

# CalTime: Editing Employee Time and Pay Codes and Amounts

## EDITING EMPLOYEE TIME

1. Select the correct time period.
2. Select the row for the date you want to add time and enter the 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**.

The screenshot shows the 'Tinecards' interface for 'Copeland, Bob'. The 'Save' button is highlighted with a red box. The table below shows the time entry for Tuesday 2/... with '8:00AM' in the 'In' column and '5:00AM' in the 'Out' column, both highlighted with red boxes.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+ X	Sun 2/...												
+ X	Mon 2...												
+ X	Tue 2/...			8:00AM		5:00AM							
+ X	Wed 3...												
+ X	Thu 3/...												
+ X	Fri 3/0...												

5. Click **Refresh**, the hours for the Shift and Daily Totals will display.

The screenshot shows the 'Tinecards' interface after clicking 'Refresh'. The 'Refresh' button is highlighted with a red box. The table below shows the time entry for Tuesday 2/... with '8:00AM' in the 'In' column and '5:00AM' in the 'Out' column. The 'Shift', 'Daily', and 'Period' columns are now populated with the value '20.0', which are also highlighted with a red box.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+ X	Sun 2/...												
+ X	Mon 2...												
+ X	Tue 2/...			8:00AM		5:00AM					20.0	20.0	20.0

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## Adding and Removing Timecard rows for Multiple Entries in a Day

### Adding and Removing Timecard Rows for Multiple Entries in a Day

The timecard by default only has one row set up for each day of the pay period with two sets of “In” and “Out” boxes for entry. It may be necessary to add rows to a day to accommodate additional entries. For example, the employee may:

- Work on multiple jobs in one day
- Work a partial day and need to enter partial day leave
- Work on multiple projects in a day that must be tracked
- Clock out for lunch (for a 30-minute lunch rather than the employees normal 60-minute lunch)

1. **TO ADD A ROW** Click the Plus symbol and this will open a new row for the same day.  
*In the Example below, the employee worked 8am-12pm and took an hour for lunch. After lunch they went home sick for the rest of the day. To add the sick time, they added a row to their timecard for that same day and selected the Sick Leave Taken Pay Code and entered 4 hours in the Amount column.*
2. **TO REMOVE A ROW** Click the X symbol for the row you wish to delete

Note: Remember to save your change by clicking on the Save Icon which will be highlighted in orange.

The screenshot shows the CalTime Timecards interface for Copeland, Bob. The table displays timecard entries for the period from Sun 2/26 to Wed 3/01. The entry for Tue 2/28 shows a pay code of 'Sick Leave Taken' with an amount of 4.0. The 'Calculate Totals' button in the top right toolbar is highlighted with a red box, and a red arrow points to the plus sign in the first column of the Tue 2/28 row.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+ X	Sun 2/26												
+ X	Mon 2/27												
+ X	Tue 2/28			8:00AM		1:00PM					20.0	20.0	20.0
+ X		Sick Leave Taken	4.0										
+ X	Wed 3/01												20.0

## Editing Pay Codes and Amounts (i.e. Recording Leave Taken)

1. Access the employees Timecard
2. Ensure that you are in the correct pay period.
3. Click on the Pay Code drop list arrow for the day you wish to enter leave.  
Note: You can expand columns by holding down the left button on your mouse while clicking on the pay code column line to make the column wider
4. From the dropdown list, select the pay code that categorizes the time you worked or leave you wish to report.

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The screenshot shows the CalTime Tinecards interface for employee Copeland, Bob. A dropdown menu is open for the 'Pay Code' column on the row for Tuesday, 2/28. The menu lists several options: 'Please Choose:', 'Vacation Leave Taken', 'Sick Leave Taken', 'PTO Taken', 'Administrative Leave with Alternate Holiday Taken', 'Bereavement-Sick Leave', 'Callback Worked', 'Call In', and 'Charge Nurse Diff'. The 'Sick Leave Taken' option is highlighted in orange. The 'Amount' column for this row contains the value '4.0'. The interface also shows a 'Loaded: 2:46 PM' status and a 'Current Pay Period' dropdown menu.

## 5. Record Hours

### Acceptable Formats for Entering Pay Code Amounts

Acceptable Format	Example	Interpretation by CalTime
Leading zeros (optional)	07	7 hours
	08:30 (8 hours, 30 minutes)	8.5 hours
Colon	7:30	7.5 hours
Decimal	8.5	8.5 hours

## 6. Click Save

In this example below, the employee entered sick leave. On Tuesday, the employee worked until 1pm and then went home sick for the rest of the day. To account for the sick leave, the pay code Sick Leave Taken and four hours was recorded.

## 7. To change the pay code or amount, go to the applicable row on the timecard corresponding to the date you wish to adjust and select a different pay code and enter the correct hours in the Amount column. Click the Save icon highlighted in Orange.

The screenshot shows the CalTime Tinecards interface for employee Copeland, Bob. The 'Save' button in the top right toolbar is highlighted with a red box. The 'Pay Code' column for the row corresponding to Tuesday, 2/28, is highlighted with a red box and contains the value 'Sick Leave Taken'. The 'Amount' column for this row contains the value '4.0'. The interface also shows a 'Loaded: 2:46 PM' status and a 'Current Pay Period' dropdown menu.

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## Deleting Pay Codes

1. Go to the Pay row for the applicable day of the week. Click on the **X** icon and the hours for that day will be removed.
2. To edit the amount of hours, simply click on the cell and change the hours. You may also edit the pay code by clicking in the cell under the pay code column and selecting a different pay code.
3. Click the **“Save”** icon at top right of timecard.

The screenshot shows the CalTime Timecards interface for Copeland, Bob. The interface includes a header with 'Manage My Department' and 'Timecards' tabs. Below the header, there are navigation and action buttons: View, Approve Timecard, Print Timecard, Refresh, Calculate Totals, Save (highlighted in red), and Go To. The main area contains a table with the following data:

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+ X	Sun 2/26												
+ X	Mon 2/27												
+ X	Tue 2/28			8:00AM		1:00PM					20.0	20.0	20.0
+ X		Sick Leave Taken	4.0										
+ X	Wed 3/01												20.0