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. Insert the employee ID or Name in the **QuickFind** field

![QuickFind field](image)

2. 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.

![Calendar icon](image)

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

![Handle](image)
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.