CalTime Process: Historical Edits [to 'Archived' Timecards]

The process Timekeepers follow when there is a need to make an edit to hours worked/lave taken on an employee timecard, for a previously closed pay period in CalTime:

1. Contact Supervisor
2. Request adjustment to hours worked/leave taken
3. Evaluate
4. Approve?
5. Provide adjustment information to Timekeeper
6. Lookup Employee
7. Select timesheet needing adjustment
8. Timesheet from an archived pay period?
9. Access archive database
10. Print timesheet for appropriate pay period
11. Markup paper timesheet with changes
12. Obtain sign-off from employee & supervisor
13. Manual data entry for Historical Edits
14. File paper timescard
14.1 Notify Employee and Supervisor

End