

Time Tracking: Enter Time Worked and Time Off

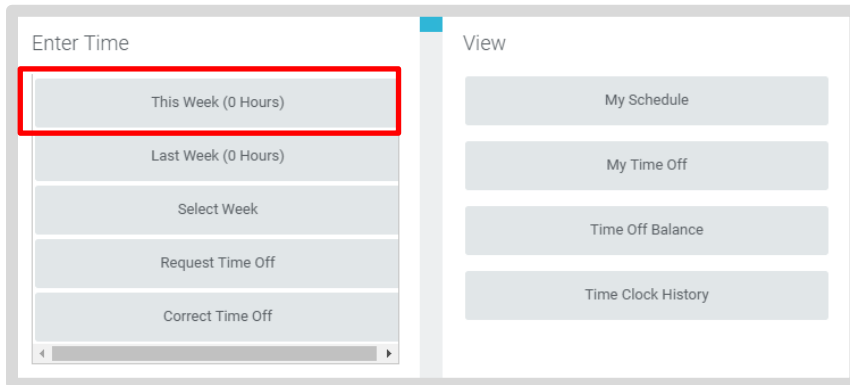
Employee: Exempt (Non-Teachers)

Workday allows employees to be paid accurately and on a timely basis. All CMSD employees will report their time worked. Exempt employees use the Web Calendar to enter hours worked each day. Accurate time entries should be made on a daily basis. Time must be submitted bi-weekly for timekeeper validation and manager approval.

Enter Time for Today using the Web Calendar (Daily)

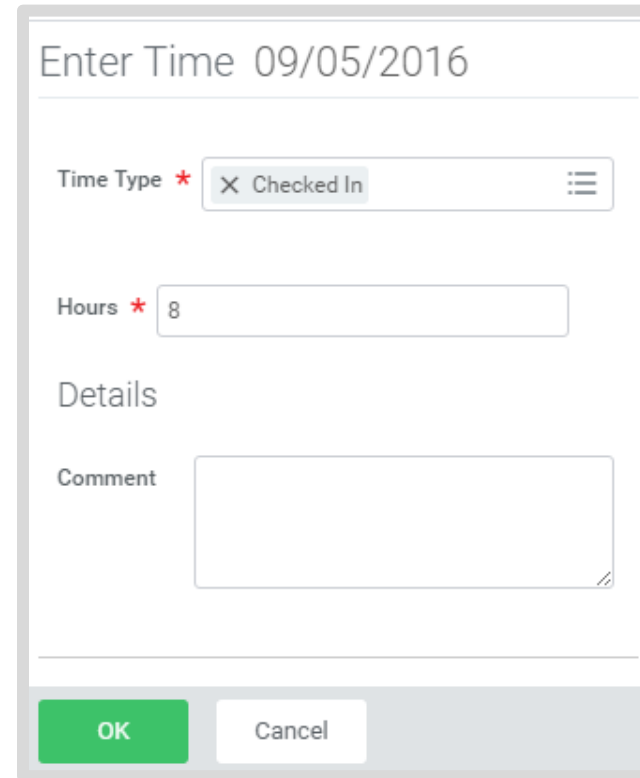
From the Time worklet, under Enter Time:

1. Click **This Week**.



The screenshot shows the 'Enter Time' interface. On the left, under the 'Enter Time' heading, there is a list of buttons: 'This Week (0 Hours)', 'Last Week (0 Hours)', 'Select Week', 'Request Time Off', and 'Correct Time Off'. The 'This Week (0 Hours)' button is highlighted with a red rectangle. On the right, under the 'View' heading, there is a list of buttons: 'My Schedule', 'My Time Off', 'Time Off Balance', and 'Time Clock History'.

2. Select the **calendar day** for which you are entering time.
3. **Enter the Time Type and Hours.**
4. Click **OK**.
5. Click **Done**.



The screenshot shows the 'Enter Time' modal for the date 09/05/2016. The 'Time Type' is set to 'Checked In' (indicated by a red asterisk and a close button). The 'Hours' field is set to 8 (indicated by a red asterisk). Below these fields is a 'Details' section with a 'Comment' text area. At the bottom, there are 'OK' and 'Cancel' buttons.

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View Details of Submitted Time

From the Time Entry calendar:

1. Click a time block to view detailed information about your time entry.
1. Click the **View Details** button.

The screenshot shows a 'Time Block' window titled 'Time Block 3 Hours on 08/20/2015'. It includes fields for Worker (Ben Adams), Date (08/20/2015), and Status (Approved). Below these are three tabs: 'Reported' (selected), 'Calculated', and 'History'. The 'Reported' tab displays a table with the following details:

Reported Quantity	3 Hours
Time Entry Code	Worked Time
In	08/20/2015 09:00 AM Pacific Time (San Francisco)
Out	08/20/2015 12:00 PM Pacific Time (San Francisco)
Out Reason	Out
Source	User Entered
Comment	(empty)

6. Click the **Reported** tab to view worked time.
7. Click the **Calculated** tab to view calculations.
8. Click the **History** tab to view modifications of a particular time entry.

Modify Previously Reported Time

From the Time worklet:

1. Click **Select Week**.
2. Select a date within the week you want to edit.
3. Click **OK**. Your reported time displays on the calendar. Approved items display with a green bar on the left side of the time block and an "Approved" status.
4. Click the time block. An editable window displays.
5. Edit the details of the time block and click **OK** or **Delete**.

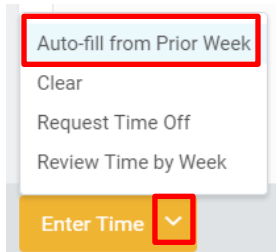


Note: Auto-fill from Prior Week can also be used if your time entry template is configured for it.

Auto-fill from Prior Week

From the Time Entry calendar:

1. Click the dropdown arrow next to the Enter Time button at the bottom left of the Time Entry Calendar to view a list of Time Entry Options. Click **Auto-fill from Prior Week**.



2. A form will open, prompting you to select the week you wish to copy. Populate the **Select Week** field.

3. From here you can copy the details and comments of a prior week by checking the **copy details and comments** box.

4. Click **OK**.

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Request Time Off in Time Tracking

From the Time Off worklet:

1. Click **Time Off**.
2. Select days on the calendar.
3. Click **Request Time Off**.
4. Enter the Time Off Type.
5. Enter the Daily Quantity of hours requested.



Note: The Daily Quantity field defaults with your daily scheduled hours and may be editable.

2. Click **Submit**.

Request Time Off Ben Adams ...

Total: 24 Hours

When

Monday, August 03, 2015 - Wednesday, August 05, 2015

Type

X Vacation (Hours)


Daily Quantity

8

Unit of Time

Hours

Comment


 enter your comment


Additional Information

Related Links

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Attachments





Drop files here

Submit

Cancel