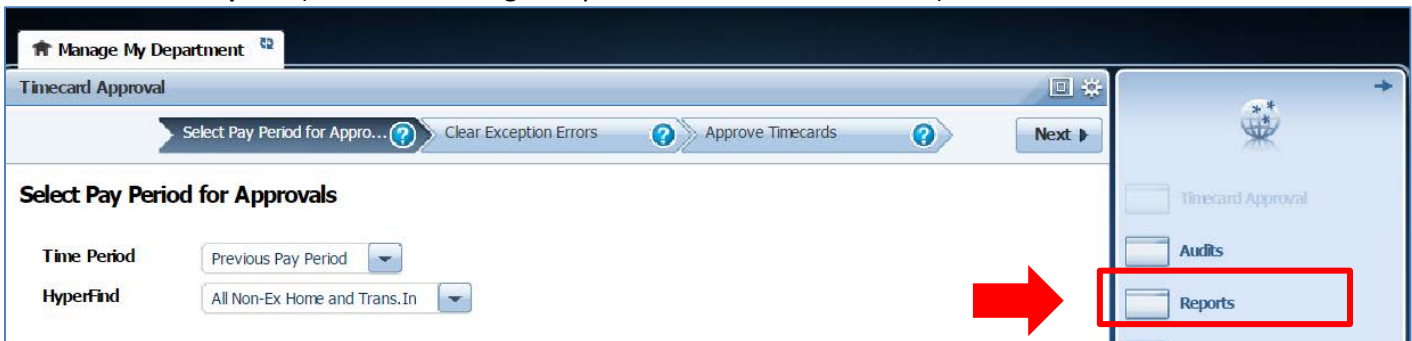


# CalTime: Time Detail Report

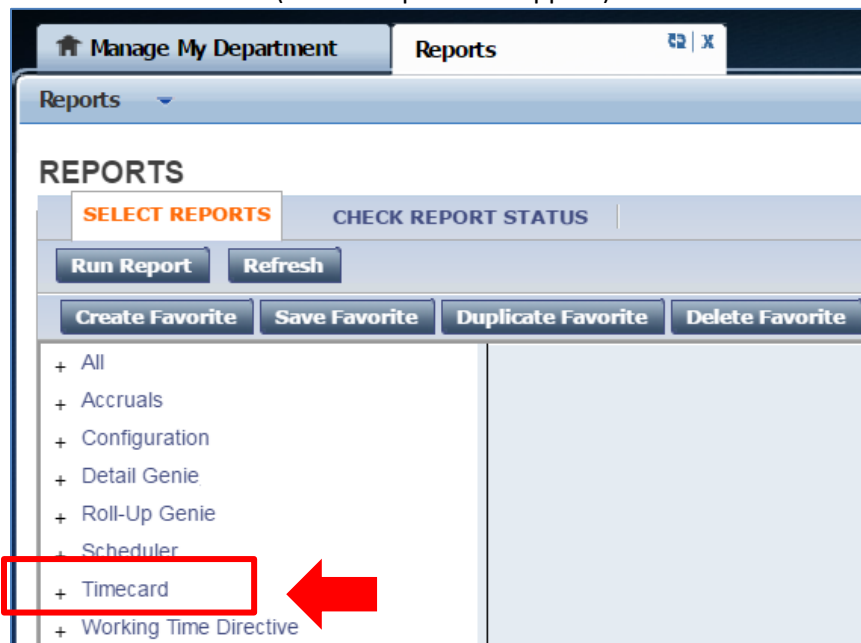
The Time Detail Report shows the time and leave entered into the employee's timecard for a specified period of time. In addition, the report will show totals for overtime, comp time, shift differential, etc. Employees may consider producing the time detail report if they would like a summary of hours for the more than one biweekly pay period (i.e. the last three biweekly pay periods, three months).

## ACCESS AND PRODUCE TIME DETAIL REPORT

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

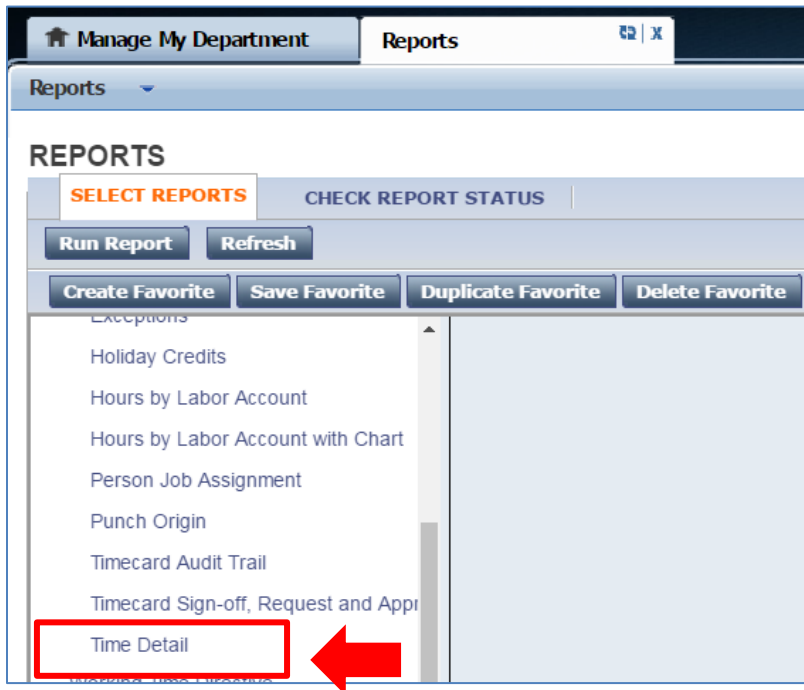


2. Click on **Timecard** (a list of reports will appear)

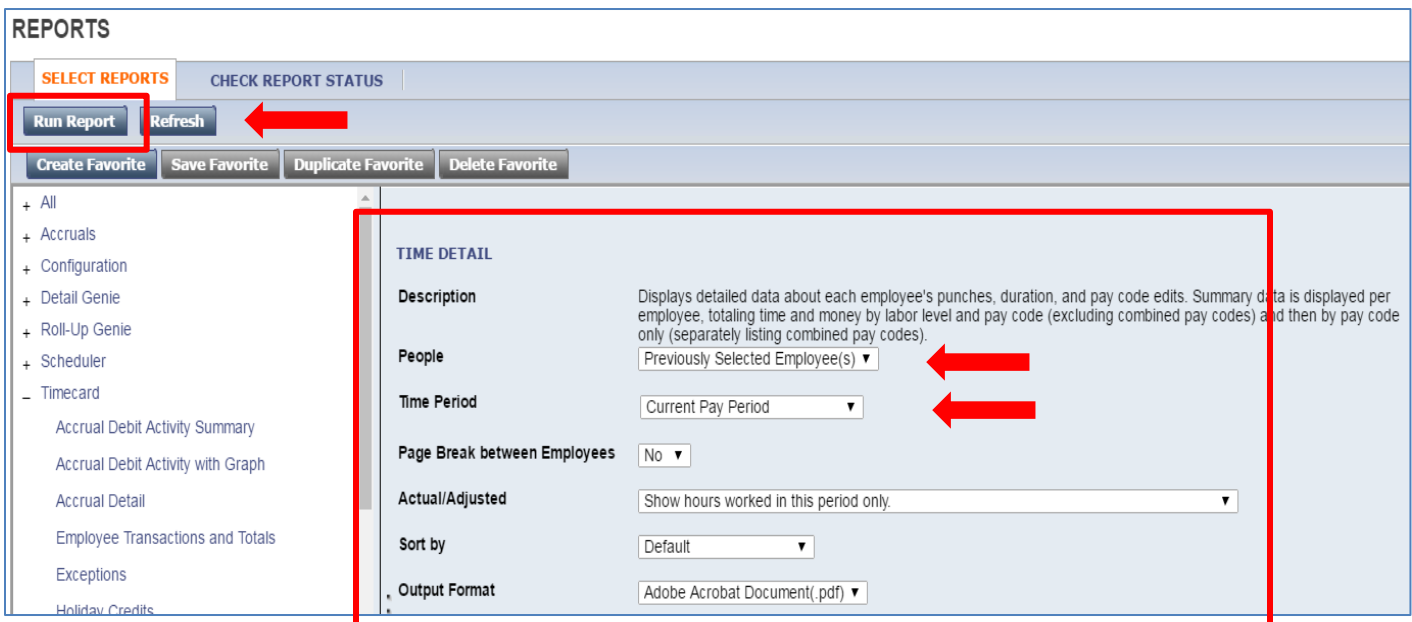


# CalTime: Time Detail Report

3. Click on **Time Detail**



4. The **People** field, has a list of options such as Previously Selected Employees (click drop down for additional options).
5. Select **Time Period** by clicking on the drop down arrow. You have several options including selecting a range of dates.
6. Click on **Run Report**. A new screen will open.



# CalTime: Time Detail Report

7. The report Status Column will show as waiting. When the Status changes to Complete, you may click on View Report.

## REPORTS

SELECT REPORTS		CHECK REPORT STATUS				
View Report		Refresh Status		Delete		
Name		Search				
Report Name	Format	Date In	Date Done	Status	Output	User
Time Detail	pdf	3/15/2017 11:28AM		Waiting	Screen	supervisor
Time Detail	pdf	3/15/2017 11:26AM	3/15/2017 11:27AM	Complete	Screen	supervisor

8. The report will open as a PDF and is displayed below.

Time Detail						Data Up to Date: 3/15/2017 11:27:15 AM					
Time Period:		Current Pay Period				Executed on:		3/15/2017 11:26AM GMT-07:00			
Query:		Previously Selected Employee(s)				Printed for:		supervisor			
Actual/Adjusted:		Show hours worked in this period only.				Insert Page Break After Each Employee:		No			
Employee: Copeland, Bob		ID: 012345678		Time Zone: Pacific		Status: Active		Status Date: 7/20/2015		Pay Rule: PPSM_NonEx_OTP Day 60d	
Primary Account		Start		End		DTLAB-ASST4-SSDATA/-/0		8/28/2016		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>							
3/13/2017		8:00:00 AM		5:00:00 PM						8.00	8.00
3/14/2017		8:00:00 AM		5:00:00 PM						8.00	16.00
3/15/2017		8:00:00 AM		5:00:00 PM						8.00	24.00
Labor Account Summary		Pay Code		Hours		Money		Days			
DTLAB-ASST4-SSDATA/		C-Holiday Lookback		24.00							
		C-Total Hours		24.00							
		Regular		24.00							
Combined Pay Code Summary		Pay Code		Hours		Money		Days			
		C-Holiday Lookback		24.00							
		C-Total Hours		24.00							
Totals:				48.00		\$0.00		0.00			
Pay Code Summary		Pay Code		Hours		Money		Days			
		Regular		24.00							
Totals:				24.00		\$0.00		0.00			