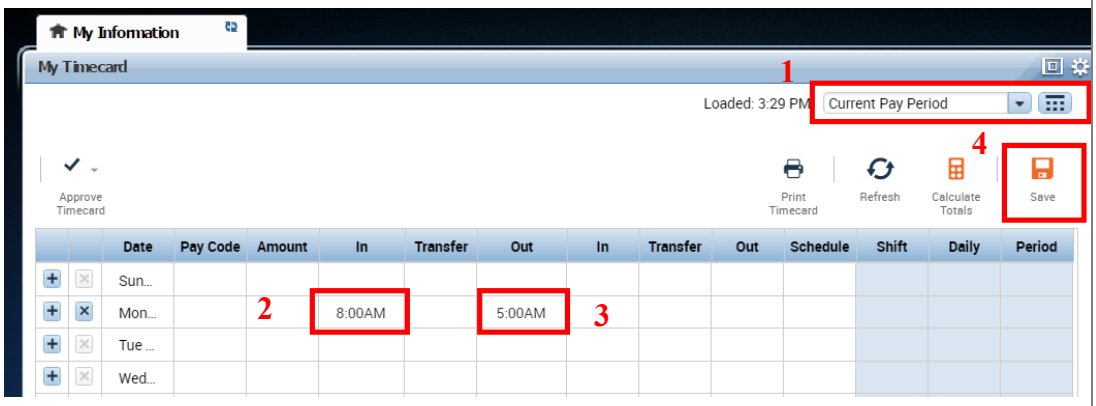
CalTime: Time Entry For "Anytime" Employees

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

1. Select the correct time period.
2. Select the row for the date you want to add time and enter your start time in the "In" field.
3. Enter the end time for the completion of the shift.
4. Click **Save**.



Note: Please remember to add A or P for AM or PM. Acceptable formats include **8a or 8:30a**

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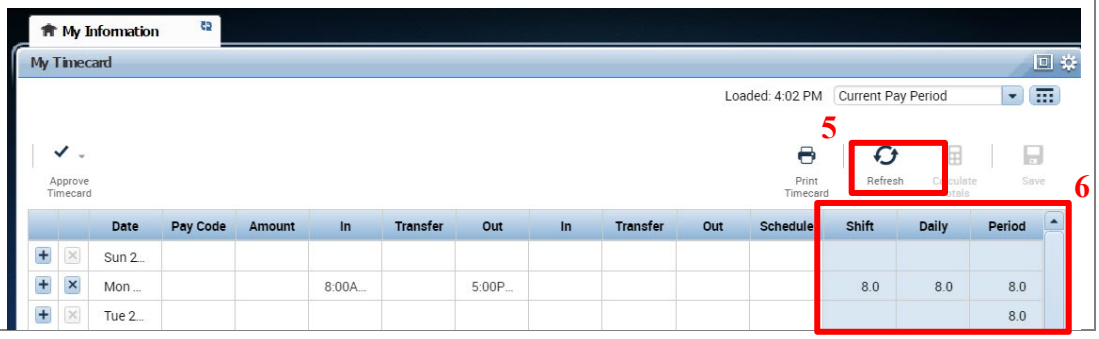
5. Click **Refresh.**
6. Your hours for the Shift and Daily Totals display.



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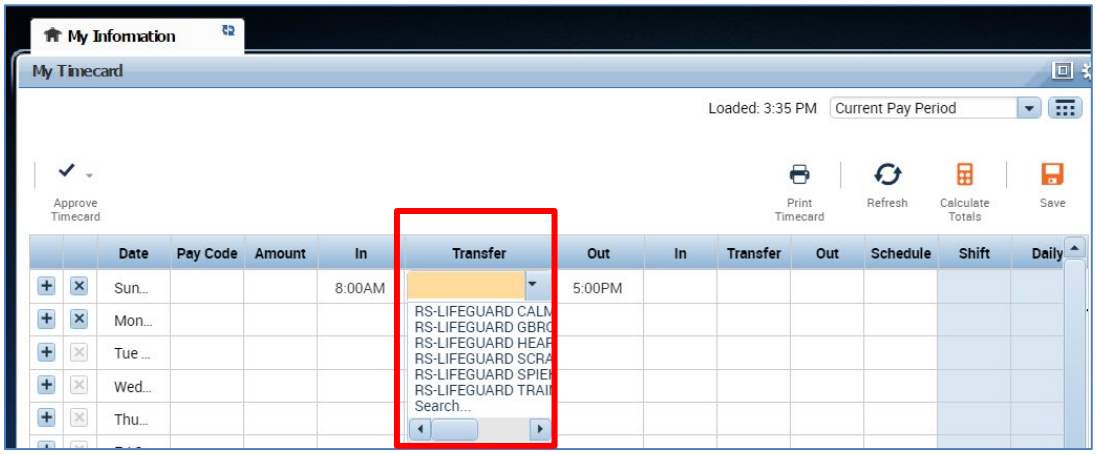
Employee Entering Time

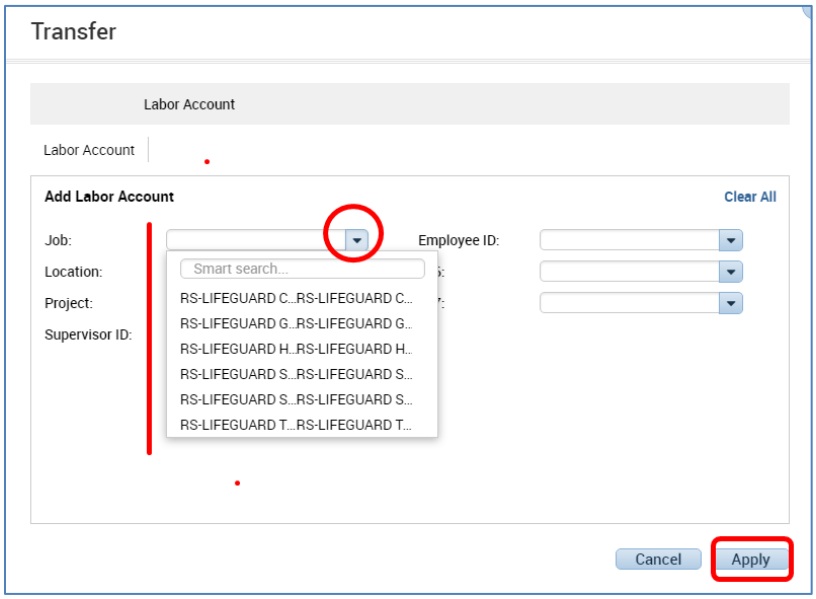
Entering Time If You Work Multiple Jobs, or on Contracts, or Grants

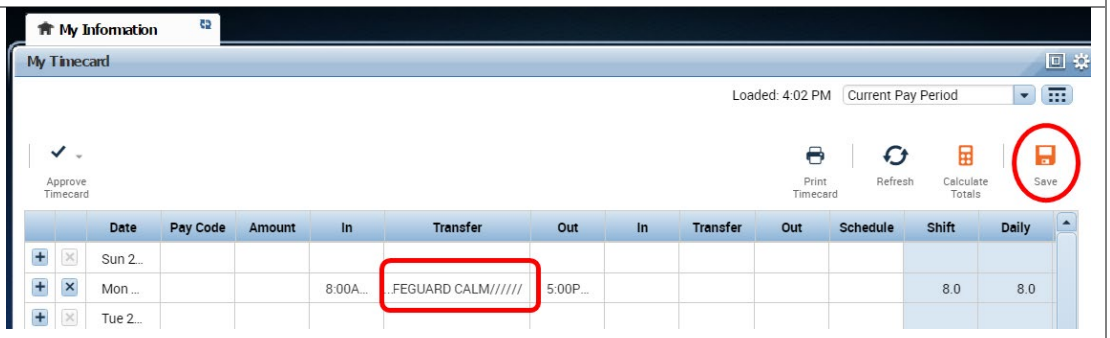
As a non-exempt employee, (if you have more than one job or if you work on contracts or grants) you will need to charge your time to different jobs, contracts or grants. Each could be tied to different funding sources or chartstrings.

1. Click on the in the blank box under Transfer column.
2. A list of available jobs will appear based on jobs you have previously selected. However it is best practice to select search at the bottom of the list and a new Transfer window will appears.



3. Click on Job Drop down arrow. Your entire list of jobs available to you will appear. Click on applicable job and click **"Apply"**



4. The job, contract or grant will appear in the "**Transfer**" field.
5. Then click on the "**Save**" button.

Note: The Save icon will change colors to prompt you to save your edit.