

## 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
<b>A/P Specialist</b>	1199	Time Clock (Web Clock)	hours	Bi-weekly	hours	
<b>Asst Custodians</b>	860	Time Clock (Web Clock)	hours	Bi-weekly	hours	
<b>Asst Principals</b>	CCAS	Web Calendar Time Sheet	days	Bi-weekly	days	
<b>Bus Drivers</b>	407	Time Clock Device	hours	Bi-weekly	hours	yes
<b>Central Kitchen</b>	1199	Time Clock Device	hours	Bi-weekly	hours	
<b>Cleaners</b>	1199	Time Clock (Web Clock)	hours	Bi-weekly	hours	
<b>Custodians</b>	777	Time Clock (Web Clock)	hours	Bi-weekly	hours	yes
<b>Hourly Tutors (primary job)</b>	CTU- 279	Time Clock (Web Clock)	hours	Bi-weekly	hours	
<b>Laborers</b>	860	Time Clock (Web Clock)	hours	Bi-weekly	hours	
<b>Non-union (exempt)</b>		Web Calendar Time Sheet	hours	Bi-weekly	hours	yes
<b>Non-union (non-exempt)</b>		Time Clock (Web Clock)	hours	Bi-weekly	hours	yes
<b>Non-union Substitutes</b>		Time Clock (Web Clock)/ Time Clock D	hours	Bi-weekly	N/A	
<b>Paras</b>	CTU- 279	Web Calendar Time Sheet Smart Find Express (Absences)	days	Bi-weekly	days	
<b>Principals</b>	CCAS	Web Calendar Time Sheet	hours	Bi-weekly	hours	yes
<b>Related Serve Providers</b>	CTU- 279	Web Calendar Time Sheet	days	Bi-weekly	days	
<b>School Based Food Service</b>	1199	Time Clock (Web Clock)	hours	Bi-weekly	hours	
<b>Secretaries</b>	1199	Time Clock (Web Clock) Smart Find Express (Absences)	hours	Bi-weekly	hours	
<b>Security Officer</b>	436	Time Clock (Web Clock)	hours	Bi-weekly	hours	
<b>Substitute Para</b>	CTU- 279	Smart Find Express	SFE	Bi-weekly	SFE	
<b>Substitute Secretaries</b>	non-union	Smart Find Express	SFE	Bi-weekly	N/A	
<b>Substitute Teachers</b>	CTU- 279	Smart Find Express	SFE	Bi-weekly	SFE	
<b>Teachers</b>	CTU- 279	Web Calendar Time Sheet Smart Find Express (Absences)	days	Bi-weekly	days	
<b>Trades</b>	Trades	Time Clock Device	hours	Bi-weekly	hours	
<b>Truck Drivers</b>	244	Time Clock Device/Time Clock (Web C	hours	Bi-weekly	hours	