Supervisors:
Approve Employee Timecards

1. Ensure the **Time Period** field is set to the **Previous Pay Period**.

2. Multiple-select (hold Ctrl key + click names) those employees who have checkmarks in the **Employee Approval** column.

   **TIP:** If ALL employees are checked as approved, use **Actions > Select All**.

3. Click the **Timecard** link

4. Use the **TIMECARD** view to review each employee’s leave. Scroll through all days and verify that any leave recorded is accurate.

   **TIP:** If the timecard does not report leave was taken when it should, ask the employee to edit their timecard accordingly and re-approve.

5. Click **Approvals > Approve**.

6. When approving multiple timecards, use the **navigation arrows** to view the next timecard and repeat Steps 4 – 5.

7. Click **MY GENIES > Leave Usage Genie** to return to the employee list.

8. Click **Refresh** to confirm that the timecards you approved now have a “1” in the **Supervisor Approval** column.

Reminder, you need to **Enter Leave & Approve Your Timecard** (page 2) on the 1st of every month.
Supervisors: Enter Leave & Approve Your Timecard

Open Your Timecard
1. Click the MY INFORMATION tab and select My Timecard.

Enter Leave
2. Ensure the Time Period field is correct.
3. Select the correct Pay Code from the drop-down and type in the hours in the Amount field for each day leave was taken.
   TIP: If you make a mistake, click the X button to the left of the date to clear all data from that row.
4. Click Save.

Approve Your Timecard
You must approve your timecard by the first of the month, even if you have no leave to report.
5. Click the Approvals drop-down and select Approve.

To Make Changes After Approval: You are not able to edit your timecard after it’s approved. If needed, ask your Supervisor to remove his/her approval first. You can then remove your approval, edit your timecard, and then re-approve.

Exit CalTime
For PC users:
A. Click the X button on the top-right of the application window.

For Mac users:
B. Hold down Command + Q or select RDC > Quit RDC from the Application menu bar on the top left of your screen.