

Time:

Review Jobs Worked, Enter Supplemental Time, and Time Off

Substitute Teachers, Substitute Paras & Substitute Secretaries

Time Entry Overview

All CMSD employees, including substitutes must submit their time worked by the end of each pay period for approval. Substitute Teachers/Paras/Secretaries use SmartFindExpress to accept job assignments. SmartFindExpress begins sending time information to Workday at 12:30 PM daily, where it will display job assignment in the employee's time calendar. Job assignments worked for that day will be populated to the employee's time calendar by 1:30 PM daily. Substitutes should review their Workday timesheets daily to ensure their accepted job assignments from SmartFindExpress reflect accurately on their Workday time calendar.

Note: Do not enter your regular work time in Workday. If your hours do not display, please contact your Timekeeper. Your Timekeeper is the secretary at the school where you worked for the day.

At the end of each pay period, Substitutes use Workday to submit their time worked and any supplemental time. Time is submitted bi-weekly to timekeepers for validation and then to manager/principal for approval.

Note: If an Inclement Weather event occurs, and you are eligible for compensation, your timesheet will be updated to reflect those hours. No action is required on your part.

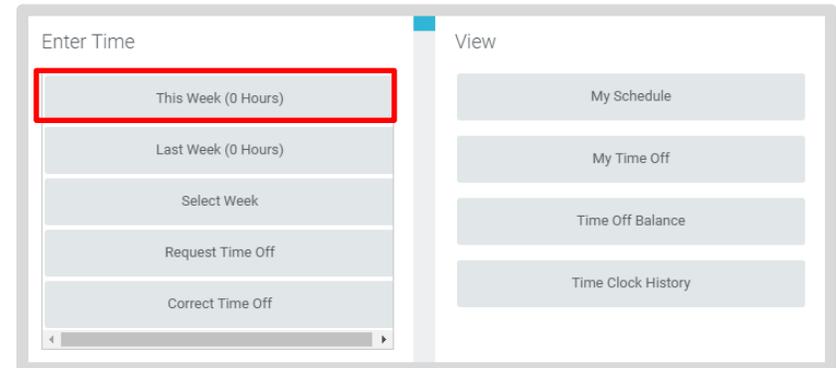
Supplemental Pay or Class Coverage Time Entry

Enter supplemental pay options including Class Coverage and differential positions in Workday using the Web Calendar timesheet.

Use the following steps to add a Class Coverage supplemental pay.

Note: Supplemental Pay options are user specific and may be different than what is listed below, but the steps are the same.

In Workday, click the **Time** worklet:



1. Click **This Week (XX Hours)**.
2. Click the required day on the calendar.
3. Click **Time Type** and select the appropriate Class Coverage applicable to the school's schedule.
4. Always enter a **1** in the **Hours** field.

Note: The Hours field actually represents the Units of the selected Class Coverage option, not the hours covered.

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5. Click in the **Class Coverage** field, and select the appropriate Supplemental Pay option.

The screenshot shows the 'Enter Time' form for the date 12/21/2016. The 'Time Type' is set to 'Bard High School Early College Cleveland'. The 'Hours' field contains the number '1'. The 'Class Coverage' dropdown menu is open, showing several options: C06 - Class Coverage 1/3 Class 1/4 Day/2 Per, C07 - Class Coverage 1/2 Class, 1 Day, C08 - Class Coverage 1/2 Class 3/4 Day, C09 - Class Coverage 1/2 Class 1/2 Day, C10 - Class Coverage 1 Mod, and C11 - Class Coverage 1/3 Class 3 Periods. The C11 option is selected and highlighted with a red box. Below the dropdown, there is a search bar and a list of selected items, including 'C11 - Class Coverage 1/3 Class 3 Periods'. The form also includes fields for 'Supplemental Time - Substitute Teachers' and 'Comment', and 'OK' and 'Cancel' buttons at the bottom.

6. Enter a description in the **Comments** field, be sure to include the following:

- a. **Date and periods**

- b. **Name of teacher covering**

7. Click **OK**.
8. Click **OK**.
9. Click **Done**.

Submit Job Assignments/Supplemental Time/Class Coverages for Approval and Payment

In Workday from the Time worklet, under Enter Time:

1. Click **This Week (XX Hours)**.

The screenshot shows the 'Enter Time' form with a 'View' sidebar on the right. The 'View' sidebar contains buttons for 'My Schedule', 'My Time Off', 'Time Off Balance', and 'Time Clock History'. The 'Enter Time' form has a dropdown menu with 'This Week (0 Hours)' selected and highlighted with a red box. Other options in the dropdown include 'Last Week (0 Hours)', 'Select Week', 'Request Time Off', and 'Correct Time Off'.

2. Check that previous time entries requiring Supplemental Pay and all job assignments work time reflects accurately.
3. Click **Submit**.
4. Click **Submit** to verify that the information is accurate.

Note: At a minimum, you must submit your time on a bi-weekly basis, at the end of each pay period. We suggest you review

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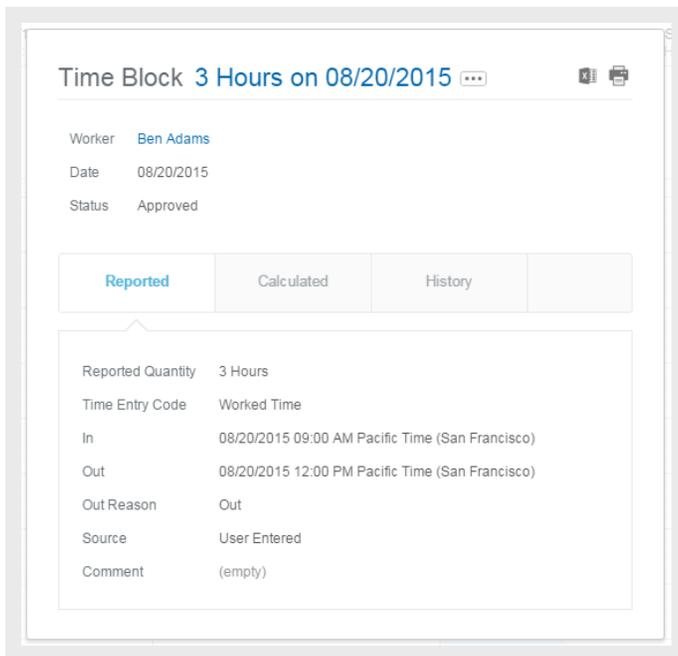
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your time in Workday after completing each job assignment, and contact the local timekeeper for any corrections.

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.



Time Block 3 Hours on 08/20/2015	
Worker	Ben Adams
Date	08/20/2015
Status	Approved
Reported Calculated History	
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)

2. Click the **Reported** tab to view worked time.
3. Click the **Calculated** tab to view cost center information.

4. Click the **History** tab to view the process history of a particular time entry.

Modify Previously Reported Supplemental Time Entries (Before Submitting)

From the Time worklet:

1. Click **Select Week**.
2. Select a date within the week to edit.
3. Click **OK**. Supplemental time that you entered displays on the calendar.
4. Click the time block. An editable window displays.
5. Edit the details of the time block and click **OK** or **Delete**.

Note: To make changes to submitted time, please contact the timekeeper for the job assignment you worked.

Substitutes Requesting Time Off

Only Substitute Teachers, Paras, and Secretaries in long-term assignments are eligible for time off. Long-term substitutes **do not** use SmartFindExpress to report their Time Off. Long-term substitutes eligible for time off must contact the Substitute Center at 216-838-0077 to request the time off.