## **CalTime**: Time Entry For "Anytime" Employees

The purpose of this job aid is to provide instructions on how an "Anytime" Employee records time within CalTime. "AnyTime" employees can enter start times, stop times and transfers (between jobs) into their CalTime timecard at any time during and up to the end of a given pay period.

Employee Entering Time																
<ol> <li>Select the correct time period.</li> <li>Select the row for the date you want to add time and enter your start time in the "In" field.</li> <li>Enter the end time for the completion of the shift.</li> <li>Click Save.</li> </ol>	Aprov Timeca	Informat card	ion 🔁							Lo	Daded: 3:2	9 PM Curr Print imecard	ent Pay Per	riod 4 Calculate Totals	I IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	*
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<ul> <li>. Click Refresh.</li> <li>6. Your hours for the Shift and Daily Totals display.</li> </ul>	m     My Int       My Timecal       Approve       Timecal       Immeand       Immeand       Immeand       Immeand       Immeand	formation rd Date Sun 2	ta Pay Code	Amount	In 8:000	Transfer	Out	In	Trans	fer Ou	Loaded: 4	:02 PM Cur 5 Print Inneced st eedule St	rent Pay Per Refresh and Control of Contro	iod	II : Save	6
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## **CalTime**: Time Entry For "Anytime" Employees

## **Employee Entering Time**

Entering Time If You Work Multiple Jobs, or on Contracts, or Grants As a non-exempt employee, (if you have more than one job or if you work on contracts or grants) you will need to charge your time to different jobs, contracts or grants. Each could be tied to different funding sources or chartstrings.

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under Transfer column.	My Timecard																
2. A list of available jobs will											Loaded: 3:35 PM Current Pay Period						
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