

CalTime: Manage My Department Default CalTime Page

The **Manage My Department** Tab will immediately open after logging into CalTime and is your default page. It will enable you select a pay period, review any errors for your staff (for the prior pay period that just closed) and enable you to approve timecards. The Manage My Department tab is most useful on the supervisor approval day (Monday). You will be prompted to **Select a Pay period** for Approvals. In addition, there is a **HyperFind** field to select your employee population.

Your own timecard information can be found by clicking on the **Workspaces** drop down arrow and clicking on **My Information**.

To the right of the Timecard Approval window is a blue panel which has the following options (each will be reviewed in detail later in this guide):

Audits: Log of any edits made to the employees timecards

Reports: Enables you to run the a report of your employees time and/or leave accruals

Schedules: Enables you to setup or modify a schedule for your employee

Timecards: Enables you to immediately view your employee's timecard

Exceptions: View a list of employees that currently have errors on their timecard such as missed punches

Genies: Opens a window displaying a summary of hours by pay type, missed punches, and approvals for your employees

If you click on the question mark, a pane will appear with brief instructions on what steps you need to take.

Select the time period of employees to approve. If approving on the last day of the pay cycle, select Current Pay Period. If approving on the Monday after the end of the pay period, select Previous Pay Period. If approving Exempt employees, change the Hyperfind to All Exempt Home. Remember to SAVE all changes.

SELECT PAY PERIOD FOR APPROVAL

1. Select the applicable Time Period and Hyperfind
2. Click Next

Manage My Department

Timecard Approval

Select Pay Period for Approvals

Time Period: Current Pay Period

HyperFind: All Non-Ex Home and Trans.In

Save

Next

CLEAR EXCEPTION ERRORS

1. A list of employees will appear, the number of errors will appear under Missed Punched Errors, Canceled Meal Breaks and/or Scheduling errors. You can click on the yellow labeled Details field directly above the exceptions column. A list of timecard errors will appear per employee.

Manage My Department

Timecard Approval

Current Pay Period | All Non-Ex Home and

Details

Name	Missed Punch Errors	Canceled Meal Bre...	Schedule Errors	Total
Park, Marvin	1			1
Copeland, Bob	1			1
Jason, Kia				0

3. The employees missed punch will appear. You simply correct the error here (i.e. enter the missed punch time) or if you would like to look at the employees timecard, you can click on View timecard and correct the error on the employees timecard. If you click on view timecard a new tab will open so that you can navigate between the timecard and the Manage My Department tab.
4. You may click in the red field and insert the correct time. Click Save at the top right. Once you save, the error will be removed from the list.
5. Repeat this process until all errors have been corrected and click next to proceed to Approve Timecards

Manage My Department

Timecard Approval

Current Pay Period | All Non-Ex Home and T...

Save Cancel

Summary

Copeland, Bob

View Timecard Show Schedule

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
Sun 3/12			5:00am				

Park, Marvin

View Timecard Show Schedule

Justify Mark as Reviewed Change to Sch... Comment Add Punch Remove

Add Punch

SELECT TIMECARDS FOR APPROVAL

1. Click the Select All Rows icon (selected rows will be highlighted)
2. Click on the **Go To** icon and click on **Timecards**

The screenshot shows the 'Manage My Department' interface. At the top, there's a 'Timecard Approval' section with buttons for 'Prev', 'Select Pay Period for App...', 'Clear Exception Errors', 'Approve Timecards', and 'Clear'. Below this, there are filters for 'Non-Exempt Pay Period Approval', 'Loaded 2:20PM', 'Previous Pay Period', and 'All Non-Ex Home and Tran...'. A toolbar contains icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Approval', 'Refresh', 'Share', and 'Go To'. The 'Select All Rows' and 'Go To' icons are highlighted with red boxes. A dropdown menu is open from the 'Go To' icon, showing options: '28 Selected', 'Previous Pay Period', 'Go to widget', 'Timecards', 'Audits', 'Exceptions', 'Reports', and 'Schedules'. A red arrow points from the 'Go To' icon to the 'Timecards' option.

REVIEW TIMECARD FOR ACCURACY

A **Timecards** new page will open enabling you to review each employee's timecard in detail and easily scroll to the next employee.

1. Remember to verify the employees hours are accurate and ensure the pay codes used appropriately categorize the type of leave.
2. Verify total hours, click on the handle which will open up a drawer feature and display the option to view timecard total hours or accruals

The screenshot shows the 'Timecards' review page. It features a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, Daily, and Period. Below the table, there are 'Totals' and 'Accruals' buttons, both highlighted with a red box. A red arrow points to a 'Handle' icon (a small square with a downward arrow) in the table, which is used to open a drawer for more details. The 'Amount' column for the 'Regular' pay code is circled in red, showing a value of 40.0.

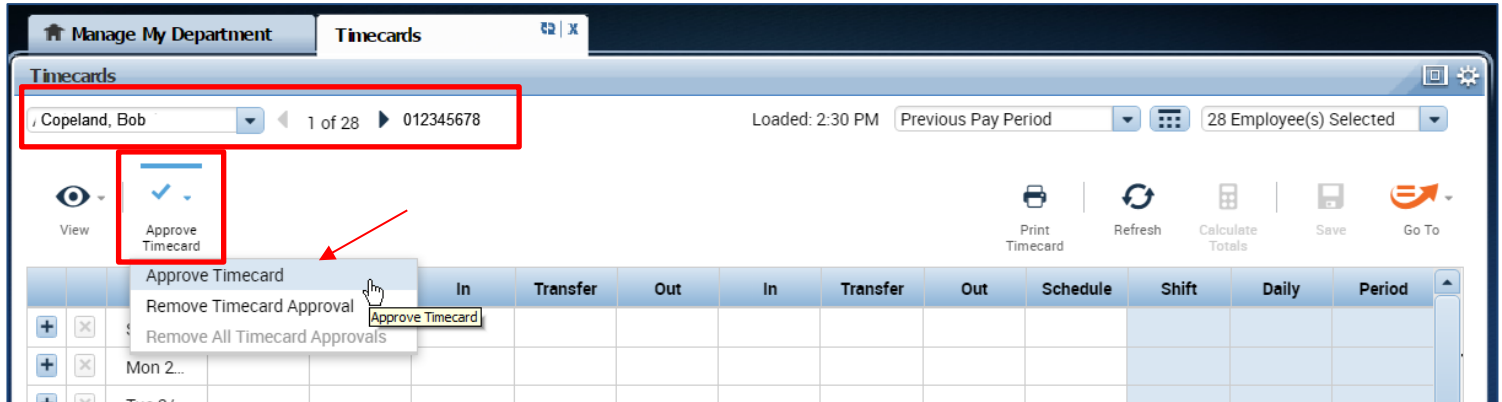
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Sun 2/...												
Mon 2...			8:00AM		5:00PM					8.0	8.0	8.0
Tue 2/...			8:00AM		5:00PM					8.0	8.0	16.0

Account	Pay Code	Amount
DTLAB-4919U-1/-/-/012505427/012550675/-/-	Regular	40.0

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APPROVE TIMECARDS

1. After verifying the timecard is complete and accurate, please proceed to approve the timecard. Employee name is available at the top left, Click on the Approve Timecard icon, Click Approve Timecard once again. To unapprove the timecard, click on Remove Timecard Approval. Once the timecard is approved, the timecard will change colors.

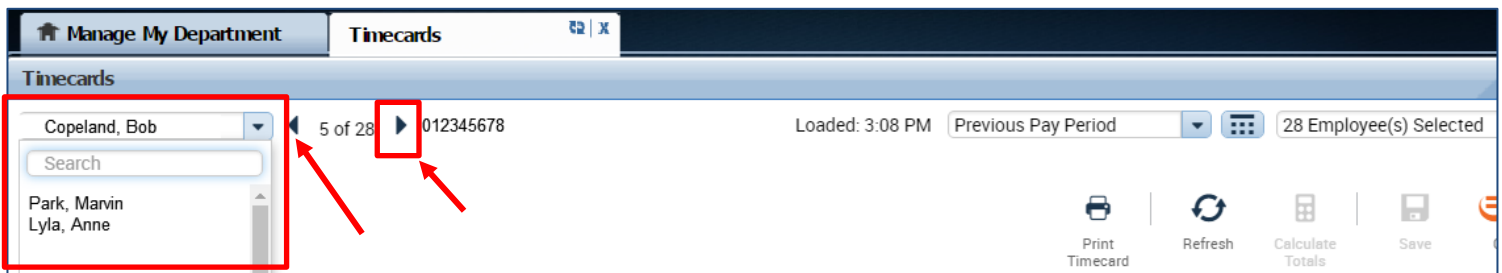


Example of Approved timecard in highlighted color (timecard no longer is displayed with white background)



SCROLL TO NEXT EMPLOYEE AND REPEAT APPROVAL PROCESS

1. To view the next employees, click on Arrow or you may click on the drop down list of employees.



REFRESH AND VIEW UPDATED SUPERVISOR APPROVALS ON MANAGE MY DEPARTMENT TAB

After all employees timecards have been approved, you may click on the Manage My Department Tab and click on Refresh and you will see the column populated with your approval.

1. Click on Manage My Department tab
2. Click Refresh

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The screenshot shows the 'Timecards' interface. At the top, there is a navigation bar with a 'Manage My Department' button highlighted by a red box. Below this is a 'Timecard Approval' header with a 'Prev' button, a 'Select Pay Period for App...' dropdown, a 'Clear Exception Errors' button, an 'Approve Timecards' button, and a 'Clear' button. The main content area shows a table with columns: Pers..., Name, Job H..., T..., M... P..., Empl... Appr..., Spvr ... Multi... Frien..., Spvr ... Single Frien..., HCM Mana..., and several empty columns. The first row of data shows '0125...' in the 'Pers...' column, 'Copeland,' in the 'Name' column, 'DTLAB' in the 'Job H...' column, '4...' in the 'T...' column, 'n/a' in the 'Spvr ... Multi... Frien...' column, and '1' in the 'Spvr ... Single Frien...' column. The '1' is circled in red. Below the table are icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Approval', 'Refresh', 'Share', and 'Go To'.

Pers...	Name	Job H...	T...	M... P...	Empl... Appr...	Spvr ... Multi... Frien...	Spvr ... Single Frien...	HCM Mana...	V...
0125...	Copeland,	DTLAB	4...			n/a	1									