

Access Your Timecard	I
To access your timecard, click the My Timecard link.	Training Log Off Change Password Help My Information + My Timecard + My Reports

Enter Time

 Ensure Time Period is correct. Enter shift start time. 	< Home TIMECARD 4 1 Person & Id Cross001, Katie (009905001) Time Period Current Pay Period ÷ 6/22/2014 - 7/05/2014
3. Enter shift end time.	Save Approve Comments> Primary Account Totals Summary Refresh
 4. "TIMECARD" appears in orange, indicating your entries have not been saved. 5. Click Save. 	Add Date Pay Code Amount In Transfer Out No Sun 6/22 : <td< td=""></td<>
6. After saving, the word "TIMECARD" changes from orange to black.	TIMECARD Person & Id Cross001, Katie (009905001) Time Period Current Pay Period 6/22/2014 - 7/05/2014 Timecard successfully saved on: 6/24/2014 11:39AM 7 8 Save Approve Comments -> Primary Account Totals Summary Refresh
 7. CalTime indicates your entries have been successfully saved. 8. Your hours for the Shift and Daily display in the far right column. 	Add Date Pay Code Amount In Transfer Out Not Sun 6/22 2



Non-Exempt Employee Frequent Activities – Anytime PC

Enter Leave				
 Ensure Time Period is correct. Click the Pay Code drop list for the day you wish to enter leave. 	TIMECARD 1 Save Approve Comments → Primary A Add Date Pay Code Sun 6/08 ÷ Mon 6/09 ÷ Tue 6/10 ÷	Person & Id Cross001, Katie (00990 Time Period Current Pay Period	5001)	tt No Totals Meal Shift Daily
 From the drop list, select the Pay Code for the leave you wish to report. 	* TIMECARD Save Approve Comments → Primary Action Add Date Pay Code Sun 6/08 ÷ Mon 6/09 ✓ Alternate Holiday Taken Bereavement-Sick Leave Taken Wed 6/11 FILA-Sick FILA-Sick FILA-Sick FIG/13 Leave without Pay Military Leave Paid	Person & Id Cross001, Katie (009905 Time Period Current Pay Period	5001)	No Meal Strift Daily
	Sun 6/15 Professional Development PTO Taken Mon 6/16 Sick Leave Taken Union Business Leave Vacation Leave Taken Wed 6/18 Workers' Comp-Sick Workers' Comp-Sick Workers' Comp-Vacation Thu 6/19 Project Tracking Hours Worked			
 Enter number of leave hours in the amount field. 	TIMECARD 5	Person & Id Cross001, Katie (009903	5001) ÷ 6/08/2014 - 6/21/2014	
5. " TIMECARD " appears in orange, indicating your entries have not been saved.	Save Approve Comments → Primary Average Add Row Date Pay Code Sun 6/08 ÷ Mon 6/09 Vacation Leave Taken Tue 6/10 ÷	Totals Summary Refr Amount In 8.0 4	csh Transfer Ou Q (Q (t No Totals Meal Shift Daily



Non-Exempt Employee Frequent Activities – Anytime PC

Enter Leave

6. Click Save.	TIMECARD 7	Person & Id C Time Period	Cross001, Katie (009905001) Current Pay Period	÷) 6/08/2014 - 6/21/
 7. After saving, "TIMECARD" changes from orange to black. 	Timecard successfully save	ed on: 6/18/2014 4:22PM 8 ments -=> Primary Account Totals	Summary Refresh	Transfer
8. CalTime indicates your entries have been	Row Date Ex Sun 6/08 Ex Mon 6/09 Vacation	Pay Code Amount + Leave Taken 8:00		
successfully saved.	Tue 6/10	<u> </u>		Q

Approve Your Timecard

Follow the steps below to approve your timecard upon completing your last shift before the end of the biweekly pay period.

1 Ensure Time Period	TIMEC	CARD		Person & Id Cross001, Katie (00	9905001)					
is correct.		2	1	Time Period Previous Pay Period \$ 6/22/2014 - 7/05/2014						
	Save	Approve	Comments → Primary Accou	nt Totals Summary R	efresh					
Review your timecard to	Add Row	Date	Pay Code	Amount In	Transfer	Out	No Meal	T Shift	Totals Daily	
ensure that it is	±,	Sun 6/22	\$		٩					
complete and make any		Mon 6/23	\$	8:00AM	٩	4:30PM	۷	8:30	8:30	
necessary corrections.	±,	Tue 6/24	\$	8:00AM	٩	4:30PM		8:00		
	±,	Tue 6/24	\$	7:00PM	٩	10:00PM		3:00	11:00	
2. If the timecard is	±	Wed 6/25	\$	3:00PM	;KB_NonEx_OTP 08 Eve	11:30PM		8:00	8:00	
complete and accurate click the Approve button.	",	Thu 6/26	\$	8:00AM	٩	4:30PM		8:00	8:00	
	⇒	Fri 6/27	\$	8:00AM	Q	4:30PM		8:00	8:00	
	",	Sat 6/28	\$		٩					
	⇒	Sun 6/29	\$		۹.					
	⇒	Mon 6/30	\$	8:00AM	٩	4:30PM		8:00	8:00	
	±	Tue 7/01	\$	8:00AM	۹.	4:30PM		8:00	8:00	
	t,	Wed 7/02	\$	8:00AM	Q	4:30PM		8:00	8:00	



Non-Exempt Employee Frequent Activities – Anytime PC

Approve Your Timeca	ard										
	TIME	TIMECARD Person & Id Cross001, Katie (009905001)									
3 CalTime indicates		Time Period Previous Pay Period + 6/22/2014 - 7/05/2014									
your approval.	Approva	Approvals: Timecard Approval by Employee (kcross001): 7/05/2014									
	Save	Remove Ap	proval Commen	ts _→ Primary	Account Total	s Summary Refresh	1			-	
	Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Shift	Daily	
		Sun 6/22									
		Mon 6/23			8:00AM		4:30PM	¥	8:30	8:30	
		Tue 6/24			8:00AM		4:30PM		8:00		
		Tue 6/24			7:00PM		10:00PM		3:00	11:00	
		Wed 6/25			3:00PM	;KB_NonEx_OTP 08 Eve 30d	11:30PM		8:00	8:00	
		Thu 6/26			8:00AM		4:30PM		8:00	8:00	
		Fri 6/27			8:00AM		4:30PM		8:00	8:00	
		Sat 6/28									
		Sun 6/29									
		Mon 6/30			8:00AM		4:30PM		8:00	8:00	
		Tue 7/01			8:00AM		4:30PM		8:00	8:00	
		Wed 7/02			8:00AM		4:30PM		8:00	8:00	

<u>NOTE</u>: Timecard due dates can be found at <u>http://caltime.berkeley.edu/timecard-due-dates</u>