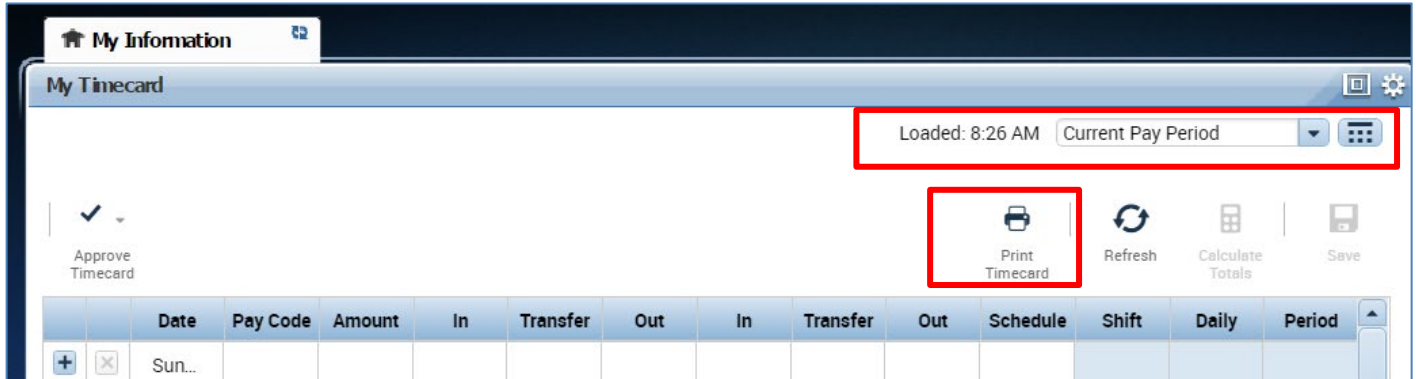# CalTime : Print a copy of your timecard

1. Select the Period of time you would like to print at top right of your timecard. A calendar icon is available if you would like to select a range of dates.

2. Click **Print Timecard** icon

A new page will open with clear copy of your timecard for you to print on your local printer.

Non-exempt, Employee	133133133				Current Pay Period							
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Sun 2/26												
Mon 2/27			8:00AM		5:00PM					8.0	8.0	8.0
Tue 2/28			8:00AM		5:00PM					8.0	8.0	16.0
Wed 3/01			8:00AM		5:00PM					8.0	8.0	24.0
Thu 3/02			8:00AM		5:00PM					8.0	8.0	32.0
Fri 3/03			8:00AM		5:00PM					8.0	8.0	40.0
Sat 3/04												40.0
Sun 3/05												40.0
Mon 3/06			8:00AM		5:00PM					8.0	8.0	48.0
Tue 3/07			8:00AM		5:00PM					8.0	8.0	56.0
Wed 3/08			8:00AM		5:00PM					8.0	8.0	64.0
Thu 3/09			8:00AM		5:00PM					8.0	8.0	72.0
Fri 3/10			8:00AM		5:00PM					8.0	8.0	80.0
Sat 3/11												80.0