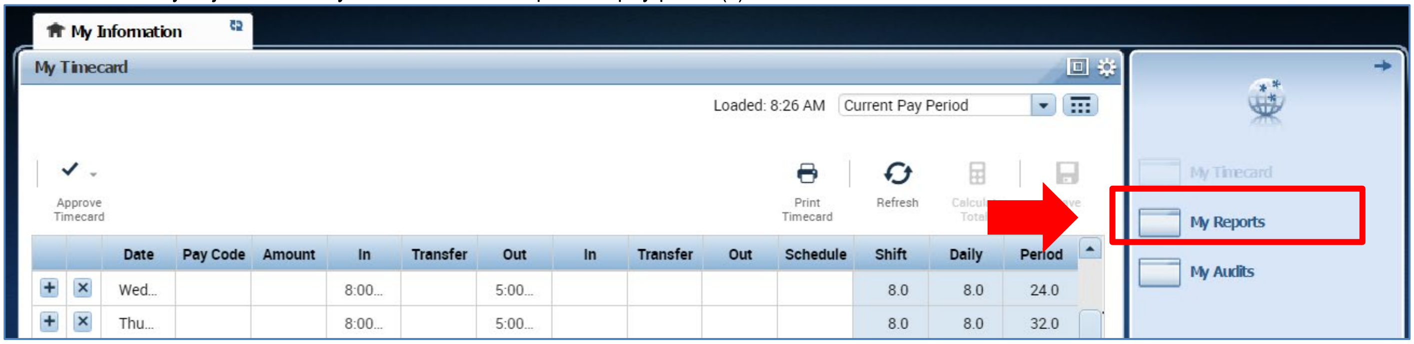
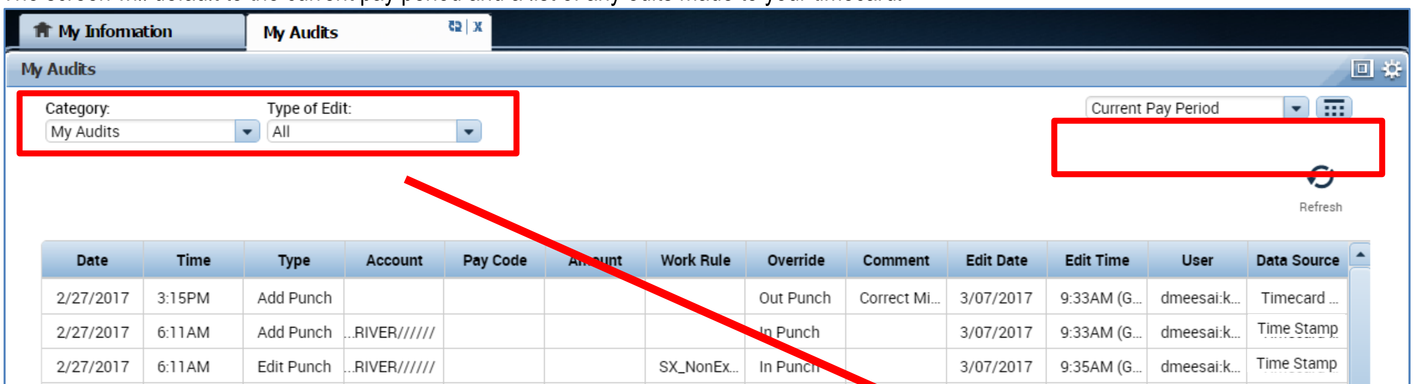
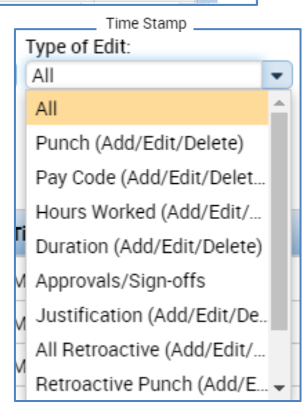
CalTime: My Audits (Log of timecard edits)

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.