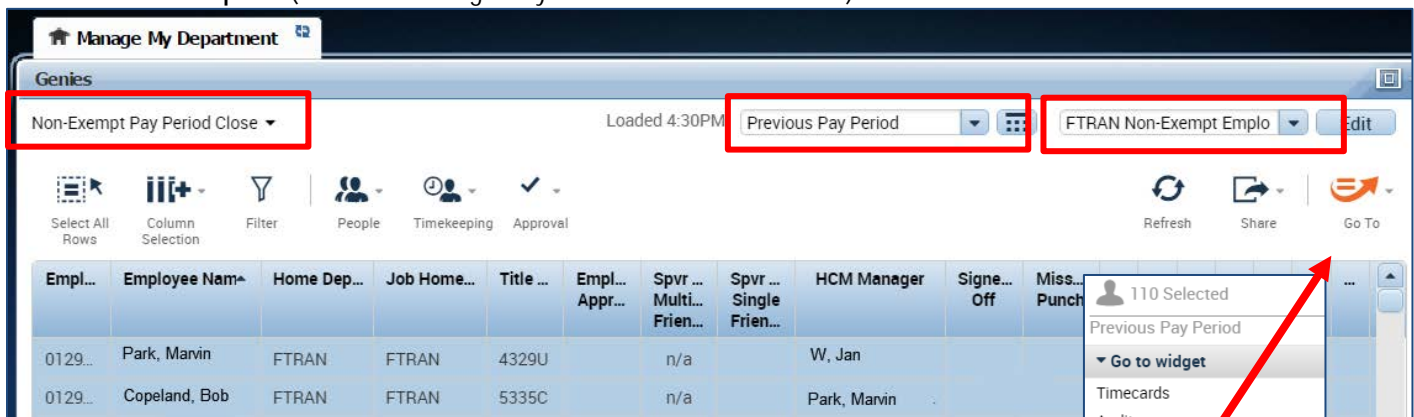


CalTime: Time Detail Report

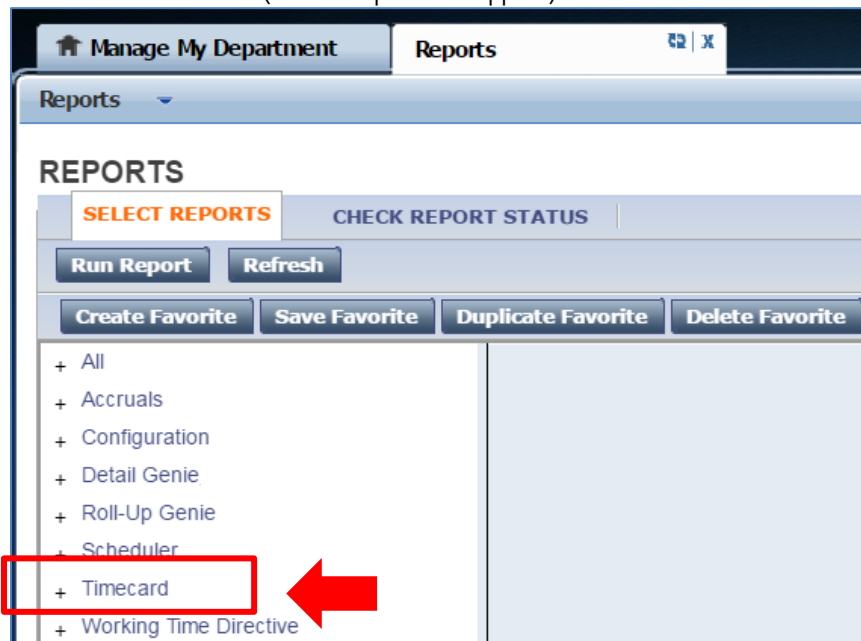
The Time Detail Report shows the time and leave entered into the employee's timecard for a specified period of time. In addition, the report will show totals for overtime, comp time, shift differential, etc. Timekeepers may consider producing the time detail report if they would like a summary of hours 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. To access Reports from the Manage My Department (Default tab), select the applicable genie (at the top left) by clicking the drop down arrow or insert the name or employee id in the quickfind field.
2. Click on the applicable pay period and the select the hyperfind at the top right.
3. Click on the Go To icon and select Reports
4. Click on Reports (located on the right of your timecard in blue tool bar)

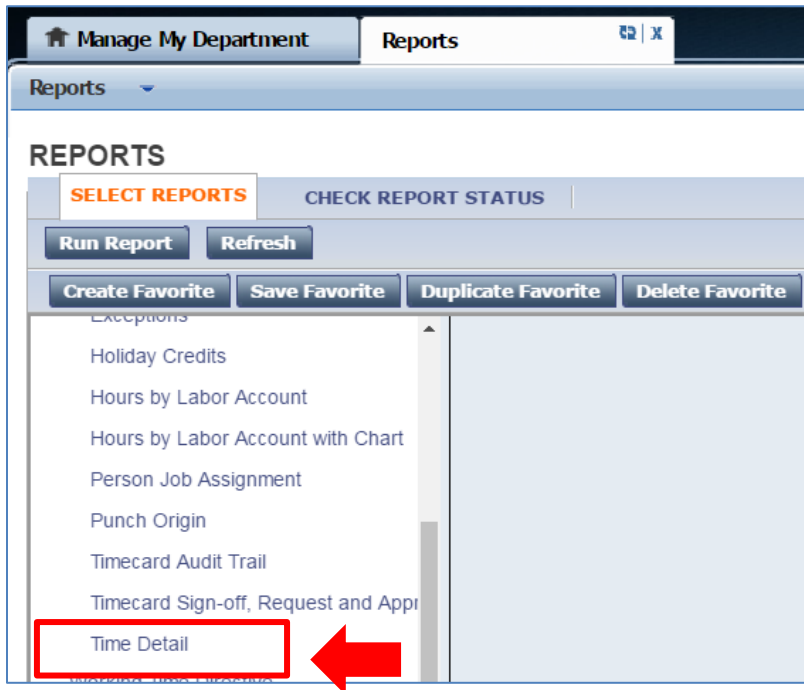


5. Click on Timecard (a list of reports will appear)

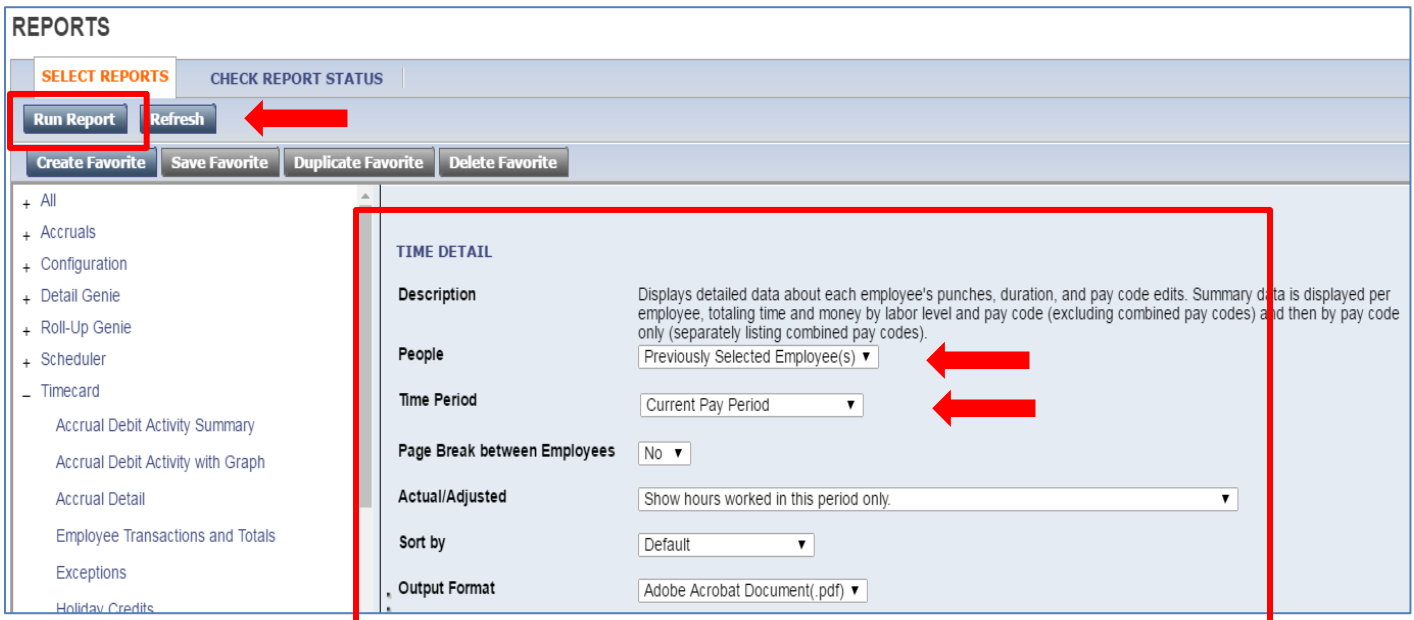


CalTime: Time Detail Report

6. Click on Time Detail



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



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

CalTime: Time Detail Report

REPORTS

SELECT REPORTS		CHECK REPORT STATUS				
View Report	Refresh Status	Delete				
Name <input type="text"/>	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

11. 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