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																
 Select the correct time period. Select the row for the date you want to add time and enter your start time in the "In" field. Enter the end time for the completion of the shift. Click Save. 	Appi Time		tion ^t 2							Loa		8	ent Pay Per	riod 4 Calculate Totals	E V Save	_
		Date Sun Mon		Amount	In 8:00AM	Transfer	5:00A1	_	In Tran 3	nsfer	Out	Schedule	Shift	Daily	Period	
		X Tue X Wed.														
	Note	: Please	e rememl	ber to ac	dd A or I	P for AN	l or PM	. Acce	eptable f	forma	ts incl	ude 8a (or 8:30	a		
5. Click Refresh.	A My My Time	Information card	5												•	ţ;
6. Your hours for the Shift and Daily Totals display.	Loaded: 4:02 PM Current Pay Period															
	Timecar	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out		Timecard edule Sh	ift D	aily I	Period	6
		Sun 2 Mon Tue 2			8:00A		5:00P						8.0	8.0	8.0 8.0	

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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.

1. Click on the in the blank box	1 My Information													
under Transfer column.	My Tinecard													
2. A list of available jobs will		Loaded: 3:35 PM Current Pay Period												
appear based on jobs you														
have previously selected.														
However it is best practice to	Approve		Print Refresh Calculate Save											
select search at the bottom	Timecard		Timecard Totals											
of the list and a new Transfer	Date Pay Code Amount In	Transfer Out In	Transfer Out Schedule Shift Daily											
window will appears.	+ 🗙 Sun 8:00AM	▼ 5:00PM												
	+ 🗙 Mon	RS-LIFEGUARD CALN												
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		RS-LIFEGUARD TRAII Search												
	Thu													
 Click on Job Drop down arrow. Your entire list of jobs available to you will appear. Click on applicable job and click "Apply" 	Labor Account Labor Account Add Labor Account Job: Location: Project: Supervisor ID: Supervisor ID: Supervisor ID: Supervisor ID: Supervisor ID: Supervisor ID:) G) H) S) S	Clear All											
	★ My Information													
4. The job, contract or grant will	My Timecard		•											
appear in the " Transfer "			Loaded: 4:02 PM Current Pay Period											
field.														
5. Then click on the "Save"	Approve		Print Refresh Calculate Save											
button.	Timecard		Timecard Totals											
	Date Pay Code Amount In	Transfer Out In	Transfer Out Schedule Shift Daily											
	🛨 🔀 Sun 2													
Note: The Save icon will change	🛨 🔀 Mon 8:00A	FEGUARD CALM///// 5:00P	8.0 8.0											
colors to prompt you to save	🛨 🗵 Tue 2													
your edit.	- Lansan (1999-95) - addrightaring - L													
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