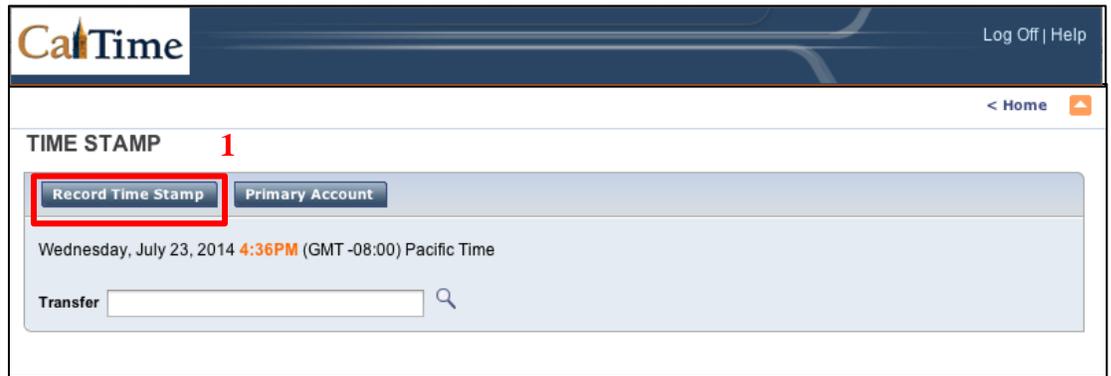


Enter Time/Time Stamp

1. RealTime employees see the **Time Stamp** screen upon login. Click the **Record Time Stamp** button to record an “in” or “out” time.

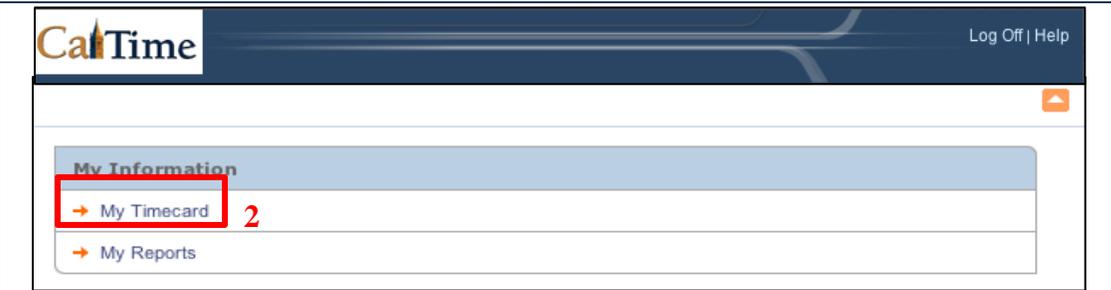


Access Your Timecard

1. From the Time Stamp screen click the **Home** link, in the upper right section of the screen.



2. Click the **My Timecard** link.



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 | <div style="border: 1px solid red; padding: 2px;"> <ul style="list-style-type: none"> ✓ Alternate Holiday Taken Bereavement-Sick Leave Taken ERIT-Empl. Reduction in Time FMLA-Sick FMLA-Vacation Jury Duty Leave without Pay Military Leave Not Paid Military Leave Paid Professional Development PTO Taken Sick Leave Taken Union Business Leave Vacation Leave Taken Workers' Comp-Sick Workers' Comp-Vacation Project Tracking Hours Worked </div> | | | | | <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

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

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>