Time Validation & Approval Process

Timekeepers and Managers can make corrections to employee time if necessary. Timekeepers validate employee time on Monday after paydays. After time is validated, Manager approve employee time on Tuesday. The time frame is short so any errors or corrections found on Mondays by Timekeepers will need to be fixed by Timekeepers. If errors are detected earlier and if there is time for the employee to fix errors, you may send the time sheet back to them.

Time & Leave Options from the Employee's Related Actions

Enter New Time on Behalf of a Web Calendar User

From a worker's Related Actions:

1. Click **Time and Leave > Enter Time**.

2. Select **the date** for which you wish to enter time & click OK.

3. Click in the calendar on the date you wish to enter time for.

4. Enter **Time Type and other details** as appropriate.

   Note: When entering Time Off, Special Privilege/Vacation time must be entered in ½ or full days increments. Enter Sick Time in increments of Periods. See table below:

Number of Periods Off	Value to Enter in the Day Field
8	1
7	.875
6	.75
5	.625
4	.5
3	.375
2	.25
1	.125

5. Click OK.

6. The employee will receive notification in Workday that time has been entered.

Enter New Time on Behalf of a Substitute

From a worker's Related Actions button:

1. Click **Time and Leave > Enter Time**.

2. Click on the **date** for which the substitute worked, but the time did not come in from SmartFindExpress.

3. Click ☰ in the **Time Type** field and select the **Projects** option to select the location where the substitute worked.

4. Select the appropriate Project.

5. Complete the **Hours *** field.

> **_Note:_** Enter **7.33** for Teachers and **7.75** for Paras and Secretaries.

7. Complete the **Cost Center** field.

> **_Note:_** Search for the required cost center by entering the school name.

8. Complete the **Days in Position** field.

9. Complete the **Comment** field, by entering the reason why the time was manually entered.

10. Click **Ok**.

Submit Time on Behalf of a Web Calendar User

From a worker's Related Actions:

1. Click **Time and Leave > Enter Time**.

2. Select **the date** for which you wish to enter time & click OK.

3. Click Submit.

4. The employee will receive notification in Workday that time has been entered.
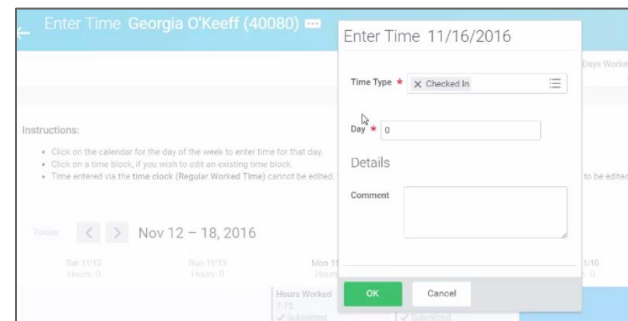
Adjusting Regular & Supplemental Pay

From the worker's Related Actions:

1. Click the **Time and Leave > View Time Clock History**.

2. Select the date you wish to view.

3. Click on **View Time Calendar for Worker**.
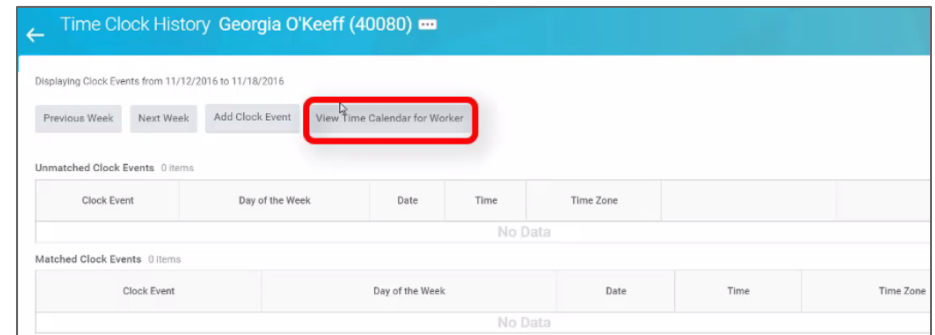
4. Choose **the date** and click OK.

5. When the web calendar opens, click on the time block to edit. Edit the Time Event as appropriate.

6. Add a comment and click OK.

7. The employee will receive notification in Workday that time has been adjusted.