1. Log in to CalTime. (See the job aid, “Logging in to CalTime.”)

2. Click the My Timecard link.

**NOTE:** The location of the link will vary, depending on your role.

3. **Current Pay Period** is the default **Time Period** in the My Timecard view.

   **NOTE:** If you need a different time period, click the **Time Period** drop-list arrow, and select the appropriate time frame.

4. Click the Approve button.

   **NOTE:** The message, “Timecard approval by . . .”, will appear every time you click Approve.

5. Click Log Off to end your session in CalTime.