Supervisor of Non-Exempt Employees (Web):
Timecard Exception Genie

Timecard exceptions include missed punches, early and late ins, early and late outs, and missed shifts (where employees have schedules). The daily timecard review tool, the Timecard Exception Genie, calls these exceptions to the supervisor’s attention, so they can be readily spotted and resolved.

Missed shifts are flagged (red outline around the date) when an employee has a schedule, as are early ins and outs (red outline around the punch). In the absence of schedules, the supervisor must keep an eye out for missed shifts and early and late punches.

In order to avoid a heavy workload at the end of the pay period, best practice is for the supervisor to review each employee’s timecard on a frequent basis. Also, timecard edits should be called to the attention of the employee, but when an employee is unable to edit his/her timecard, the supervisor may do so.

1. Log in to CalTime. (See the job aid “All_Logging In to CalTime” for log-in steps.)

2. Click the Timecard Exceptions Genie.

3. Click twice on any of the exceptions column heads, to sort the checkmarks so they move in that column to the top of the list.

(In this example, we are looking for Missed Punches.)
4. Select all the employees whose timecards you wish to review.

Use Ctrl-click (Windows) or Command-click (Mac) to select more than one employee.

Click Select an Action > Select All to choose every employee.

5. Click Timecard.

6. Since you are reviewing timecards daily, you are editing punches for the default Time Period, Current Pay Period.

NOTE: Always verify you are entering data in and approving the correct date range.

7. In the Date column, notice the missed punch on Mon 7/07 (red fill).

8. Notice also the absence of punches on Wed 7/09—a missed shift and date Nick’s supervisor knows Nick worked.

NOTE: Non-exempt employees only get paid for the hours and Pay Codes entered into CalTime, so Nick Anderson is going to need his timecard corrected.
9. Correct the missing punch by clicking in the In box for 7/07 and typing 7:00 am.
   
   **NOTE:** Afternoon/evening hours can be entered in 24-hour time or in 12-hour time with “pm” (e.g., 15:15, 3:15p, or 3:15 pm).

10. Add two comments—Supervisor Adjustment and Employee Forgot to Punch In—to the text cell where you made the correction.
   
   For a step-by-step guide to adding and deleting comments, see the job aid, “SUP_NEE_Adding_Deleting_Comments”

11. Click Save to store the changes.
   
   **NOTE:** The word TIMECARD will change from orange to black when you click Save. The message, “Timecard successfully saved . . .” will appear after you click Save.

Next, add the punches for the shift on Wed 7/09.
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12. Type 702a in the In text box and 330p in the Out text box.

   NOTE: You could also have typed 7:02 am in the In box and 15:30 or 3:30 pm in the Out box.

13. Again, add comments, and then click Save to store your changes.

14. Advance to the next record you have selected by clicking on the right-pointing arrow, review it, and make corrections, if necessary.

15. Finally, click Log Off when done reviewing timecards, or click Home to return to access to the Timecard Exceptions Genie, and sort and review timecards for a different exception (i.e., Unexcused Absences, Early Ins and Outs, and Late Ins and Outs).