Components of the CalTime Terminal

1. **Badge Reader** – Employees swipe their Cal1 Card through the badge reader to punch in and out, and to authenticate for other actions.

2. **Indicator Lights** – Indicator light will flash to green to indicate that the card was read successfully. The light will flash red if the card read is unsuccessful.

3. **Soft Keys** – Touch the icon on the screen to view information:
   - **View My Timecard** – Displays time and leave entered on your timecard, as well as job transfers
   - **View My Schedule** – Displays your schedule, including start and end times for upcoming shifts. *Note:* Not all employees have schedules. Creation of schedules is a departmental decision.
   - **View My Total Hours** – Provides a summary of the various hours worked (Regular Time, Overtime, Shift Differential)
   - **View My Leave Balances** – Displays totals of accrued leave balances (Vacation, Sick, Comp Time, etc.)
   - **Transfer** – Used to transfer your time entered to another job (if you have more than one), contract or grant.
   - **Type S Transfer (only available to specific departments)** – Special transfer type that is used charge hours based on location, event or some other criteria.
   - **Approve My Timecard** – May not be used in your department.

4. **Home Button** – Use to return to the main terminal screen shown above.

5. **Languages** – Allows you to display information in other languages. Supported languages include English, Spanish, Cantonese, and Mandarin.
Recording a Punch

1. Slide your Cal1 ID card (with the magnetic strip facing away) through the card reader.
2. If the punch is successful, the indicator light will flash green and you will hear a single tone.
3. The terminal will also display an “Accepted: Punch” message.

Punch Error Messages
If your punch is rejected, the indicator light flashes red. Look for the error message on the terminal display:

- **Error Reading Badge** – You may have swiped improperly. Try again.
- **Unknown Home Employee** – See your supervisor.
- **Rejected Punch** – You are attempting to punch too soon after your previous punch. You need to wait for 1 minute before you can perform another punch.
## View Your Timecard

1. Press the **View My Timecard** soft key.

   ![View My Timecard](image)

   - **View My Timecard**
   - **View My Schedule**
   - **View My Total Hours**
   - **View My Leave Balance**

   An instruction message appears.

2. Swipe your ID Card.

   ![Use your badge](image)

   You may view your timecard from the previous, current or next pay period. Or you can view your timecard for the current day or yesterday.

3. Tap your finger on **Current Pay Period**.

   ![Select Time Period](image)
View Your Timecard

CalTime displays a calendar of the current pay period.

4. Tap your finger on any of day within the pay period.

5. Use the scroll bar to display the information you wish to review.

This timecard shows:
- An In punch at 8:54am to LIB-MRC-SCHWOCH//////
- A transfer to another job, LIB-MRC-SCHWOCH-L////// at 2:10pm to 5:08pm

Using CalTime rounding, your start time is 9:00am and your end time was 5:15pm. One hour was automatically deducted for lunch. Your total hours worked is 7.25 hours.

9/28/2014 - 10/11/2014 | Total: 35.6

Fri 10/03
8:54AM 2:10PM
Transfer ;LIB-MRC-SCHWOCH////////
E Late In

2:10PM 5:08PM
Transfer ;LIB-MRC-SCHWOCH-L////////
E Late Out
Shift Total: 7.25

Daily Total: 7.25

Mon 10/06
Unexcused Absence

Tue 10/07
Unexcused Absence

Note: An “Unexcused Absence” message is only displayed for employees with a CalTime schedule.
**View My Leave Balances**

1. Press the **View My Leave Balance** soft key.

An instruction message appears.

2. Swipe your ID Card.

You can view your balances as of any date.

3. Touch the highlighted date on the calendar to view your balances as of “today”.

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**View My Leave Balance**

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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<td>30</td>
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</tbody>
</table>
### View My Leave Balances

CalTime displays your vacation maximum and your leave balances.

4. If necessary, scroll through the list using the scroll bar.

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Balance</th>
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<tbody>
<tr>
<td>Vacation Maximum</td>
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<td>Comp Time</td>
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<tr>
<td>Vacation</td>
<td>92.0</td>
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<tr>
<td>Sick Leave</td>
<td>80.0</td>
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