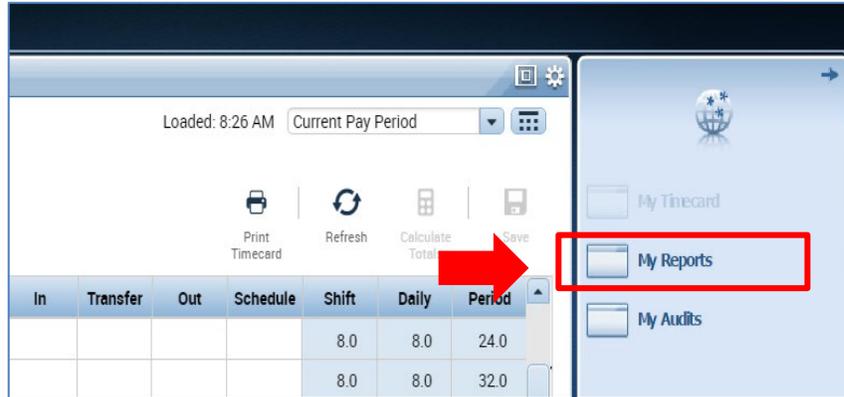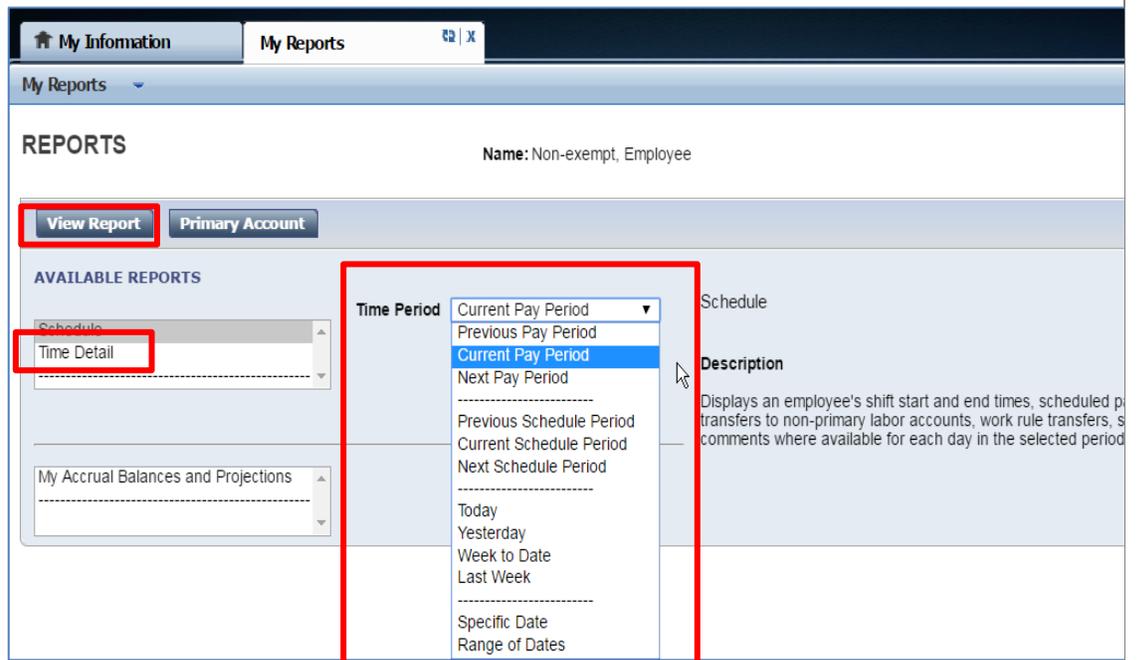# CalTime : For employees, viewing the time detail report

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

Time Period:	Previous Pay Period	Data Up to Date:	2/24/2017 4:47:45 PM	
Query:	Previously Selected Employee(s)	Executed on:	2/24/2017 4:47PM GMT-08:00	
Actual/Adjusted:	Show hours worked in this period only.	Printed for:	cparkinson	
		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
Xfr/Move: Account		Comment			Xfr: Work Rule						
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