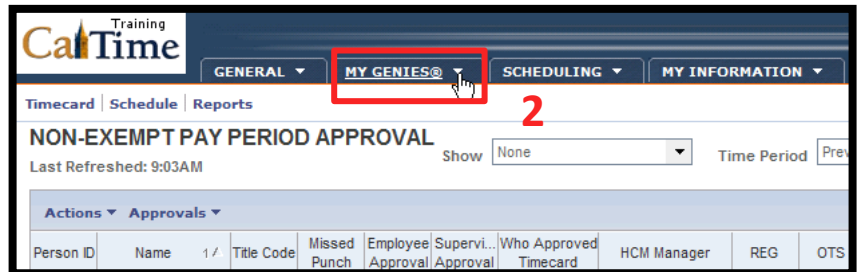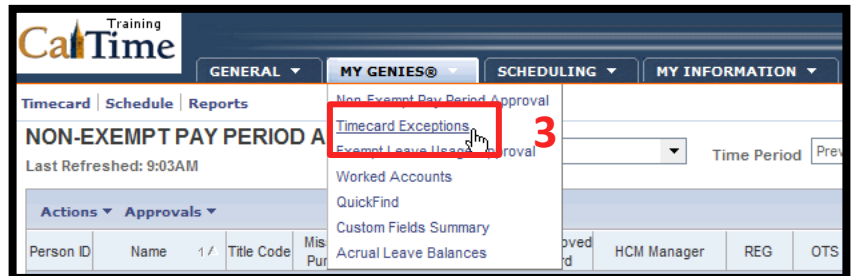# CalTime

A row can be added to a workday in a timecard, *e.g.,* so that more than two in-out punches can be made for that day—which you might need to do when making more than one friendly name transfer, or so a day can be divided into a worked day with leave taken.

The following demonstrates how to add a row when an employee has both worked and taken leave on the same day.
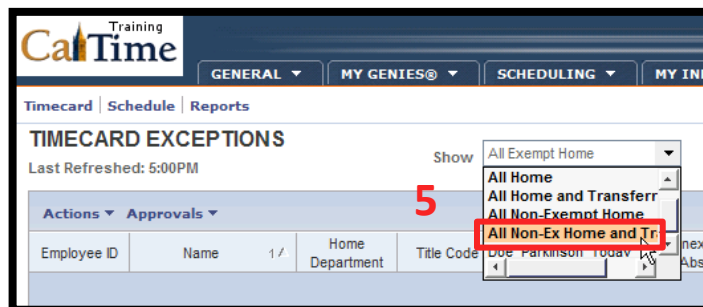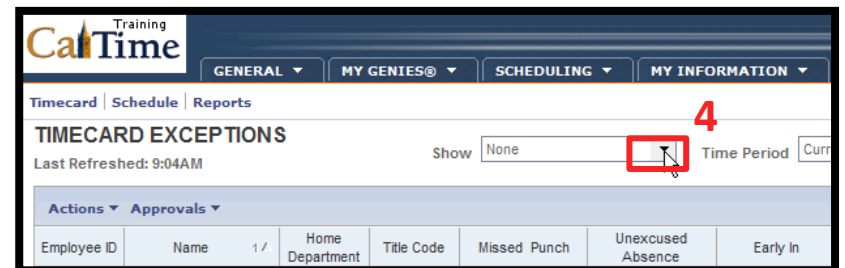
1. Log in to CalTime using RDP access. (See the Internet site, **http://caltime.berkeley.edu/access** for RDP log-in resources and instructions.)



2. Click **My Genies**.

3. Click the **Timecard Exceptions** Genie.



4. Click the **Show** drop-list arrow.

5. Click **All Non-Exempt Home and Trans. In**.

6. Select the employee(s) whose timecard needs an additional row.



7. Click **Timecard**.



8. Locate the correct date—which in this example will be **Tue 8/18**—and click the **Insert Row** button.



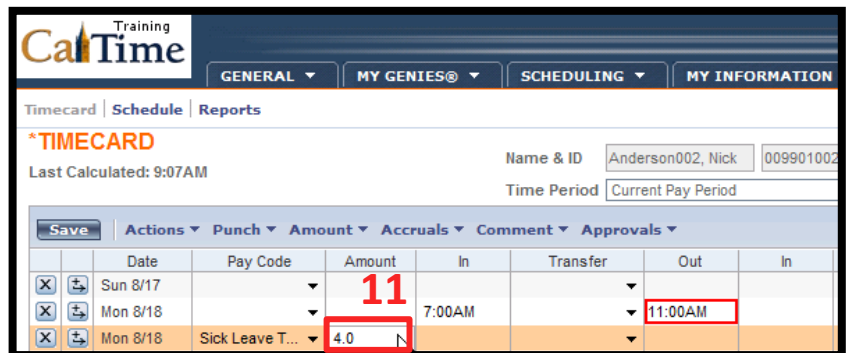9. Observe that there are now two rows for **Mon 8/18**.

**10.** Click the Pay Code drop-list arrow, and add the **Pay Code**, **Sick Leave Taken**, to the second row for **Mon 8/18**.
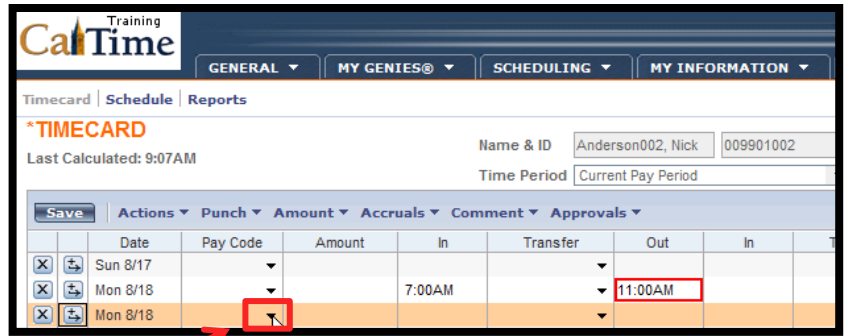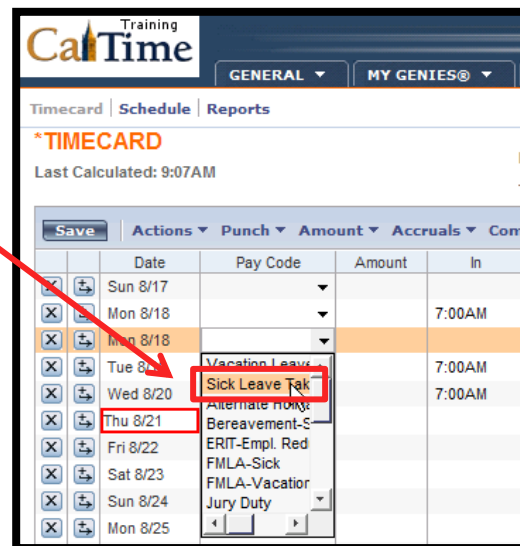
**11.** Add the sick leave taken to the **Amount column**.

**12.** Click **Save** to store the changes to the timecard.



**NOTE:** The word **TIMECARD** will change from orange to black, once the timecard has been saved.

**NOTE:** A **Shift** total of 4.0 displays.
The **Daily Total** equals 8.0 hours, which includes the 4.0 hours of Sick Leave Taken.



**13.** When done, click **Log Off** or **Reports**, or click **My Genies** to choose another Genie.