CalTime: Icons and Descriptions

CalTime has several quick link icons to access different timekeeping functionality. Below is an example of how the icon will appear and the associated description.

Approve Timecard	Approve Timecard Remove Timecard Approval
Print Timecard	Opens Printer friendly version of timecard
Refresh	Refreshes timecard after timecard has been saved
Save	Saves your edit or timecard action
	Allows you to select a range of dates by entering a Start Date and an End Date.
	This handle appears at the bottom of your timecard. If you click on the handle, you may view your hour Totals and leave Accruals
Calculate Totals	Calculate the total hours adjusted on your timecard prior to saving. These hours will appear in the Totals section at the bottom of your timecard
Record Timestamp	The My Timestamp section and Record Timestamp button only appears for RealTime employees that use a computer and must record time at the beginning and end of their shift.
Go To	Access the following pages: Timecards, Audits, Exceptions, Reports, Schedules, Management my department, My information
Share	Provides the option to Print, Export to Excel or Export to CSV.
Select All Rows	Selects all employees and highlights the list in blue if you need to perform an action that applies to more than one employee.

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Column Selection	This provides a drop down list of columns. You can uncheck the check box to remove that column from your view.
Filter	Allows you to quickly filter your list of employees by entering an employee ID or entering the partial or full name of the employee
Timekeeping	A list will appear providing the option to Add Punch, Delete Punch, Add Pay Code, or Delete Pay Code. A new window will appear prompting you to select a date and decide on what action to take.
View	This icon does not apply to Berkeley. Please do not attempt to use it.
Quick Actions	Displayed on Schedules page. Provide quick actions to choose from pertaining schedules such as Assign, Unassign, Insert Shift Template, Pay code, Copy/Paste, Delete, Swap. Click on Quick Action to display options and click on Quick Action again to consolidation options that appear.
View	Pertains to Schedule Page and allows you to view by Employee, By Schedule Group, By employment Terms
Visibility Filter	Pertains to Schedules page: Provides a list of items to filter from such as Shift Time, Shift Label, Pay Code Name, Pay Code Short Name etc.
Gantt View	Pertains to schedules and provides a different employee view of schedules which includes a bar at the top that displayed not only the day of the week and date but also scheduled times.
Tools	This icon does not apply to Berkeley. Please do not attempt to use it.
Engines	This icon does not apply to Berkeley. Please do not attempt to use it.