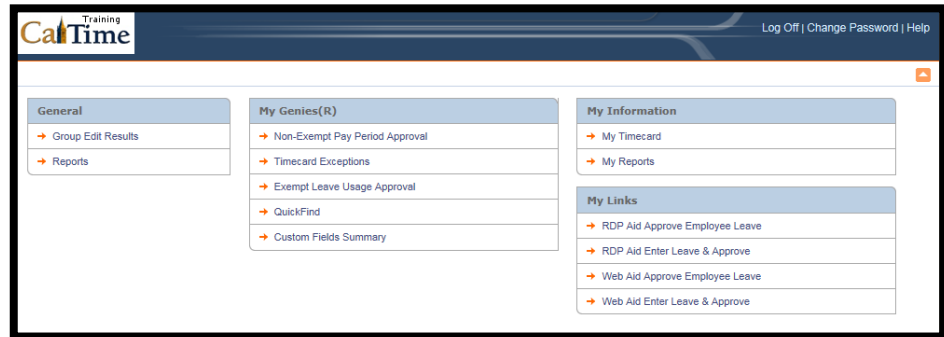
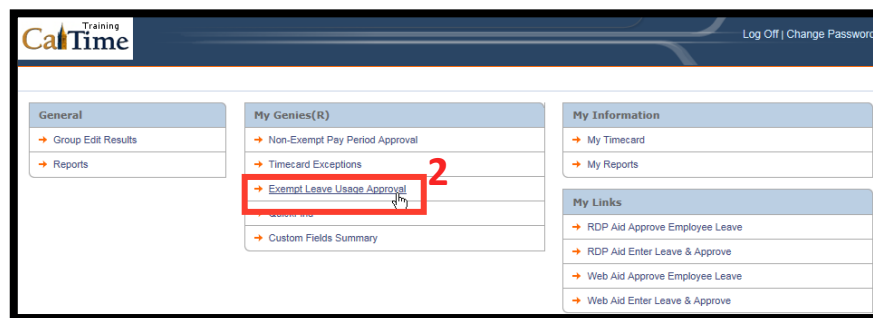


1. Log in to CalTime. You will arrive at the supervisor's home page.



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

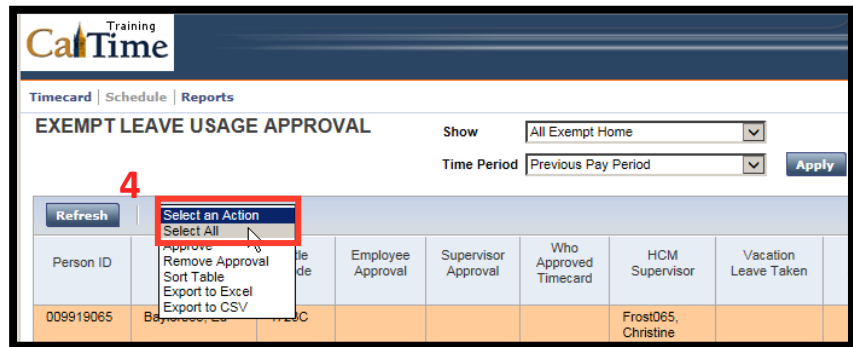


3. You arrive at the **Exempt Leave Usage Approval Genie**, which shows you leave taken and employee and supervisor timecard approvals.

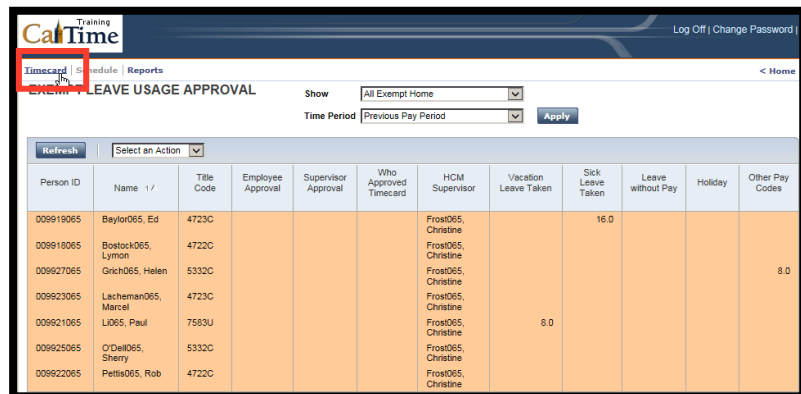
Person ID	Name	Title Code	Employee Approval	Supervisor Approval	Who Approved Timecard	HCM Supervisor	Vacation Leave Taken	Sick Leave Taken	Leave without Pay	Holiday	Other Pay Codes
009919065	Baylor065, Ed	4723C				Frost065, Christine		16.0			
009918065	Bostock065, Lymon	4722C				Frost065, Christine					
009927065	Griech065, Helen	5332C				Frost065, Christine					8.0
009923065	Lacheman065, Marcel	4723C				Frost065, Christine					
009921065	LI065, Paul	7583U				Frost065, Christine	8.0				
009925065	O'Dell065, Sherry	5332C				Frost065, Christine					
009922065	Pettis065, Rob	4722C				Frost065, Christine					

NOTE: The appropriate **Time Period** for the **Exempt Leave Usage Approval Genie** is **Previous Pay Period**.

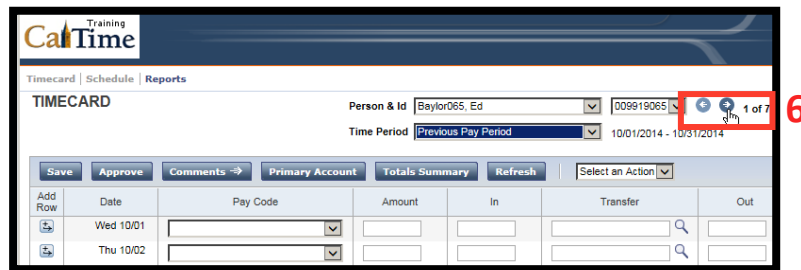
- Choose **Select an Action** > **Select All** to select all your employees.



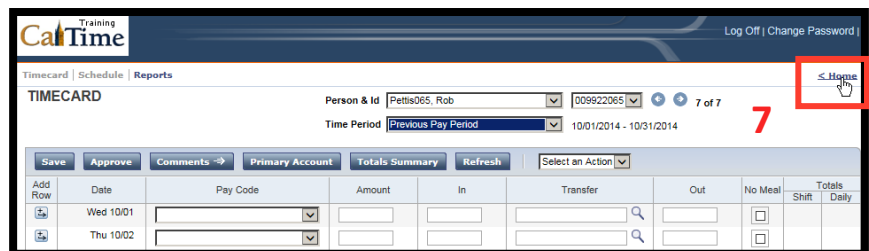
- Click **Timecard** to view all your employees' timecards and make any edits, if necessary.



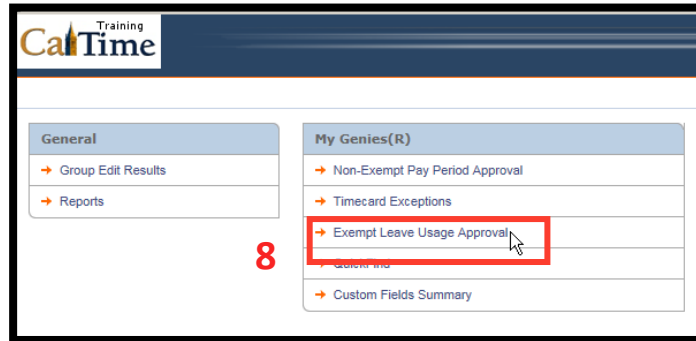
- Review each timecard, and advance through the timecards by clicking on the right-pointing arrow. (Return to the first timecard viewed by clicking the left-pointing arrow.)



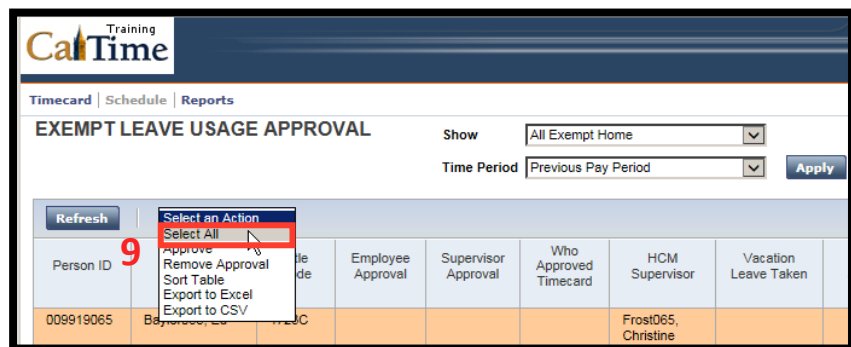
- When done reviewing the timecards, click **Home** return to the Exempt Leave Usage Approval Genie.



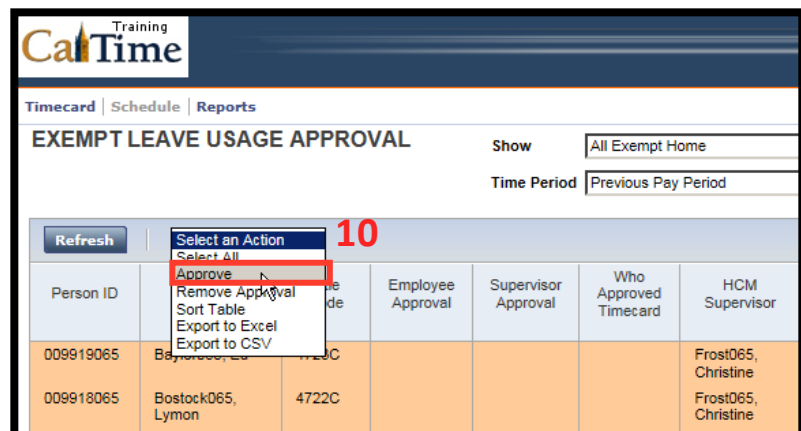
- From under **My Genies**, select the **Exempt Leave Usage Approval Genie**.



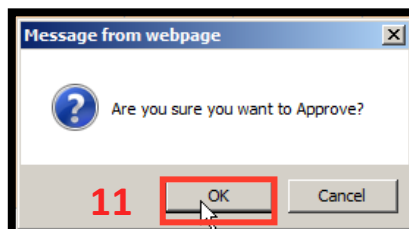
- Choose **Select an Action > Select All** to select all your employees.



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



- Click **OK** to confirm the approvals.



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

EXEMPT LEAVE USAGE APPROVAL

Show: All Exempt Home

Time Period: Previous Pay Period

12

Refresh | Select an Action

Person ID	Name 1 /	Title Code	Employee Approval	Supervisor Approval	Who Approved Timecard	HCM Supervisor	Vacation Leave Taken
009919065	Baylor065, Ed	4723C				Frost065, Christine	
009918065	Bostock065, Lymon	4722C				Frost065, Christine	8.0

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

EXEMPT LEAVE USAGE APPROVAL

Show: All Exempt Home

Time Period: Previous Pay Period

13

Refresh | Select an Action

Person ID	Name 1 /	Title Code	Employee Approval	Supervisor Approval	Who Approved Timecard	HCM Supervisor	Vacation Leave Taken	Sick Leave Taken	Leave without Pay	Holiday	Other Pay Codes
009919065	Baylor065, Ed	4723C		1	Frost065, Christine	Frost065, Christine		16.0			
009918065	Bostock065, Lymon	4722C		1	Frost065, Christine	Frost065, Christine	8.0				
009927065	Grich065, Helen	5332C		1	Frost065, Christine	Frost065, Christine					8.0
009923065	Lacheman065, Marcel	4723C		1	Frost065, Christine	Frost065, Christine					
009921065	Li065, Paul	7583U		1	Frost065, Christine	Frost065, Christine	8.0				
009925065	O'Dell065, Sherry	5332C		1	Frost065, Christine	Frost065, Christine					
009922065	Pettis065, Rob	4722C		1	Frost065, Christine	Frost065, Christine					