CalTime Process: LEAVE WITH PAY [LWP] – •Professional Development

LWP is a temporary paid status and absence from work that, in most cases, is granted at the employee's request. In most instances, granting LWP is a matter of supervisory discretion and may be limited by agency internal policy.

1. Check leave balance
2. Issue balance available?

3. Contact Supervisor
4. Evaluate
5. Approve?
6. Notify Employee

7. Select Pay Code option for issue date(s)
8. Enter hours for selected date(s)
9. Save timescard
10. Review timescard
11. Timescard accurate?
12. Approve

13. Timescard approved?
14. Notify Employee

15. Approve
16. Review timescards for department
17. Timescards approved?
18. Complete sign-off for group

End
End of Pay Cycle (for Supervision approval)
End of Pay Cycle (for Timkeeper sign-off)
End of Pay Cycle (for Employee approval)
End of Pay Cycle (for Employee approval)

TIMEKEEPER EDIT Process

• No data auto passed to PPS
• No manual data entry to PPS