Supervisor of Non-Exempt Employees (Web): Splitting a Shift (Add a Row)

Under certain circumstances, a row can be added to a workday in a timecard, e.g., so that two in-out entries can be made for that day, or so a day can be divided into a worked day with leave taken.

In the event of an emergency, a supervisor may be called upon to make necessary adjustments to a non-exempt employee’s timecard. 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. (See the job aid “All_Logging In to CalTime” for log-in steps.)

2. Click Timecard Exceptions Genie.

3. Show will default to All Non-Exempt Home, and Time Period will default to Current Pay Period.

   If the pay period has ended, select Previous Pay Period from the Time Period drop list, and click the Apply button.

4. Select the employee whose timecard needs an additional row.

5. Click Timecard.
6. Locate the correct date—which in this example will be **Tue 7/22**—and click the **Add a Row** button.

7. Observe that there are now two rows for **Tue 7/22**.

8. Add the **Pay Code, Sick Leave Taken**, to the second row for **Tue 7/22**.
9. Add the sick leave Amount.

10. Click Save to store the changes to the timecard.

NOTE: A message appears stating that the timecard has been saved.

NOTE: A Shift total of 6.0 appears that sums the worked hours minus a 30-minute meal deduction. The Daily Total equals 8.0 hours, which includes the 2.0 hours of Sick Leave Taken.
11. Click **Home** to return to access to the **Genies** and **Reports**, or click **Log Off** to end your CalTime session.