web Clock	hours	Bi-weekly	hours	
Custodians	777	Web Clock	hours	Bi-weekly	hours	yes
Hourly Tutors (primary job)	CTU- 279	Web Clock	hours	Bi-weekly	hours	
Laborers	860	Web Clock	hours	Bi-weekly	hours	
Non-union (exempt)		Web Calendar Time Sheet	hours	Bi-weekly	hours	yes
Non-union (non-exempt)		Web Clock	hours	Bi-weekly	hours	yes
Non-union Substitutes		Web Clock/ Time Clock	hours	Bi-weekly	N/A	
Paras	CTU- 279	Web Calendar Time Sheet	days	Bi-weekly	days	
Principals	CCAS	Web Calendar Time Sheet	hours	Bi-weekly	hours	yes
Related Serve Providers	CTU- 279	Web Calendar Time Sheet	days	Bi-weekly	days	
School Based Food Service	1199	Web Clock	hours	Bi-weekly	hours	
Secretaries	1199	Web Clock	hours	Bi-weekly	hours	
Security Officer	436	Web Clock	hours	Bi-weekly	hours	
Substitute Para	CTU- 279	Smart Find Express	SFE	Bi-weekly	SFE	
Substitute Secretaries	non-union	Smart Find Express	SFE	Bi-weekly	N/A	
Substitute Teachers	CTU- 279	Smart Find Express	SFE	Bi-weekly	SFE	
Teachers	CTU- 279	Web Calendar Time Sheet	days	Bi-weekly	days	
Trades	Trades	Time Clock	hours	Bi-weekly	hours	
Truck Drivers	244	Time Clock/Web Clock	hours	Bi-weekly	hours	