1. Log in to CalTime. (See the job aid, “Logging in to CalTime.”)

2. Click Leave Usage Genie (under My Genies.)

3. **Previous Pay Period** is the default Time Period in the Leave Usage Genie.

   This is the time period from which you should be reviewing and approving *employee* timecards.

   **NOTE:** If you need a different time period, click the drop-list arrow to the right of “Previous Pay Period”, and select a time frame from the drop list.

4. Click the name of the employee whose timecard you want to review and approve.

   **NOTE:** Use Ctrl-click to select more than one employee. (Command-click on the Mac.)

   You may also click the **Select an Action** drop list, and choose Select All.
5. Click **Timecard** to view the leave details for the selected employee.

6. After reviewing the timecard, if it is accurate and complete, click **Approve**.

   **NOTE:** If the timecard is inaccurate or incomplete, notify the employee that corrections are necessary.

7. Click **OK** if you are asked to confirm the approval.

8. Click **Home** to return to the main screen.
9. Click the **Leave Usage Genie** so you can view your employees.

10. Click the **Refresh** button.

**NOTE:** The number “1” that appears in the **Supervisor Approval** column means that the timecard is supervisor-approved.

The “✓” means that the employee has approved his/her timecard.

*(In this example, Lymon Babcock and Helen Grich must be notified to approve their timecards.)*

11. From the **Leave Usage Genie**, click **Home** to return to the CalTime opening screen

   — **OR** —

   Click **Log off** to end your session in CalTime.