For non-exempt employees, the Time Detail report will show hours worked, overtime, holidays, leave taken, adjustments, wages, and transfers. It is an excellent tool for getting an overview of these details for one, several, or all employees. It can be run for different time frames, including previous pay period, current pay period, current date, yesterday, or weekly.

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

   ![CalTime home page, displaying all available Genies.]

2. From within the Non-Exempt Pay Period Approval or Timecard Exception Genie, select the employees for whom you want a Time Detail report.

   - Use Ctrl-click (Windows) or Command-click (Mac) to select more than one employee.
   - Choose Select an Action > Select All to choose every employee.

   **NOTE:** The Timecard Exceptions Genie is a good choice because it shows exceptions that would need correction.

3. Click the Reports link.

   ![CalTime Reports page.

   **NOTE:** The Timecards Exceptions Genie is a good choice because it shows exceptions that would need correction.
Supervisor of Non-Exempt Employees (Web): Running the Time Detail Report

4. If necessary, expand either the Detail Genie or the Timecard report options by clicking on the “+” to their left.

5. Scroll down until you see Time Detail. Select this report, which will be produced as an Adobe Acrobat pdf.

**NOTE:** If you prefer an Excel version of the report, choose Time Detail (Excel).

Note that it is showing “Previously Selected Employees” because in Step 2, we chose the two employees, Anderson and Briggs.
6. From under the Time Period drop list, choose a timeframe for the report. (The default Time Period is whatever was active in the Timecard Exceptions Genie.)

7. Choose to output either Actual hours (hours credited to the period only) or Adjusted hours (hours credited to the pay period plus historical edits) from within the Actual/Adjusted drop-list menu.

Supervisor of Non-Exempt Employees (Web):
Running the Time Detail Report

9. Click on the report at the top of the list to select it, and click Refresh Status.

10. Once you see that Status is complete, click View Report.

11. Here is the 2-page report output for the two employees, Anderson and Briggs. Because the output is a pdf, the pdf control bar (as seen below) appears when your mouse is in the lower portion of the screen. From the control bar, you can save or print the report.
12. The report opens in its own browser window. To exit the report, close the browser window by clicking the “x” on its tab.

13. Click Log Off when done or click Home to return to access to the Genies and Reports.