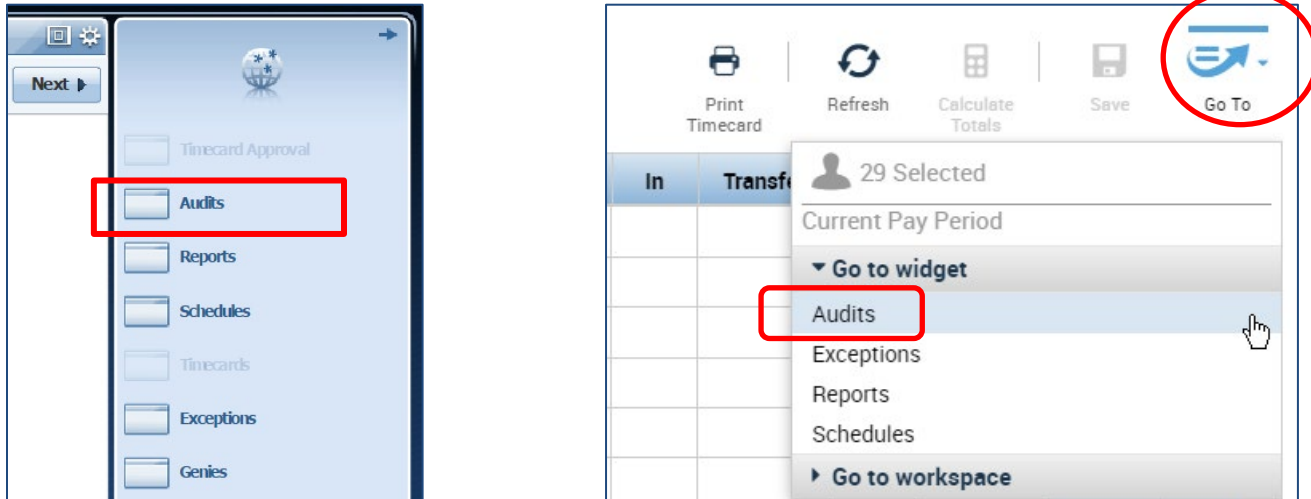# CalTime: Audits: log of employee edits and adjustments

ACCESS AUDITS

From the **Manage My Department Tab,** to the right is a blue panel, if you click on **Audits**, you will be taken to a screen to view any adjustments to an employee's timecard for a specified pay period(s). Note you can also select audits from the **Go To icon** available on the **Timecards Tab**.

VIEW EMPLOYEE LOG OF ADJUSTMENTS

The screen will default to the current pay period and a list of any edits made to the employees timecard. You can select different employees by clicking on the employees name field or scroll through employees by clicking on the forward or backwards arrow displayed below.

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
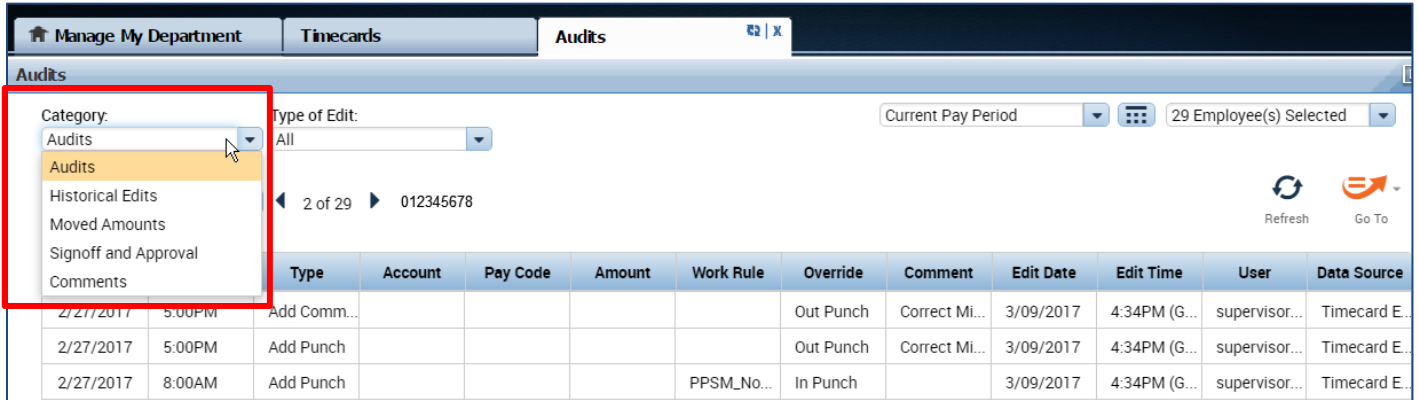**Data Source:** Timecard Editor

CalTime: Audits: log of employee edits and adjustments

FILTER TYPE OF EDITS OR ADJUSTMENTS

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 Historical Edits, Moved Amounts, Sign-off and Approvals and Comments if you want to filter for specific changes made to the employees timecard.