# CalTime: How to view and print employee timecards

HOW TO VIEW AN EMPLOYEES TIMECARD

If you want to view an individual employee timecard, you can always click on the name of the employee if you are viewing a list of employees in CalTime. Otherwise, the easiest way to access an individual timecard is to do the following:

1. Click on Timecards in blue panel on the right of CalTime (a new page will open labeled **Timecards**)
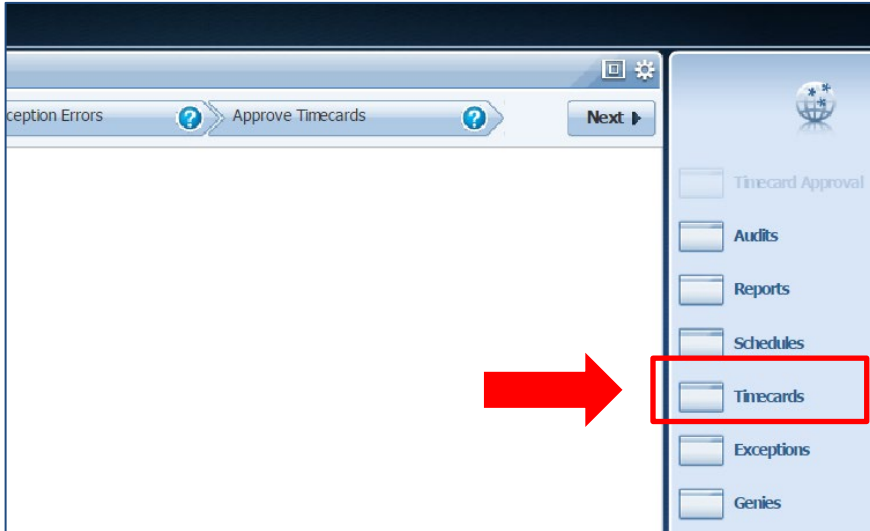
2. Click on Drop down field of names and click on applicable employee. The employee's timecard will open. You can select the pay period at the right of the timecard or select a range of dates by clicking on the calendar icon.
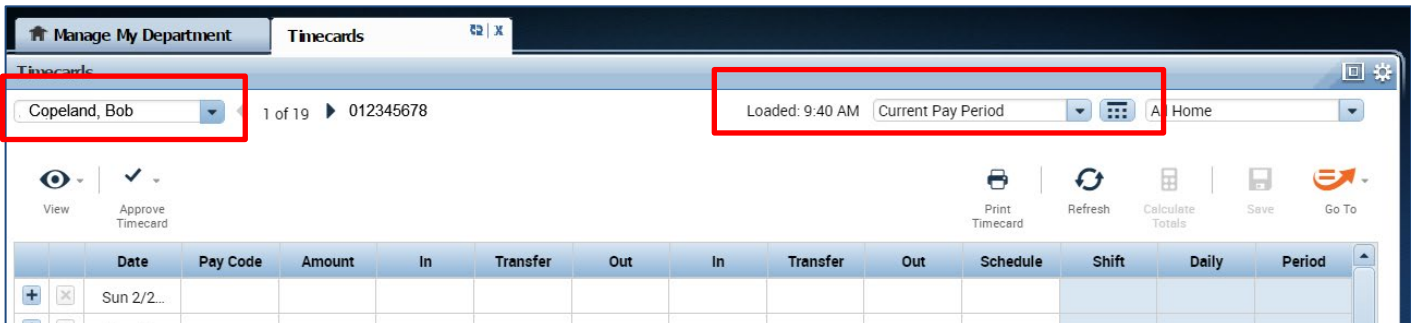

3. To view your employees Timecard Totals and Accruals. Click on the handle that appears at the bottom of the timecard

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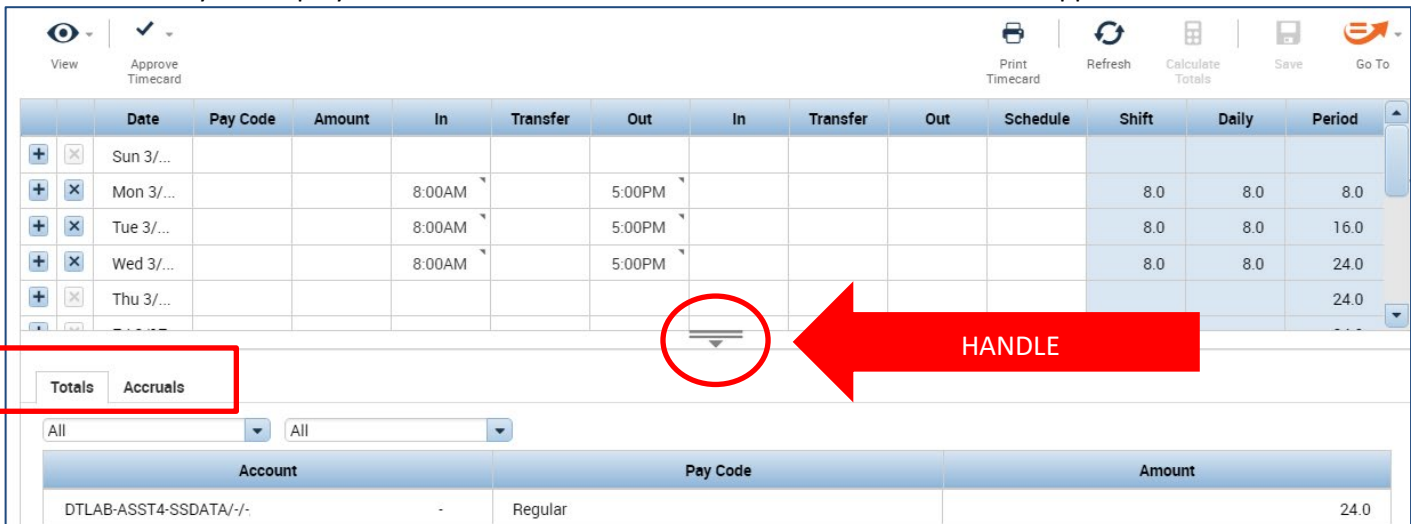
PRINT A COPY OF THE TIMECARD

1. On Timecards page, select the period of time you would like to print at the top right of your timecard. A calendar icon is available if you would like to select a range of dates.
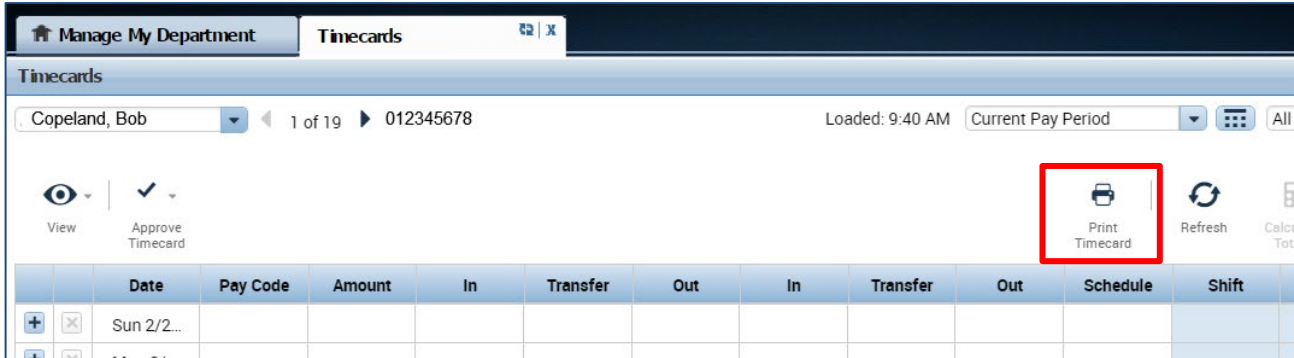
2. Click the **Print Timecard** icon. A new page will open with your timecard to print to your local print

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Non-exempt, Employee		133133133			**Current Pay Period**							
Sun 2/26												
Mon 2/27			8:00AM		5:00PM					8.0	8.0	8.0
Tue 2/28			8:00AM		5:00PM					8.0	8.0	16.0
Wed 3/01			8:00AM		5:00PM					8.0	8.0	24.0
Thu 3/02			8:00AM		5:00PM					8.0	8.0	32.0
Fri 3/03			8:00AM		5:00PM					8.0	8.0	40.0
Sat 3/04												40.0
Sun 3/05												40.0
Mon 3/06			8:00AM		5:00PM					8.0	8.0	48.0