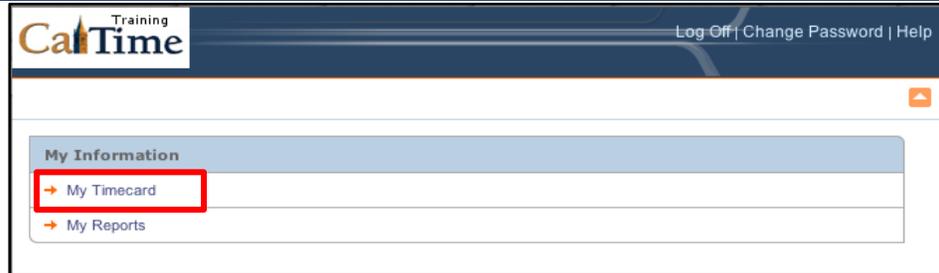


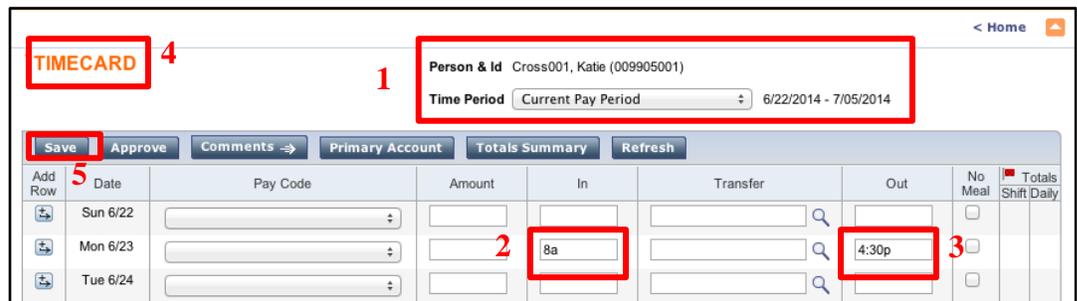
### Access Your Timecard

To access your timecard, click the **My Timecard** link.

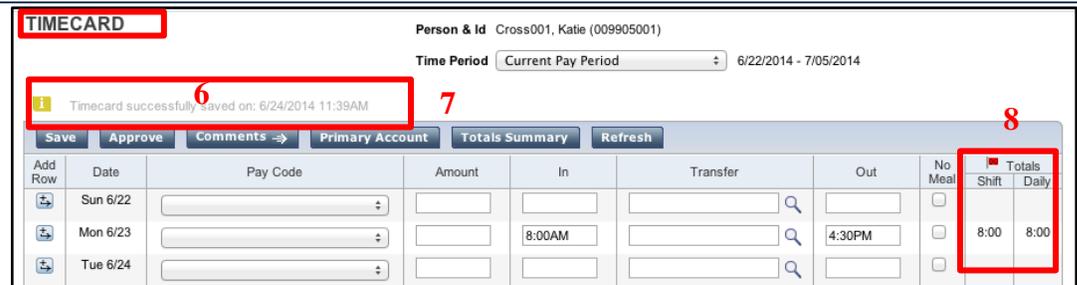


### Enter Time

1. Ensure **Time Period** is correct.
2. Enter shift start time.
3. Enter shift end time.
4. **"TIMECARD"** appears in orange, indicating your entries have not been saved.
5. Click **Save**.



6. After saving, the word **"TIMECARD"** changes from orange to black.
7. CalTime indicates your entries have been successfully saved.
8. Your hours for the **Shift** and **Daily** display in the far right column.



**Note:** If you work an 8-hour day, your shift and daily total will reflect 8 hours (after lunch is deducted).

**Enter Leave**

1. Ensure **Time Period** is correct.
2. Click the **Pay Code** drop list for the day you wish to enter leave.

**TIMECARD** 1 **Person & Id** Cross001, Katie (009905001)  
**Time Period** Current Pay Period 6/08/2014 - 6/21/2014

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Totals Shift Daily
	Sun 6/08						<input type="checkbox"/>	
	Mon 6/09						<input type="checkbox"/>	
	Tue 6/10						<input type="checkbox"/>	

3. From the drop list, select the **Pay Code** for the leave you wish to report.

**TIMECARD** Person & Id Cross001, Katie (009905001)  
**Time Period** Current Pay Period 6/08/2014 - 6/21/2014

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Totals Shift Daily	
	Sun 6/08						<input type="checkbox"/>		
	Mon 6/09						<input type="checkbox"/>		
	Tue 6/10	<ul style="list-style-type: none"> <li>✓ Alternate Holiday Taken</li> <li>Bereavement-Sick Leave Taken</li> <li>ERIT-Empl. Reduction in Time</li> <li>FMLA-Sick</li> <li>FMLA-Vacation</li> <li>Jury Duty</li> <li>Leave without Pay</li> <li>Military Leave Not Paid</li> <li>Military Leave Paid</li> <li>Professional Development</li> <li>PTO Taken</li> <li>Sick Leave Taken</li> <li>Union Business Leave</li> <li>Vacation Leave Taken</li> <li>Workers' Comp-Sick</li> <li>Workers' Comp-Vacation</li> <li>Project Tracking</li> <li>Hours Worked</li> </ul>						<input type="checkbox"/>	
	Wed 6/11						<input type="checkbox"/>		
	Thu 6/12						<input type="checkbox"/>		
	Fri 6/13						<input type="checkbox"/>		
	Sat 6/14						<input type="checkbox"/>		
	Sun 6/15						<input type="checkbox"/>		
	Mon 6/16						<input type="checkbox"/>		
	Tue 6/17						<input type="checkbox"/>		
	Wed 6/18						<input type="checkbox"/>		
	Thu 6/19						<input type="checkbox"/>		
	Fri 6/20						<input type="checkbox"/>		

4. Enter number of leave hours in the amount field.
5. "TIMECARD" appears in orange, indicating your entries have not been saved.

**TIMECARD** 5 **Person & Id** Cross001, Katie (009905001)  
**Time Period** Current Pay Period 6/08/2014 - 6/21/2014

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Totals Shift Daily
	Sun 6/08						<input type="checkbox"/>	
	Mon 6/09	Vacation Leave Taken	8.0				<input type="checkbox"/>	
	Tue 6/10						<input type="checkbox"/>	

**Enter Leave**

6. Click **Save**.

7. After saving, **"TIMECARD"** changes from orange to black.

8. CalTime indicates your entries have been successfully saved.

**TIMECARD** 7

Person & Id Cross001, Katie (009905001)

Time Period Current Pay Period 6/08/2014 - 6/21/2014

Timecard successfully saved on: 6/18/2014 4:22PM 8

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer
	Sun 6/08				
	Mon 6/09	Vacation Leave Taken	8:00		
	Tue 6/10				

**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** is correct.

Review your timecard to ensure that it is complete and make any necessary corrections.

2. If the timecard is complete and accurate click the **Approve** button.

**TIMECARD** 2

Person & Id Cross001, Katie (009905001)

Time Period Previous Pay Period 6/22/2014 - 7/05/2014 1

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Totals Shift	Totals Daily
	Sun 6/22						<input type="checkbox"/>		
	Mon 6/23			8:00AM		4:30PM	<input checked="" type="checkbox"/>	8:30	8:30
	Tue 6/24			8:00AM		4:30PM	<input type="checkbox"/>	8:00	
	Tue 6/24			7:00PM		10:00PM	<input type="checkbox"/>	3:00	11:00
	Wed 6/25			3:00PM	;KB_NonEx_OTP 08 Eve	11:30PM	<input type="checkbox"/>	8:00	8:00
	Thu 6/26			8:00AM		4:30PM	<input type="checkbox"/>	8:00	8:00
	Fri 6/27			8:00AM		4:30PM	<input type="checkbox"/>	8:00	8:00
	Sat 6/28						<input type="checkbox"/>		
	Sun 6/29						<input type="checkbox"/>		
	Mon 6/30			8:00AM		4:30PM	<input type="checkbox"/>	8:00	8:00
	Tue 7/01			8:00AM		4:30PM	<input type="checkbox"/>	8:00	8:00
	Wed 7/02			8:00AM		4:30PM	<input type="checkbox"/>	8:00	8:00

**Approve Your Timecard**

3. CalTime indicates your approval.

**TIMECARD** Person & Id Cross001, Katie (009905001)

Time Period Previous Pay Period 6/22/2014 - 7/05/2014

**Approvals:**  
1 Timecard Approval by Employee (kcross001): 7/05/2014 3

Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Totals	
								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	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

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