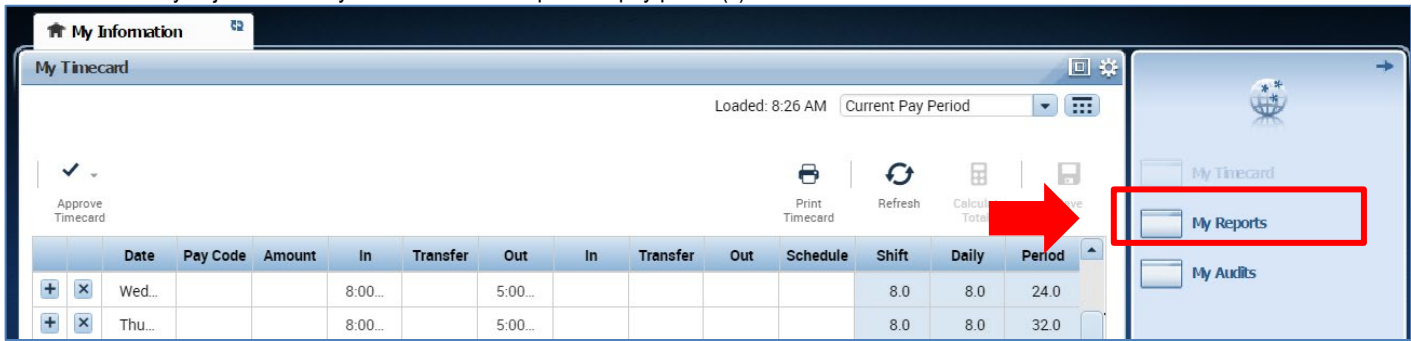
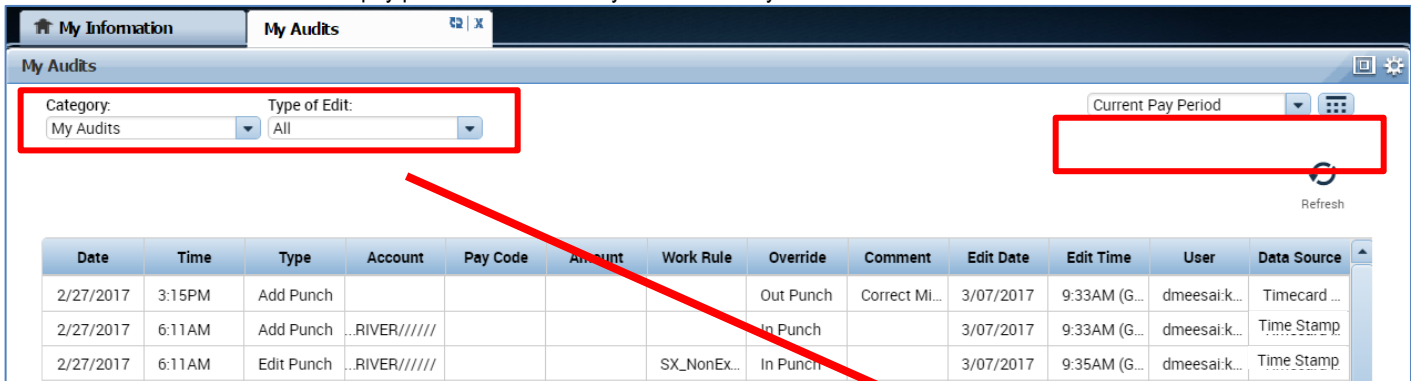


CalTime: My Audits (Log of timecard edits)

My Audits is essentially a log of all edits made to your timecard. To the right of your timecard is a blue panel, if you click on **My Audits**, you will be taken to a screen to view any adjustments to your timecard for a specified pay period(s).



The screen will default to the current pay period and a list of any edits made to your timecard.



Note: If you hover your mouse over any of the fields, you will see the full field displayed.

Date: Associated Timecard Date

Time: The time you started or ended your shift

Type: The type of edit that was made

Account: If a special job or friendly name was used

Pay code: The type of pay code used to categorize leave taken

Amount: Amount of hours associated with the Pay code used for leave taken

Work Rule: Will notate a work rule transfer

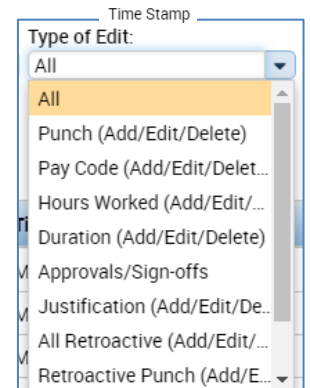
Override: This field indicates that the time was an in punch or and out punch

Comment: Comments can be inserted by timekeepers or supervisors only

Edit Date: This is the date the timecard was edited

User: This field indicates who made the edit to the timecard

Data Source: Timecard Editor



You also have the ability to click the drop down arrow under **Type of Edit**. This will open up a list of types of edits if you are interested in only looking at the audit trail for Pay Codes, punches, etc.

The **Category Field** drop down list shows my signoff and approvals which shows the date, time, and who approved and sign-off on the employees timecard.

