1. Log in to CalTime. You will arrive at the Non-Exempt Pay Period Approval Genie.

2. Click My Genies.

3. Choose the Exempt Leave Usage Approval Genie.

4. You arrive at the Exempt Leave Usage Approval Genie, which shows you leave taken and employee and supervisor timecard approvals.

**NOTE:** The appropriate Time Period for the Exempt Leave Usage Approval Genie is Previous Pay Period.
5. Choose **Actions > Select All** to select all your employees.

6. Click **Timecard** to view all your employees’ timecards.

7. Review each timecard, and advance through the timecards by clicking on the right-pointing arrow. (Return to the first timecard viewed by clicking the left-pointing arrow.)

When done reviewing the timecards, return to the **Exempt Leave Usage Approval Genie**.

8. Select **My Genies > Exempt Leave Usage Approval Genie**.
9. With all employees still selected, click Approvals.

10. Click Approve.

11. Click Yes to confirm the approvals.

12. Click Refresh to make approval numbers appear in the Supervisor Approval column.

13. Click Reports to access reports, My Genies to access another Genie, or Log Off to end your CalTime session.