CalTime Process: PERSONAL TIME OFF – •PTO Taken

Based on university policies and guidelines, some departments elect to use the Personal Time Off (PTO) option to allow employees paid leave for rest and relaxation, personal business and/or emergencies. PTO is only available to Athletic Coaches and Postdocs employees.

**Employee**

1. Check leave balance
2. Issue balance available?
3. Contact Supervisor
4. Select Pay Code option for issue date(s)
5. Enter hours for selected date(s)
6. Save timescard
7. Review timescard
8. Timecard accurate?
9. End of Pay Cycle
10. Approve

**Supervisor**

1. Evaluate
2. Notify Employee
3. Approve
4. Notify Employee
5. End
6. Timecard approved?

**Timekeeper**

1. Notif Employee
2. End of Pay Cycle
3. Review timescards for department
4. Timecards accurate?
5. Complete sign-off for group
6. TIMEKEEPER EDIT Process
7. Auto data feed (CalTime to PTO) for •PTO Taken
8. Approve