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.
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.
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.
7. 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.

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

9. Select **Sign Off** from the **Approvals** menu.

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

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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.