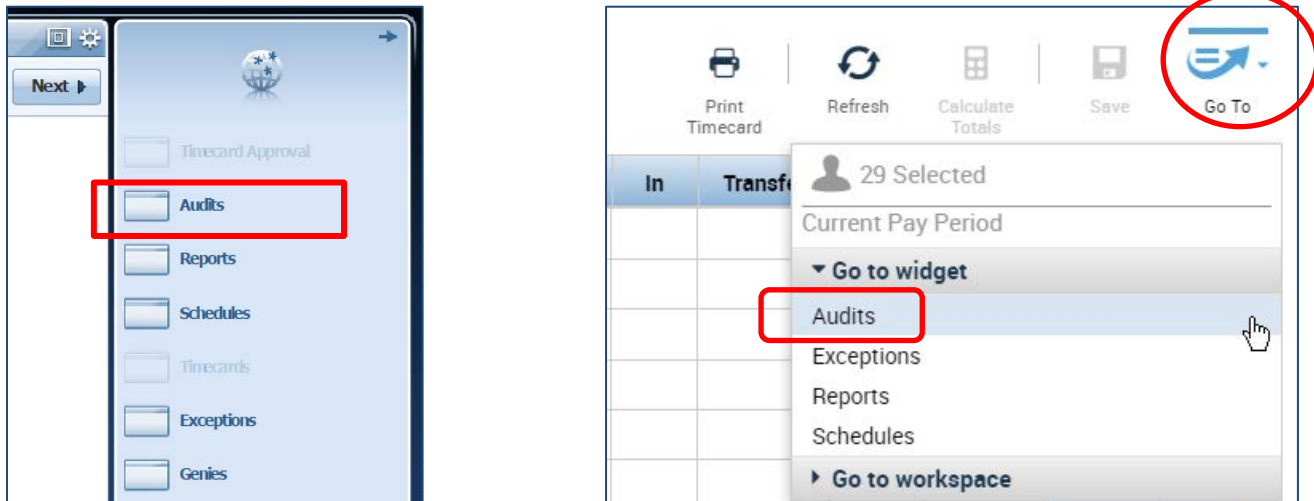


# CalTime: Audits: log of employee edits and adjustments

## ACCESS AUDITS

From the **Manage My Department Tab**, to the right is a blue panel, if you click on **Audits**, you will be taken to a screen to view any adjustments to an employee's timecard for a specified pay period(s). Note you can also select audits from the **Go To icon** available on the **Timecards Tab**.



## VIEW EMPLOYEE LOG OF ADJUSTMENTS

The screen will default to the current pay period and a list of any edits made to the employees timecard. You can select different employees by clicking on the employees name field or scroll through employees by clicking on the forward or backwards arrow displayed below.

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source	
2/27/2017	5:00PM	Add Comm...						Out Punch	Correct Mi...	3/09/2017	4:34PM (G...	supervisor...	Timecard E...
2/27/2017	5:00PM	Add Punch						Out Punch	Correct Mi...	3/09/2017	4:34PM (G...	supervisor...	Timecard E...
2/27/2017	8:00AM	Add Punch				PPSM_No...		In Punch		3/09/2017	4:34PM (G...	supervisor...	Timecard E...

**Note: If you hover your mouse over any of the fields, you will see the full field displayed.**

**Date:** Associated Timecard Date

**Time:** The time you started or ended your shift

**Type:** The type of edit that was made

**Account:** If a special job or friendly name was used

**Pay code:** The type of pay code used to categorize leave taken

**Amount:** Amount of hours associated with the Pay code used for leave taken

**Work Rule:** Will notate a work rule transfer

**Override:** This field indicates that the time was an in punch or and out punch

**Comment:** Comments can be inserted by timekeepers or supervisors only

**Edit Date:** This is the date the timecard was edited

**User:** This field indicates who made the edit to the timecard

**Data Source:** Timecard Editor

