

CalTime How Non-exempt Employees edit pay code(s) and hours

This job aid provides instructions on how a “Non-exempt” employee may:

- [Enter leave](#)
- [Delete a pay code or edit amount entered](#)
- [Record multiple pay codes and hours on the same day \(i.e. worked 8a-12pm and was sick 12pm-5pm\)](#)

CalTime uses pay codes to track leave time and other non-worked time that is entered in the timecard (i.e. Vacation, Sick, Leave without pay and jury duty). It is important that hours are tracked to the correct pay code so that your leave balances are correct.

It is important that hours are tracked to the correct pay code so that your leave balances are correct. You may wish to enter leave into CalTime as you become aware of it, rather than wait until the end of the pay period. For example, if you are taking vacation in the current pay period, enter it into CalTime before you go. If you have taken sick leave, enter it upon your return to work.

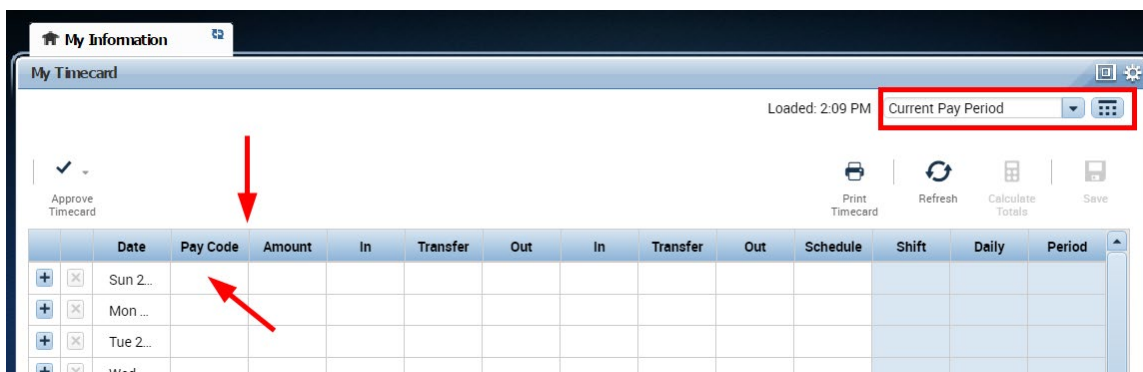
Acceptable Formats for Entering Pay Code Amounts

Acceptable Format	Example	Interpretation by CalTime
Leading zeros (optional)	07	7 hours
	08:30 (8 hours, 30 minutes)	8.5 hours
Colon	7:30	7.5 hours
Decimal	8.5	8.5 hours

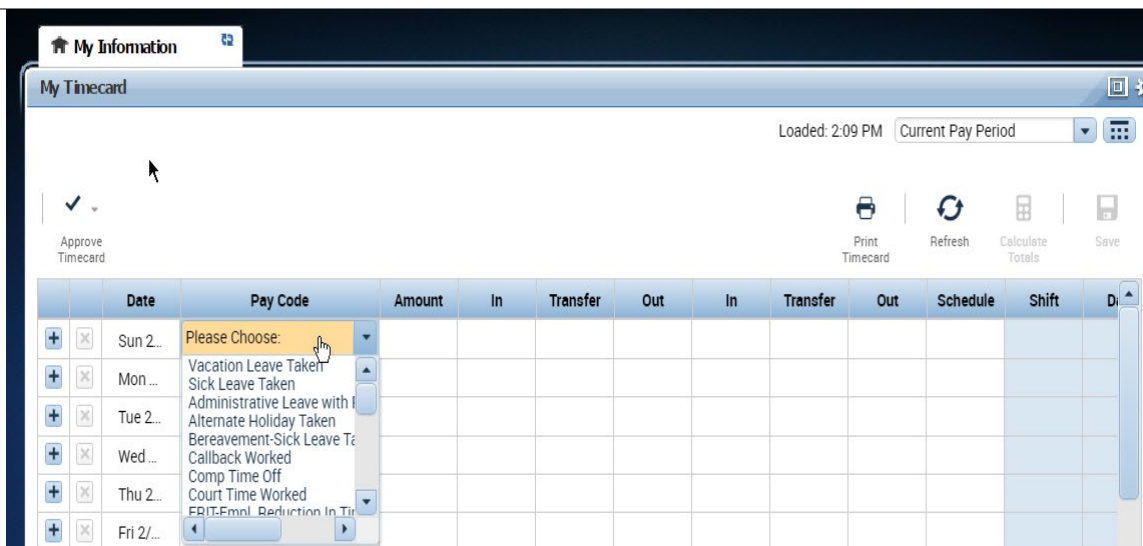
Entering Leave (i.e. vacation)

1. Access your Timecard
2. Ensure that you are in the correct pay period.
3. Click on the Pay Code drop list arrow for the day you wish to enter leave.

Note: You can expand columns by holding down the left button on your mouse while clicking on the pay code column line to make the column wider



4. From the dropdown list, select the pay code that categorizes the time you worked or leave you wish to report.



5. Record Hours

6. Click Save

In this example, the employee entered vacation leave. They entered the total vacation hours in the “Amount” column. On Tuesday, they returned to work and they entered the time they started their shift in the “In” Column, and the time their shift ended in the “out” column.

The screenshot shows the 'My Timecard' interface. At the top right, there are buttons for 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The 'Save' button is circled in red. Below the buttons is a table with the following data:

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	D
	Sun 2...											
	Mon ...	Vacation Leave Taken	8.0									
	Tue 2...			8:00A...		5:00P...						

Deleting a pay code and or editing amount entered

You may need to remove a pay code and associated hours in cases where you entered time or leave on the wrong day or simply did not take leave or work on a particular day.

1. To delete time for an entire day, go to the Pay row for the applicable day of the week. Click on the X icon and the hours for that day will be removed.
2. To edit the hours, simply click on the cell and change the hours or in or out time. You may also edit the pay code by clicking in the cell under the pay code column and selecting a different pay code.
3. Click the “Save” icon at top right of timecard.

The screenshot shows the 'My Timecard' interface. At the top right, there are buttons for 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The 'Save' button is circled in red. Below the buttons is a table with the following data:

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
	Su...												
	Mo...	Va...	8.0								8.0	8.0	8.0
	Tue...			8:0...		5:0...							8.0

Adding a Timecard Row for Additional Entries

In some situations, you may need to add a row to accommodate multiple entries in a day. In this scenario, you are working a partial day and then taking sick time for a doctor's appointment

1. To add a row to a day of the week, click the "plus sign" icon. A new row will appear. For example, you enter time worked from 8am to 2pm and would also like to enter sick leave from 2-5pm. To add your sick time, click on the plus sign icon and a new row will appear for that same day.

The screenshot shows the 'My Timecard' interface. At the top, there is a 'My Information' tab and a 'My Timecard' header. Below the header, there are several icons: 'Approve Timecard', 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The main area is a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, Daily, and Period. The first row is for Sunday (Su...) and the second row is for Monday (Mo...). A red circle highlights the plus sign icon in the first column of the Monday row, and a red arrow points to it from the text on the left.

The screenshot shows the 'My Timecard' interface after adding a new row. The table now has three rows. The second row is for Monday (Mo...) and is highlighted with a red box. It shows an 'In' time of 8:00AM and an 'Out' time of 2:00PM. The third row is for Monday (Mo...) and is also highlighted with a red box. It shows a 'Pay Code' of 'Sick Leave Taken' and an 'Amount' of 3.0.

Leave Entry for employees on alternative work schedules or Compressed 4/10 Workweeks

Employees with Alternative Work Schedules or Compressed workweeks should enter the number of their daily hours for vacation and full sick days. For example, if you work 10 hours a day for 4 days a week, you would enter 10 hours of leave (vacation, sick, etc.) per day.