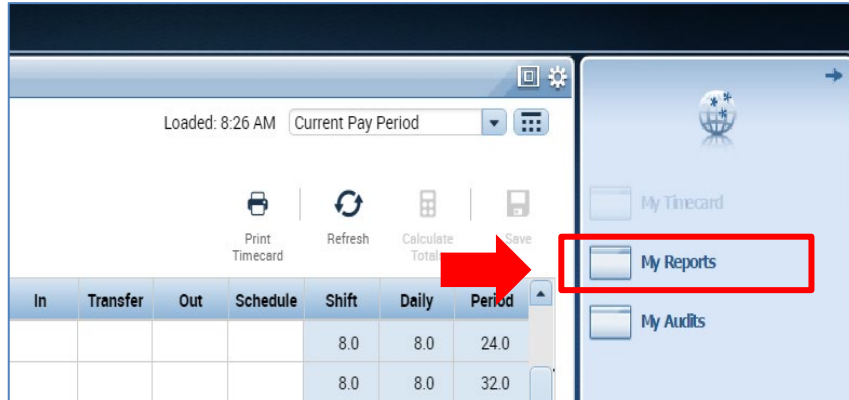


# CalTime: For employees, viewing the time detail report

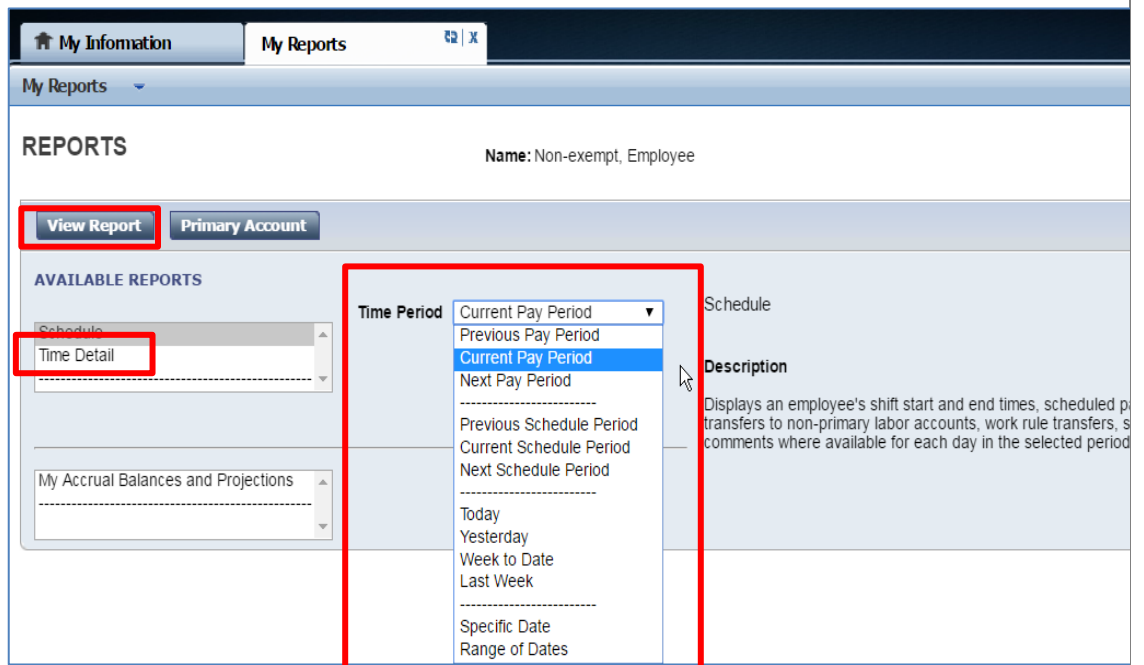
The purpose of this job aid is to provide instructions on how to view the Time Detail report (report showing all the hours on your timesheet for any given period of time). The Time Detail Report shows the time and leave entered into the employee's timecard for a specified period of time. In addition, the report will show totals for overtime, comp time, shift differential, etc. Employees may consider producing the time detail report if they would like a summary of hours for the more than one biweekly pay period (i.e. the last three biweekly pay periods, three months).

## Viewing the Time Detail Report

1. Click on My Reports (located on the right of your timecard in the blue tool bar))



2. Click on Time Detail
3. Select Time Period by clicking on the drop down arrow. You have several options including selecting a range of dates.
4. Click on View Report. A summary will appear on screen of your time detail.



## Viewing the Time Detail Report Continued...

5. The Time Detail report will appear in PDF format. In this example, we have removed names and employee IDs.

Time Detail						Data Up to Date:		2/24/2017 4:47:45 PM			
Time Period:		Previous Pay Period				Executed on:		2/24/2017 4:47PM GMT-08:00			
Query:		Previously Selected Employee(s)				Printed for:		cparkinson			
Actual/Adjusted:		Show hours worked in this period only.				Insert Page Break After Each Employee:		No			
Employee:		ID:		Time Zone:		Pacific					
Status:		Active		Status Date:		9/26/2014		Pay Rule:		UCB_Exempt_Default	
Primary Account		Start		End							
		9/27/2015		Forever							
Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
<i>Xfr/Move: Account</i>		<i>Comment</i>				<i>Xfr: Work Rule</i>					
1/2/2017	12:00 AM	New Year's Day Observed					8.00				8.00
1/4/2017		8:00:00 AM		5:00:00 PM						9.00	17.00
1/5/2017		8:00:00 AM		5:00:00 PM						9.00	26.00
1/6/2017	12:00 AM	Vacation Leave Taken					8.00				34.00
1/7/2017	12:00 AM	Vacation Leave Taken					8.00				42.00
1/16/2017	12:00 AM	Martin Luther King Day					8.00				50.00
Labor Account Summary				Pay Code		Hours		Money		Days	
				C-Holiday		16.00					
				C-Holiday Lookback		16.00					
				C-Total Hours		16.00					
				Exempt Holiday Credit		16.00					
				Vacation Leave Taken		16.00					
Combined Pay Code Summary				Pay Code		Hours		Money		Days	
				C-Holiday		16.00					
				C-Holiday Lookback		16.00					
				C-Total Hours		16.00					
Totals:						48.00		\$0.00		0.00	
Pay Code Summary				Pay Code		Hours		Money		Days	
				Exempt Holiday Credit		16.00					
				Vacation Leave Taken		16.00					
Totals:						32.00		\$0.00		0.00	