

Time Entry and Timekeeping Do's and Don'ts			
Employee Group	Do	Don't	Reason
<ul style="list-style-type: none"> All Employees 		<ul style="list-style-type: none"> Do not prepopulate attendance. 	<ul style="list-style-type: none"> Time entry must be done on a daily basis. CTU Only: Daily or end of pay period.
<ul style="list-style-type: none"> All Non-Exempt Employees 		<ul style="list-style-type: none"> Do not adjust time on the calendar. Do not Attempt to correct your time after submission. 	<ul style="list-style-type: none"> Adjusting time on the calendar will generate an error. Only your manager/timekeeper can adjust, correct, and/or change attendance after submission.
<ul style="list-style-type: none"> All Employees 	<ul style="list-style-type: none"> Submit your time on the submission due date. <i>(see Payroll calendar for dates).</i> 		
<ul style="list-style-type: none"> Teachers & Paras Related Service Providers 	Use the workday web calendar: <ul style="list-style-type: none"> To enter regular time worked as 1 day or hours (if a tutor). To enter supplemental pay including class coverage, PD, etc. 		
<ul style="list-style-type: none"> Substitute Teachers and Substitute Paras 	<ul style="list-style-type: none"> Use the Workday web calendar to enter supplemental pay including class coverage and PD. 	<ul style="list-style-type: none"> Do not use Workday to track or enter your regular time worked. 	<ul style="list-style-type: none"> In order to receive payment for supplemental duties, time must be directly entered into Workday. Regular time is transferred from SmartFind Express.
<ul style="list-style-type: none"> Professional Development for School Based Employees 	<ul style="list-style-type: none"> PD sessions at your school: Select the Professional Development-School Based option from the Time Entry drop down box. 		



Time: Time Entry/Timekeeping Do's and Don'ts

Employees

	<ul style="list-style-type: none">• PD sessions led by the Office of Professional Development:• The Office of Professional Development initiates additional comp by adding attendance sheets into the system (current process).		
<ul style="list-style-type: none">• All Employees	<ul style="list-style-type: none">• Leave of Absence: Submit required forms in Workday based on type of leave requested.• Enter time when on intermittent leave.	<ul style="list-style-type: none">• Never enter time when out on leave unless it's for intermittent leave.	<ul style="list-style-type: none">• The Talent Dept. will enter time for all employees on approved leave of absence.