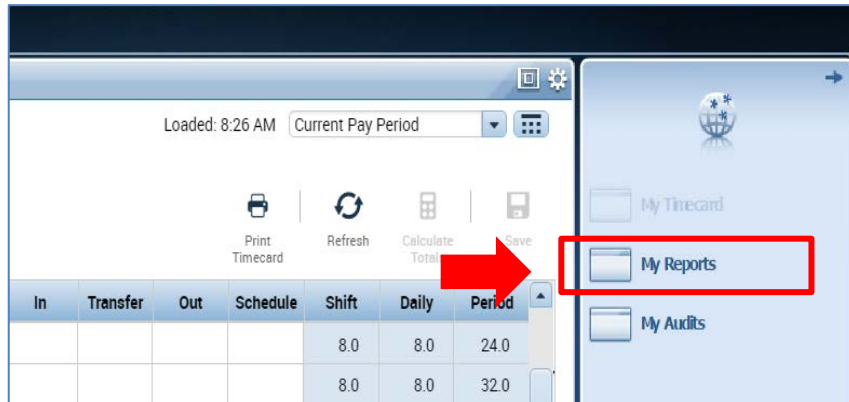


# CalTime: For employees, viewing the time detail report

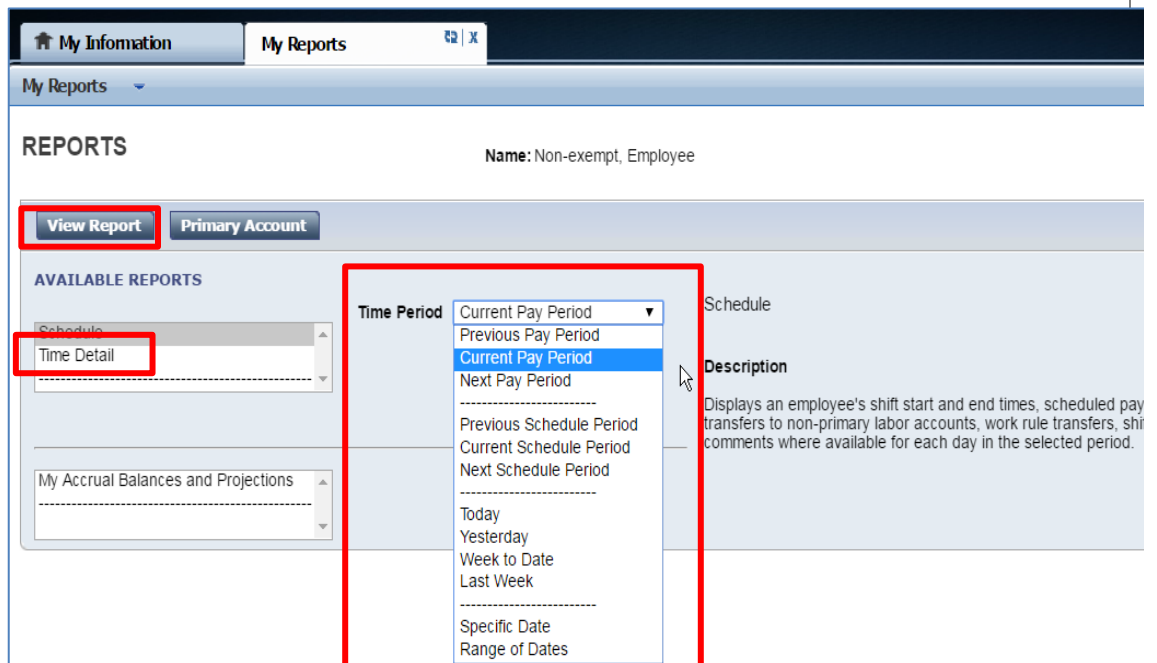
The purpose of this job aid is to provide instructions on how to view the Time Detail report (report showing all the hours on your timesheet for any given period of time). The Time Detail Report shows the time and leave entered into the employee's timecard for a specified period of time. In addition, the report will show totals for overtime, comp time, shift differential, etc. Employees may consider producing the time detail report if they would like a summary of hours for the more than one biweekly pay period (i.e. the last three biweekly pay periods, three months).

## Viewing the Time Detail Report

1. Click on My Reports (located on the right of your timecard in the blue tool bar)



2. Click on Time Detail
3. Select Time Period by clicking on the drop down arrow. You have several options including selecting a range of dates.
4. Click on View Report. A summary will appear on screen of your time detail.



## Viewing the Time Detail Report Continued...

5. The Time Detail report will appear in PDF format. In this example, we have removed names and employee IDs.

| Time Detail               |          |  |        |            |         | Data Up to Date:                       |                | 2/24/2017 4:47:45 PM       |            |                |                  |
|---------------------------|----------|--|--------|------------|---------|--|----------------|----------------------------|------------|----------------|------------------|
| Time Period:              |          | Previous Pay Period                    |        |            |         | Executed on:                           |                | 2/24/2017 4:47PM GMT-08:00 |            |                |                  |
| Query:                    |          | Previously Selected Employee(s)        |        |            |         | Printed for:                           |                | cparkinson                 |            |                |                  |
| Actual/Adjusted:          |          | Show hours worked in this period only. |        |            |         | Insert Page Break After Each Employee: |                | No                         |            |                |                  |
| Employee:                 |          | ID:                                    |        | Time Zone: |         | Pacific                                |                |                            |            |                |                  |
| Status: Active            |          | Status Date: 9/26/2014                 |        | Pay Rule:  |         | UCB_Exempt_Default                     |                |                            |            |                |                  |
| Primary Account           |          | Start                                  |        | End        |         |  |                |                            |            |                |                  |
|                           |          | 9/27/2015                              |        | Forever    |         |  |                |                            |            |                |                  |
| Date/Time                 | Apply To | In Punch                               | In Exc | Out Punch  | Out Exc | Override Amount                        | Adj/Ent Amount | Money Amount               | Day Amount | Totaled Amount | Cum. Tot. Amount |
| <i>Xfr/Move: Account</i>  |          | <i>Comment</i>                         |        |            |         | <i>Xfr: Work Rule</i>                  |                |                            |            |                |                  |
| 1/2/2017                  | 12:00 AM | New Year's Day Observed                |        |            |         |  | 8.00           |                            |            | 8.00           | 8.00             |
| 1/4/2017                  |          | 8:00:00 AM                             |        | 5:00:00 PM |         |  |                |                            |            | 9.00           | 17.00            |
| 1/5/2017                  |          | 8:00:00 AM                             |        | 5:00:00 PM |         |  |                |                            |            | 9.00           | 26.00            |
| 1/6/2017                  | 12:00 AM | Vacation Leave Taken                   |        |            |         |  | 8.00           |                            |            |                | 34.00            |
| 1/7/2017                  | 12:00 AM | Vacation Leave Taken                   |        |            |         |  | 8.00           |                            |            |                | 42.00            |
| 1/16/2017                 | 12:00 AM | Martin Luther King Day                 |        |            |         |  | 8.00           |                            |            |                | 50.00            |
| Labor Account Summary     |          |  |        |            |         | Pay Code                               | Hours          | Money                      | Days       |                |                  |
|                           |          |  |        |            |         | C-Holiday                              | 16.00          |                            |            |                |                  |
|                           |          |  |        |            |         | C-Holiday Lookback                     | 16.00          |                            |            |                |                  |
|                           |          |  |        |            |         | C-Total Hours                          | 16.00          |                            |            |                |                  |
|                           |          |  |        |            |         | Exempt Holiday Credit                  | 16.00          |                            |            |                |                  |
|                           |          |  |        |            |         | Vacation Leave Taken                   | 16.00          |                            |            |                |                  |
| Combined Pay Code Summary |          |  |        |            |         | Pay Code                               | Hours          | Money                      | Days       |                |                  |
|                           |          |  |        |            |         | C-Holiday                              | 16.00          |                            |            |                |                  |
|                           |          |  |        |            |         | C-Holiday Lookback                     | 16.00          |                            |            |                |                  |
|                           |          |  |        |            |         | C-Total Hours                          | 16.00          |                            |            |                |                  |
| Totals:                   |          |  |        |            |         |  | 48.00          | \$0.00                     |            | 0.00           |                  |
| Pay Code Summary          |          |  |        |            |         | Pay Code                               | Hours          | Money                      | Days       |                |                  |
|                           |          |  |        |            |         | Exempt Holiday Credit                  | 16.00          |                            |            |                |                  |
|                           |          |  |        |            |         | Vacation Leave Taken                   | 16.00          |                            |            |                |                  |
| Totals:                   |          |  |        |            |         |  | 32.00          | \$0.00                     |            | 0.00           |                  |