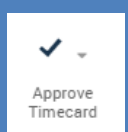
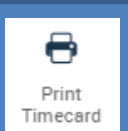


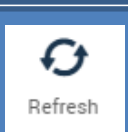
Employee Timecard Layout

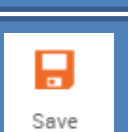
Understanding your timecard


The screenshot shows the 'My Timecard' interface. At the top, it displays 'Loaded: 8:12 AM' and a 'Current Pay Period' dropdown menu. Below this are several action buttons: 'Approve Timecard' (with a checkmark icon), 'Print Timecard' (with a printer icon), 'Refresh' (with a circular arrow icon), 'Calculate Totals' (with a calculator icon), and 'Save' (with a floppy disk icon). The main area is a table with the following columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, Daily, and Period. The table shows data for Sun 2/26, Mon 2/27, Tue 2/28, and Wed 3/01. At the bottom of the table, there are tabs for 'Totals' and 'Accruals'. A 'handle' icon (three horizontal lines with a downward arrow) is located at the bottom center of the table area.


 Approve Timecard
Remove Timecard Approval

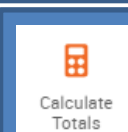
 Print Timecard
Opens Printer friendly version of timecard



 Refresh
Refreshes timecard after timecard has been saved

 Save
Saves your edit or timecard action

 Allows you to select a range of dates by entering a Start Date and an End Date.

 This **handle** appears at the bottom of your timecard. If you click on the handle, you may view your hour **Totals** and leave **Accruals**

 Calculate Totals
Calculate the total hours adjusted on your timecard prior to saving. These hours will appear in the Totals section at the bottom of your timecard

Column Headers	Description	Biweekly Paid Exempt (from overtime) Employee in a reader or tutor job title
 	<p>Plus sign will enable you to add a second row to the existing day</p> <p>X sign will allow you to delete your time entry for that day (real time employee may only delete pay codes and must contact a supervisor to edit start and stop times).</p>	✓
Date	Calendar Date and Day of the week (For Example, Sun 2/26)	✓
Pay Code	List of pay codes that are typically used to categorize your time off from work. These codes vary based on your access to CalTime.	✓
Amount	Enter the amount of hours corresponding to the Pay Code selected. Hour must be entered to the nearest quarter hour. For Example, 7.25, 7.5, 7.75, 8	✓
In	<p>Enter your start time of your shift.</p> <p>Shortcut tip: You can enter 8:00am as 8a or 5:00pm as 5p.</p>	Not applicable
Transfer	Used by Employees that have multiple jobs. Select the job aka (friendly name) that is applicable to the shift you are recording time.	✓
Out	<p>Enter the time your shift ended.</p> <p>Shortcut tip: You can enter 8:00am as 8a or 5:00pm as 5p.</p> <p>You do not need to clock out for lunch. CalTime will automatically grant an hour for lunch for employees that work over five consecutive hours.</p>	Not applicable
In	<p>Additional Column provided for employees that have multiple jobs.</p> <p>Enter your start time of your shift.</p>	Not applicable
Transfer	Used by Employees that have multiple jobs. Select the job aka (friendly name) that is applicable to the shift you are recording time.	Not applicable
Out	<p>Additional Column provided for employees that have multiple jobs.</p> <p>Enter the time your shift ended.</p>	Not applicable
Schedule	Employees who have a schedule setup in CalTime will see their schedule appear here. This is an optional column that is not applicable to all employees however it is available to all employees.	Not applicable
Shift	A total sum of your hours for the day will appear after you have either clicked on “Calculate Totals” and/or saved your timecard.	✓
Daily	A total sum of your hours for the day will appear after you have either clicked on “Calculate Totals” and/or saved your timecard.	✓
Pay Period	A running total sum of your hours for the pay period as each day goes by will appear after you have either clicked on “Calculate Totals” and/or saved your timecard.	✓

Timecard Totals Appear at the bottom of the timecard

The **Totals** feature allows you to view your timecard totals. You have the following options:

All: All hours summed for entire pay period

Shift: Hours totaled by shift

Daily: Your hours summed by day (requires clicking on applicable row on timecard)

Period to Date: This will sum all hours up to the date you have clicked on your timecard

My Timecard

Loaded: 3:28 PM Current Pay Period

Approve Timecard Print Timecard Refresh Calculate Totals Save

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+	x	Su...												
+	x	Mo...	Re...	6.5									6.5	6.5
+	x	Tu...	Re...	3.0									3.0	9.5
+	x	We...	Re...	1.0									1.0	10.5
+	x	Th...												10.5
+	x	Fri												10.5

Totals Accruals Audits Historical Corrections

All All

Account	Pay Code	Amount
.EH1EO-002861-1/-/10160691/10022382/-/	Regular	10.5

All

All

Shift

Daily

Period to Date