Exempt Employee’s User Guide (Web):  
Removing Approval and Re-Approving Timecards

You may need to remove approval to your timecard to add, edit, or delete leave and leave hours. Best practice is to add leave codes and hours as you take them, and then approve at the end of the pay period.  
Once your supervisor has approved your timecard, if it needs editing, your supervisor must first remove his/her approval before any you can remove yours and make changes.

1. Log in to CalTime. (See the job aid “Logging In to CalTime” for login steps.)

2. Click My Timecard.

3. If you are removing approval from a timecard for the Current Pay Period, go to Step 4.  
   If you are removing approval from a timecard on the 1st day of the next pay period for the Previous Pay Period, do the following:  
   - Go to the Time Period drop list, click the drop-list arrow, and select Previous Pay Period.  
     NOTE: Always verify you are entering data and approving the correct date range.

The Remove Approval button only appears when a timecard has been approved.

4. Click the Remove Approval button.

The message, “Approval Removed at . . .” appears whenever approval has been removed.
5. Make the necessary edits to your timecard.

6. Click **Save**.

7. Click **Approve**.

8. Click **Log Off** when done.