Supervisors of Exempt (Web):
Exempt Leave Usage Approval Genie

1. Log in to CalTime. You will arrive at the supervisor’s home page.

2. Under My Genies, select Exempt Leave Usage Approval.

3. 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.
4. Choose Select an Action > Select All to select all your employees.

5. Click Timecard to view all your employees’ timecards and make any edits, if necessary.

6. 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.)

7. When done reviewing the timecards, click Home return to the Exempt Leave Usage Approval Genie.
8. From under My Genies, select the Exempt Leave Usage Approval Genie.

9. Choose Select an Action > Select All to select all your employees.

10. With all employees still selected, choose Select an Action > Approve.

11. Click OK to confirm the approvals.
12. Click **Refresh** to make approval numbers appear in the **Supervisor Approval** column.

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