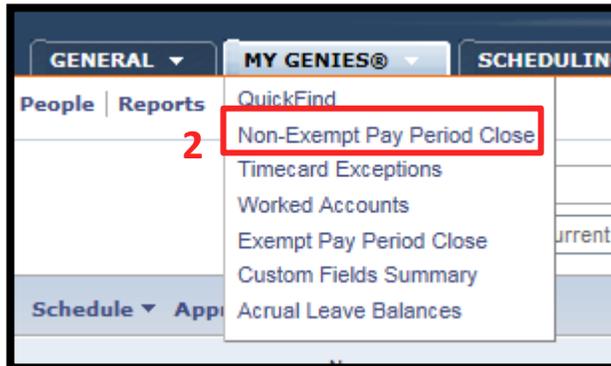
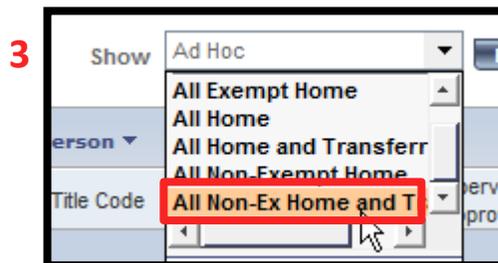


1. Log into CalTime.

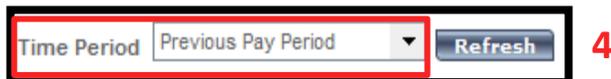
2. Select **Non-Exempt Pay Period Close** from the **MY GENIES** drop menu.



3. Select **All Exempt Home and Transferred In**, from the **Show** drop menu.



4. Check to make sure **Previous Pay Period** is the Time Period in view.



Non-Exempt Pay Period Sign-Off

NON-EXEMPT PAY PERIOD CLOSE																					
Last Refreshed: 11:11AM																					
Show All Non-Exempt Home [Edit] Time Period Previous Pay Period [Refresh]																					
Employ...	Employee Na... /	Home D...	Title Code	Employee Approval	Supervisor Approval	Managers Who Approved Tim...	HCM Manager	Signed Off	Missed Punch	REG	OTS	OTP	OT2	CTS	CTP	CT2	VAC	SICK	Holiday	Other Pay Codes	Pay Code Total Actual
00990...	Anderson001, Nick	AZCSS	4722C				Parkinson001, De...		✓	64.0								8.0			72.0
00990...	Brickie001, Paula	FJPPS	4919U	✓	1	Parkinson001	Parkinson001, De...			80.0		0.5									80.5
00990...	Briggs001, Thomas	FOREC	5332C	✓	1	Parkinson001	Parkinson001, De...			80.0											80.0
00990...	Carter001, Rick	FTRAN	7583U	✓	1	Parkinson001	Parkinson001, De...			80.0											80.0
00990...	Cross001, Katie	AZCSS	4722C		1	Parkinson001	Parkinson001, De...			32.0							40.0	8.0			80.0
00990...	Haggarty001, Carl	FJPPS	4723C	✓	1	Parkinson001	Parkinson001, De...			80.0		2.0									82.0
00990...	Jackson001, Sha...	FOREC	5332C				Parkinson001, De...		✓	72.0											72.0
00990...	Love001, Hanna	FTRAN	7583U				Parkinson001, De...			72.0											72.0
00990...	Matthews001, Eli	AZCSS	4722C	✓	1	Parkinson001	Parkinson001, De...			80.0											80.0
00992...	Nguyen001, Sam	FJPPS	4723C	✓	1	Parkinson001	Parkinson001, De...			70.0											70.0
00991...	Sanchez001, Raul	FOREC	5332C	✓	1	Parkinson001	Parkinson001, De...			72.0								8.0			80.0
00991...	Smith001, Phillip	FTRAN	4920U	✓	1	Parkinson001	Parkinson001, De...			80.0											80.0

This is a sample view of a **NON-EXEMPT PAY PERIOD CLOSE** screen. Note the column headings.

The columns in order left to right are:

Employee Number

Employee Name

Home Department

Title Code

Employee Approval indication

Supervisor Approval indication

Managers Who Approved Timecard

HCM Manager of record

Signed Off indication

Missed Punch indication

REG = regular time worked

OTS = overtime standard

OTP = overtime premium

OT2 = overtime double

VAC = vacation leave

SICK = sick leave

Holiday = holiday pay

Other Pay Codes = miscellaneous rarely used pay codes

Pay Code Total Actual = the total number of hours charged to regular time worked and all additional pay codes for the pay period

A “✓” in the **Employee Approval** column indicates the employee has approved their timecard. No “✓” indicates the employee has not approved their timecard.

A number in the **Supervisor Approval** column indicates how many supervisors have approved the timecard. An employee may have more than one supervisor. No number indicates the supervisor has not approved the timecard.

The name in the **Managers Who Approved Timecard** column indicates who has approved the timecard. All approving managers names will appear in this column.

To group unapproved timecards together click the **Employee Approval** and **Supervisor Approval** column headers. To group timecards with **Missed Punches** indicated click that column header.

Employee ID	Employee Name	Home Dept...	Title Code	Employee Approval	Supervisor Approval	Managers Who Approved Timecard
9901001	Anderson001, Nick	AZCSS	4722C			
9902001	Brickle001, Paula	FJPPS	4919U	✓	1	Parkinson001, De
9903001	Briggs001, Thomas	FOREC	5332C	✓	1	Parkinson001, De
9904001	Carter001, Rick	FTRAN	7583U	✓	1	Parkinson001, De
9905001	Cross001, Katie	AZCSS	4722C		1	Parkinson001, De
9906001	Haggarty001, Carl	FJPPS	4723C	✓	1	Parkinson001, De
9907001	Jackson001, Shanika	FOREC	5332C			
9908001	Love001, Hanna	FTRAN	7583U			
9909001	Matthews001, Eli	AZCSS	4722C	✓	1	Parkinson001, De
9926001	Nguyen001, Sam	FJPPS	4723C	✓	1	Parkinson001, De
9911001	Sanchez001, Raul	FOREC	5332C	✓	1	Parkinson001, De
9912001	Smith001, Phillip	FTRAN	4920U	✓	1	Parkinson001, De

Non-Exempt Pay Period Sign-Off

5

a
b

Employ...	Employee Na...	Home D...	Title Code	Employee Approval	Supervisor Approval	Managers Who Approved Tim...	HCM Manager	Signed Off	Missed Punch	REG	OTS	OTP	OT2	CTS	CTP	CT2	VAC	SICK	Holiday	Other Pay Codes	Pay Code Total Actual
00990...	Anderson001, Nick	AZCSS	4722C	✓	1	Parkinson001, De...	Parkinson001, De...		✓	64.0								8.0			72.0
00990...	Brickie001, Paula	FJPPS	4919U	✓	1	Parkinson001, De...	Parkinson001, De...			80.0		0.5									80.5
00990...	Briggs001, Thomas	FOREC	5332C	✓	1	Parkinson001, De...	Parkinson001, De...			80.0											80.0
00990...	Carter001, Rick	FTRAN	7583U	✓	1	Parkinson001, De...	Parkinson001, De...			80.0											80.0
00990...	Cross001, Katie	AZCSS	4722C	✓	1	Parkinson001, De...	Parkinson001, De...			32.0							40.0	8.0			80.0
00990...	Hagan001, Carl	FJPPS	4723C	✓	1	Parkinson001, De...	Parkinson001, De...			80.0		2.0									82.0
00990...	Jackson001, Sha...	FOREC	5332C	✓	1	Parkinson001, De...	Parkinson001, De...		✓	72.0											72.0
00990...	Love001, Hanna	FTRAN	7583U			Parkinson001, De...	Parkinson001, De...			72.0											72.0
00990...	Matthews001, Eli	AZCSS	4722C	✓	1	Parkinson001, De...	Parkinson001, De...			80.0											80.0
00992...	Nguyen001, Sam	FJPPS	4723C	✓	1	Parkinson001, De...	Parkinson001, De...			70.0											70.0
00991...	Sanchez001, Raul	FOREC	5332C	✓	1	Parkinson001, De...	Parkinson001, De...			72.0								8.0			80.0
00991...	Smith001, Phillip	FTRAN	4920U	✓	1	Parkinson001, De...	Parkinson001, De...			80.0											80.0

5. Review the Timecard Data:

- a. Look at the numbers in the **Pay Code Total Actual** column.

Non-Exempt employees are paid bi-weekly and would normally have 80 hours in this column. There can be various reasons an employee may have less than 80 total hours for a pay period.

Anderson001, Nick and Jackson001, Shanika both have 72 hours and a “✓” in the **Missed Punch** column, and neither has approved their timecard. The supervisor has not approved the timecard.

- b. Look for any other indicators the timecard may not be accurate. For example Love001, Hanna has 72 hours and both she and her supervisor’s approval are missing. Nguyen, Sam has 70 hours, but he and his supervisor have approved the timecard, so this is not indicative of a problem.

6. Note the names of the supervisors of all the employees who have not approved their timecards and/or have missed punches, and the supervisors who have not approved their employees’ timecards. Contact those supervisors and ask them to complete their review and approval process. Give them a deadline.

In this example Debra Parkinson would be contacted and asked to review, resolve issues, and approve timecards for Nick Anderson, Shanika Jackson, and Hanna Love.

NOTE: It is the responsibility of the supervisor to ensure the timecards for their team for the review period are correct, not the timekeeper. It is imperative timecard issues be resolved *before* pay period sign-off to reduce the number of historical edits that will be required to correct timecard errors after sign-off.

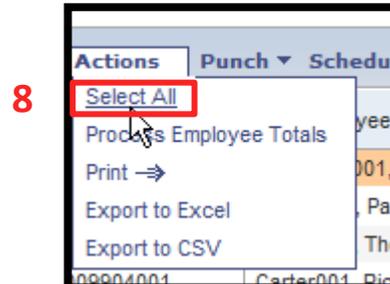
Non-Exempt Pay Period Sign-Off

Employee ID	Employee Name	Home Department	Title Code	Employee Approval	Supervisor Approval	Managers Who Approved Timecard	HCM Manager	Signed Off	Missed Punch	REG	OTS	OTP	OT2	CTS	CTP	CT2	VAC	SICK	Hold...	Other Pay Codes	Pay Code Total Actual
09901001	Anderson001, Nick	AZCSS	4722C	✓	1	Parkinson001, Debor	Parkinson001, Deborah			72.0								8.0			80.0
09902001	Bricke001, Paula	FJPPS	4919U	✓	1	Parkinson001, Debor	Parkinson001, Deborah			80.0	0.5										80.5
09903001	Briggs001, Thomas	FOREC	5332C	✓	1	Parkinson001, Debor	Parkinson001, Deborah			80.0											80.0
09904001	Carter001, Rick	FTRAN	7583U	✓	1	Parkinson001, Debor	Parkinson001, Deborah			80.0											80.0
09905001	Cross001, Katie	AZCSS	4722C	✓	1	Parkinson001, Debor	Parkinson001, Deborah			32.0							40.0	8.0			80.0
09906001	Haggarty001, Carl	FJPPS	4723C	✓	1	Parkinson001, Debor	Parkinson001, Deborah			80.0	2.0										82.0
09907001	Jackson001, Shanka	FOREC	5332C	✓	1	Parkinson001, Debor	Parkinson001, Deborah			80.0											80.0
09908001	Love001, Hanna	FTRAN	7583U	✓	1	Parkinson001, Debor	Parkinson001, Deborah			72.0								8.0			80.0
09909001	Matthews001, Eli	AZCSS	4722C	✓	1	Parkinson001, Debor	Parkinson001, Deborah			80.0											80.0
09926001	Nguyen001, Sam	FJPPS	4723C	✓	1	Parkinson001, Debor	Parkinson001, Deborah			70.0											70.0
09911001	Sanchez001, Raul	FOREC	5332C	✓	1	Parkinson001, Debor	Parkinson001, Deborah			72.0								8.0			80.0
09912001	Smith001, Philip	FTRAN	4920U	✓	1	Parkinson001, Debor	Parkinson001, Deborah			80.0											80.0

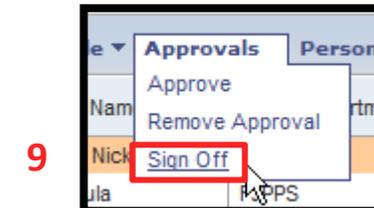
- After the deadline, repeat *Steps 2–5* and again review the pay period close data. In this example (above) all issues have evidently been resolved; all employees and supervisors have approved the timecards (indicated by checkmarks in **Employee Approval** and numbers in **Supervisor Approval** columns).

This employee group is ready for sign-off for this pay period.

- Choose **Select All** from the **Actions** menu to select all timecards and make them available for simultaneous sign-off



- Select **Sign Off** from the **Approvals** menu



- Click the **Refresh** button to bring your screen view to current state.



Non-Exempt Pay Period Sign-Off

The ✓ in the **Signed Off** column indicates a successful sign-off for this employee group.

NOTE: Timekeepers must sign off even if the supervisor has not approved the timesheets. Any time or leave on the timecards will pass to PPS regardless of missing approvals.

Employee Approval	Supervisor Approval	Managers Who Approved Timecard	HCM Manager	Signed Off
✓	1	Parkinson001, De	Parkinson001, Deborah	✓
✓	1	Parkinson001, De	Parkinson001, Deborah	✓
✓	1	Parkinson001, De	Parkinson001, Deborah	✓
✓	1	Parkinson001, De	Parkinson001, Deborah	✓
✓	1	Parkinson001, De	Parkinson001, Deborah	✓
✓	1	Parkinson001, De	Parkinson001, Deborah	✓
✓	1	Parkinson001, De	Parkinson001, Deborah	✓
✓	1	Parkinson001, De	Parkinson001, Deborah	✓
✓	1	Parkinson001, De	Parkinson001, Deborah	✓
✓	1	Parkinson001, De	Parkinson001, Deborah	✓
✓	1	Parkinson001, De	Parkinson001, Deborah	✓
✓	1	Parkinson001, De	Parkinson001, Deborah	✓
✓	1	Parkinson001, De	Parkinson001, Deborah	✓
✓	1	Parkinson001, De	Parkinson001, Deborah	✓
✓	1	Parkinson001, De	Parkinson001, Deborah	✓



Once a timekeeper has signed off on a pay period, the sign off cannot be removed. If a correction needs to be made before the PPS deadline, the timekeeper must contact their CalTime systems administrator. After the PPS deadline, an historical edit must be done to correct timesheets.