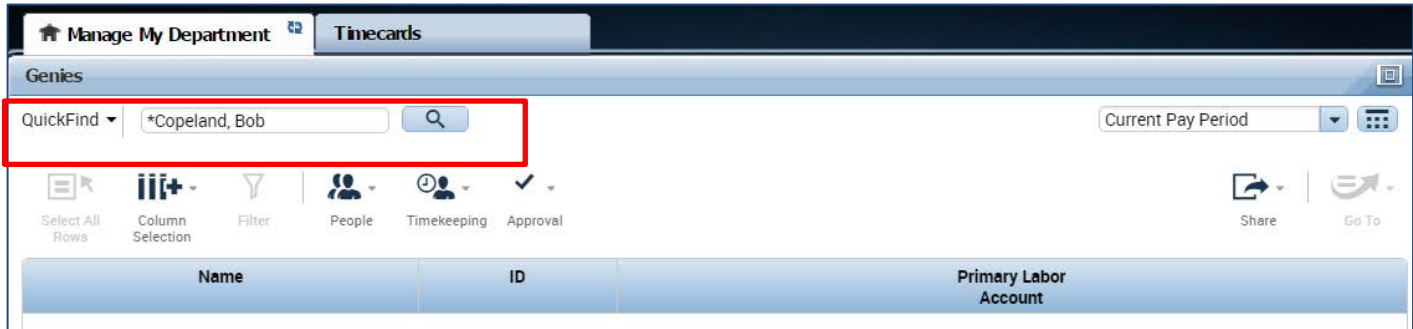


CalTime: How to view and print employee timecards

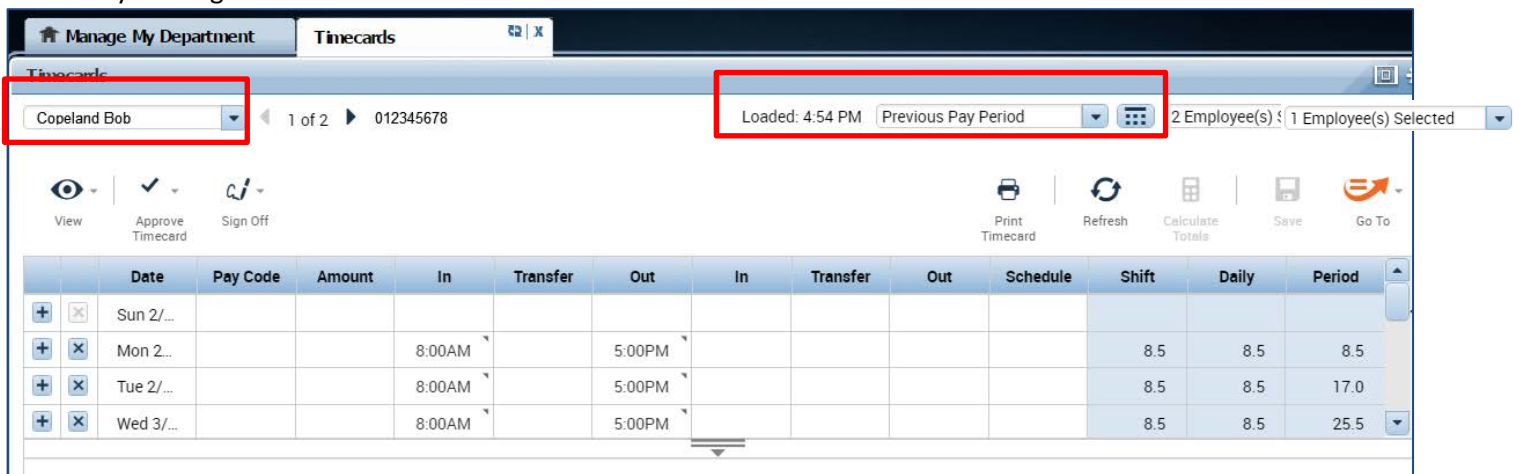
HOW TO VIEW AN EMPLOYEES TIMECARD

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:

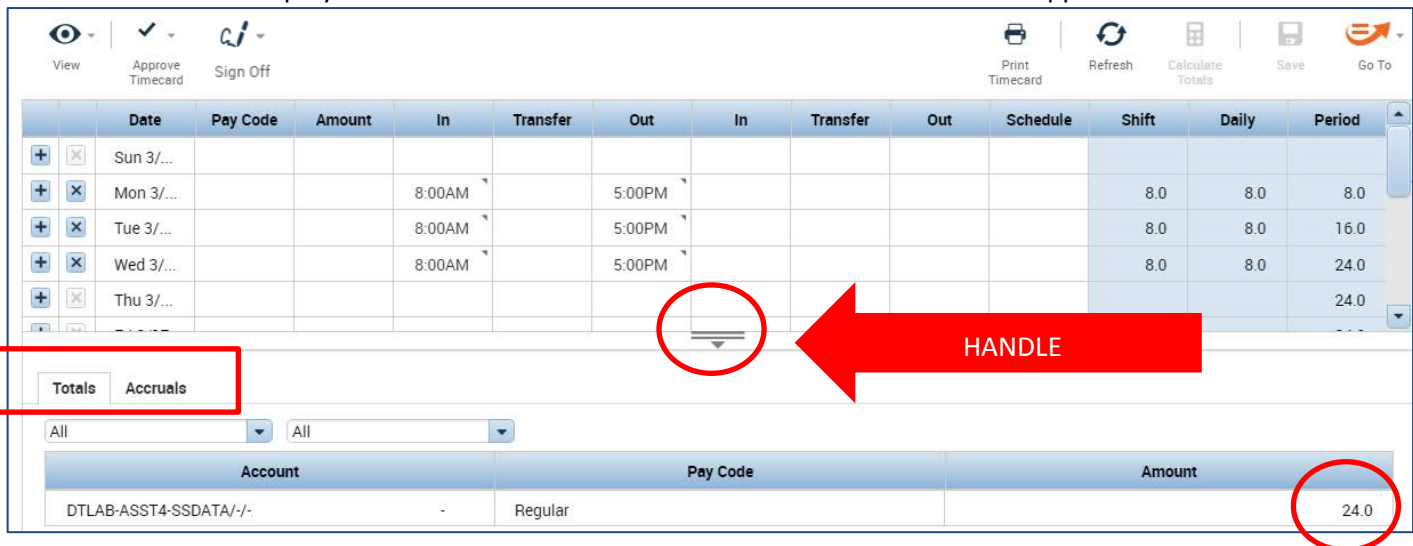
1. Insert the employee ID or Name in the **QuickFind** field



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.



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



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

| Non-exempt, Employee | | | 133133133 | | | Current Pay Period | | | | | | |
|----------------------|----------|--------|-----------|----------|--------|--------------------|----------|-----|----------|-------|-------|--------|
| Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Schedule | Shift | Daily | 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 |