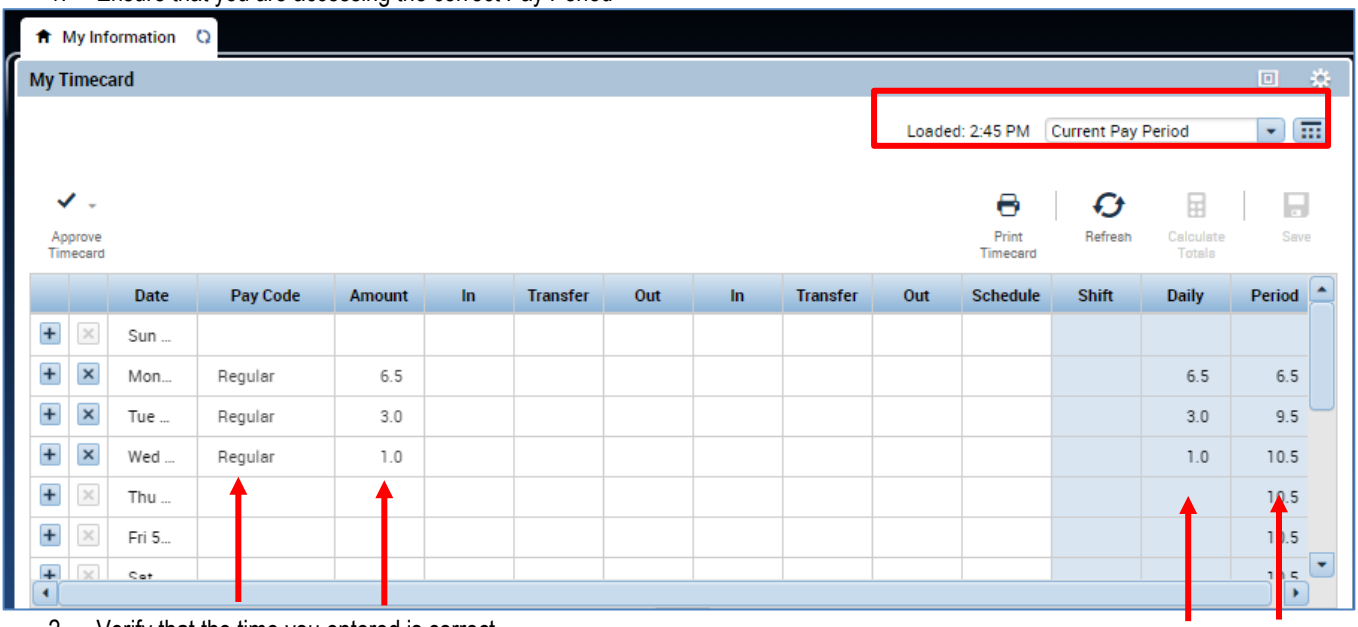
CalTime: Reviewing and Approving our Timecard

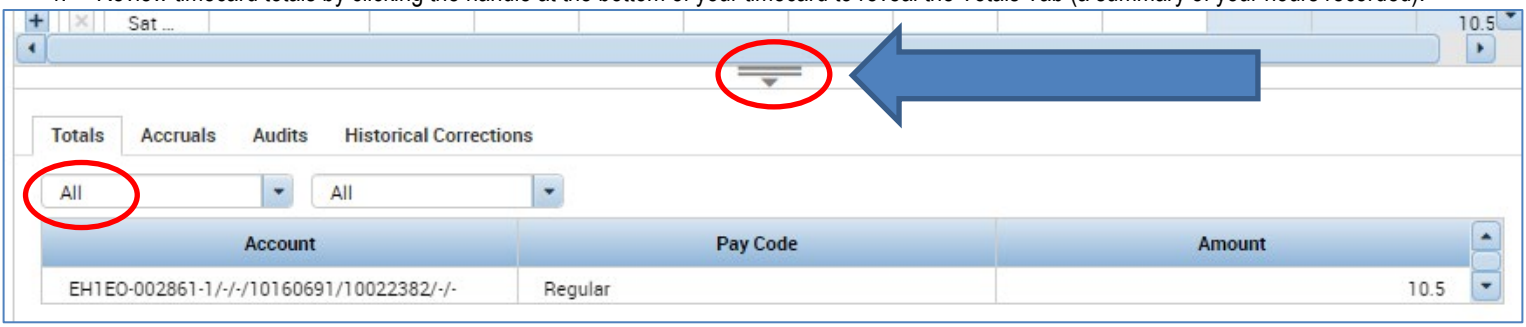
- Reviewing your timecard
- Add timecard approval
- Remove timecard approval

Reviewing your Timecard

1. Ensure that you are accessing the correct Pay Period



2. Verify that the time you entered is correct.
3. Check your Daily totals to verify that they add up to the hours of expected work
4. Review timecard totals by clicking the handle at the bottom of your timecard to reveal the Totals Tab (a summary of your hours recorded).



5. Verify that you used the correct pay codes for hours recorded or leave on your timecard (i.e. Regular, administrative leave with pay)
6. If you find any remaining discrepancies, please notify your supervisor who may be able to assist. You may also email caltime@berkeley.edu for assistance.

Add Timecard Approval

Once you have finished reviewing your timecard for accuracy, you may approve your timecard. Your approval is a submission of your timecard and an indication to your supervisor that you are done with your timecard and the hours are accurate. **The deadline for the timecard approval is the employees last work day of the biweekly pay period (which concludes every other Saturday at 11:59 pm. The Approval Deadlines for the calendar year may be found at** http://caltime.berkeley.edu/Employee%20and%20Supervisor%20Timecard%20Approval%20Deadlines

For example, if your last day of work is Friday, you should review and approved your timecard by the end of Friday. By the end of Monday immediately following the end of the biweekly pay period (Saturday), your supervisor will review your timecard for accuracy and approve it if no adjustments need to be made. Once your supervisor approved your timecard, it is locked from further changes. If you need to make additional edits have your supervisor has already approved our timecard, you will need to reach out to your supervisor so they can remove their approval.

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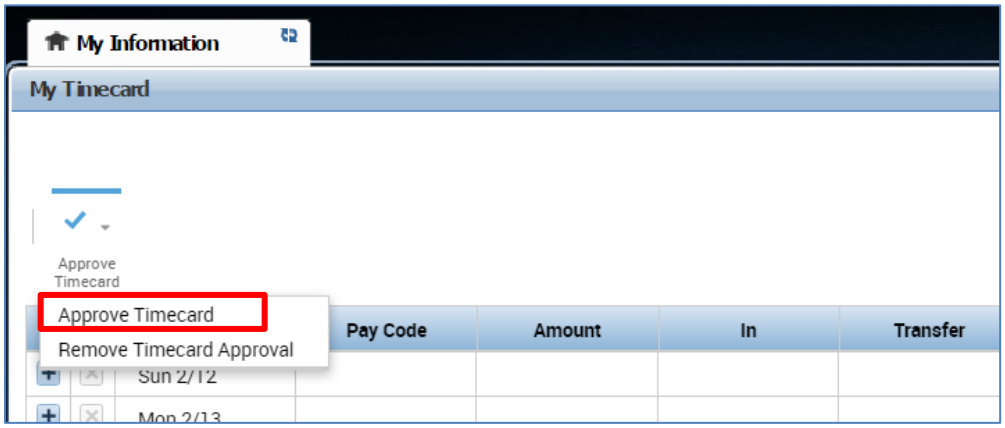
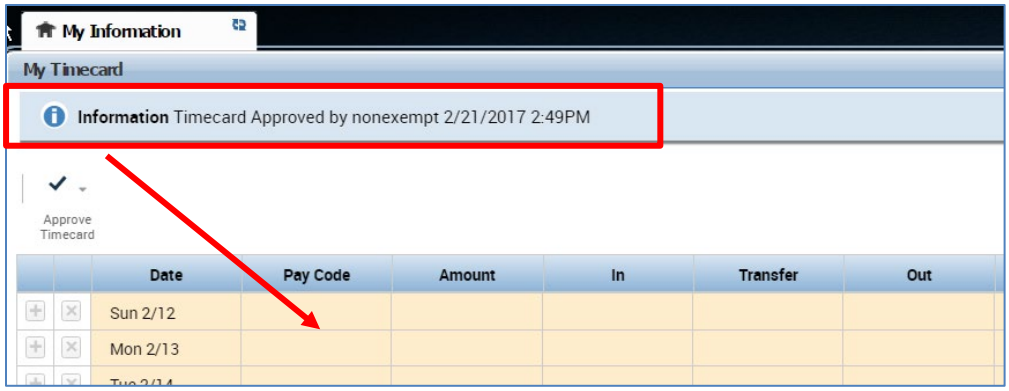
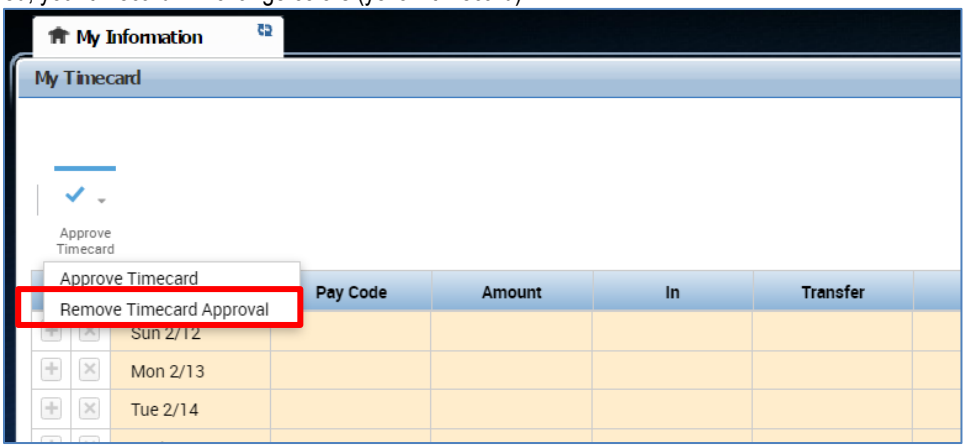
1. Click on “Approve Timecard” icon and click on “Approve Timecard”
2. Once approved, a confirmation appears and the timecard will change colors





Remove Timecard Approval

If you need to make changes to your timecard after approving it, you need to first remove your approval to unlock your timecard for the update. However, if your supervisor has already approved your time, your timecard is locked for changes. Notify your supervisor if your timecard needs to be edited.

1. To remove timecard approval, click on the “Approve timecard icon” “**Remove Timecard Approval**” button.
2. Once approval is removed, your timecard will change colors (yellow timecard)