

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	Time Clock (Web Clock)	hours	Bi-weekly	hours	Effective 6/30/2019 Cash-Out option no longer offered by the District
Asst. Custodians	860	Time Clock (Web Clock)	hours	Bi-weekly	hours	
Asst. Principals	CCAS	Web Calendar Time Sheet	days	Bi-weekly	days	
Bus Drivers	407	Time Clock Device	hours	Bi-weekly	hours	
Central Kitchen	1199	Time Clock Device	hours	Bi-weekly	hours	
Environmental Service Specialists	1199	Time Clock (Web Clock)	hours	Bi-weekly	hours	
Custodians	777	Time Clock (Web Clock)	hours	Bi-weekly	hours	
Hourly Tutors (primary job)	CTU- 279	Time Clock (Web Clock)	hours	Semimonthly	hours	
Laborers	860	Time Clock (Web Clock)	hours	Bi-weekly	hours	
Non-union (exempt)		Web Calendar Time Sheet	hours	Bi-weekly	hours	
Non-union (non-exempt)		Time Clock (Web Clock)	hours	Bi-weekly	hours	
Non-union Substitutes		Time Clock (Web Clock)/ Time Clock Device	hours	Bi-weekly	hours	
Paras	CTU- 279	Web Calendar Time Sheet Smart Find Express (Absences)	days	Semimonthly	days	NOTES Time clock: The Workday check-in, check-out feature used by hourly employees Web calendars: Used by exempt and non-exempt employees to enter regular time and supplemental time
Principals	CCAS	Web Calendar Time Sheet	hours	Bi-weekly	hours	
Related Serve Providers	CTU- 279	Web Calendar Time Sheet	days	Semimonthly	days	
School Based Food Service	1199	Time Clock (Web Clock)	hours	Bi-weekly	hours	
Secretaries	1199	Time Clock (Web Clock) Smart Find Express (Absences)	hours	Bi-weekly	hours	
Security Officer	436	Time Clock (Web Clock)	hours	Bi-weekly	hours	
Substitute Para	CTU- 279	Smart Find Express	SFE	Semimonthly	SFE	
Substitute Secretaries	non-union	Smart Find Express	SFE	Bi-weekly	N/A	
Substitute Teachers	CTU- 279	Smart Find Express	SFE	Semimonthly	SFE	
Teachers	CTU- 279	Web Calendar Time Sheet Smart Find Express (Absences)	days	Semimonthly	days	
Trades	Trades	Time Clock Device	hours	Bi-weekly	hours	
Truck Drivers	244	Time Clock Device/Time Clock (Web Clock)	hours	Bi-weekly	hours	