

CalTime: Manage My Department Default CalTime Page

The **Manage My Department** Tab will immediately open after logging into CalTime and is your default page. It will enable you select a pay period, review any errors for your staff (for the prior pay period that just closed) and enable you to approve timecards. The Manage My Department tab is most useful on the supervisor approval day (Monday). You will be prompted to **Select a Pay period** for Approvals. In addition, there is a **HyperFind** field to select your employee population.

The screenshot shows the 'Manage My Department' page with a 'Timecard Approval' window. The window has a title bar with a home icon, a refresh icon, and a plus icon. Below the title bar is a navigation bar with buttons for 'Select Pay Period for Approvals', 'Clear Exception Errors', 'Approve Timecards', and 'Next'. The main content area is titled 'Select Pay Period for Approvals' and contains two dropdown menus: 'Time Period' (set to 'Previous Pay Period') and 'HyperFind' (set to 'Biweekly'). A 'Save' button is at the bottom. To the right is a sidebar menu with options: 'Timecard App', 'Audits', 'Reports', 'Schedules', 'Timecards', 'Exceptions', and 'Genies'. A red box highlights the 'Select Pay Period for Approvals' form. A red arrow points from the plus icon in the top navigation bar to the 'My Information' option in the sidebar dropdown. A callout box with an orange border contains the text: 'Your own timecard information can be found by clicking on the Plus Icon and clicking on My Information from the dropdown list.'

To the right of the Timecard Approval window is a blue panel which has the following options (each will be reviewed in detail later in this guide).

Audits: Log of any edits made to the employees timecards

Reports: Enables you to run the a report of your employees time and/or leave accruals

Schedules: Enables you to setup or modify a schedule for your employee

Timecards: Enables you to immediately view your employee's timecard

Exceptions: View a list of employees that currently have errors on their timecard such as missed punches

Genies: Opens a window displaying a summary of hours by pay type, missed punches, and approvals for your employees

If you click on the question mark, a pane will appear with brief instructions on what steps you need to take.

The screenshot shows the 'Timecard Approval' window with a help pane open. The help pane has a question mark icon and contains the following text: 'Select the time period of employees to approve. If approving on the last day of the pay cycle, select Current Pay Period. If approving on the Monday after the end of the pay period, select Previous Pay Period. If approving Exempt employees, change the Hyperfind to All Exempt Home. Remember to SAVE all changes.'

SELECT PAY PERIOD FOR APPROVAL

1. Select the applicable Time Period and Hyperfind
2. Click Next

Manage My Department

Timecard Approval

Select Pay Period for Approvals ? Clear Exception Errors Approve Timecards Next ▶

Select Pay Period for Approvals

Time Period: Previous Pay Period

HyperFind: Biweekly

Save

CLEAR EXCEPTION ERRORS

1. A list of employees will appear, the number of errors will appear under Missed Punched Errors, Canceled Meal Breaks and/or Scheduling errors. You can click on the yellow labeled Details field directly above the exceptions column. A list of timecard errors will appear per employee.

Manage My Department

Timecard Approval

Prev Select Pay Period for Approvals ? Clear Exception Errors ? Approve Timecards ? Next ▶

Current Pay Period

Details

Name	Missed Punch Errors	Canceled Meal Bre...	Schedule Errors	Total
Park, Marvin	1			1
Copeland, Bob	1			1
Jason, Kia				0

3. The employees missed punch will appear. You simply correct the error here (i.e. enter the missed punch time) or if you would like to look at the employees timecard, you can click on View timecard and correct the error on the employees timecard. If you click on view timecard a new tab will open so that you can navigate between the timecard and the Manage My Department tab.
4. You may click in the red field and insert the correct time. Click Save at the top right. Once you save, the error will be removed from the list.
5. Repeat this process until all errors have been corrected and click next to proceed to Approve Timecards

Manage My Department

Timecard Approval

Prev Select Pay Period for Approvals ? Clear Exception Errors ? Approve Timecards ? Next ▶

Time Period: Current Pay Period

Show

Summary

Copeland, Bob View Timecard Show Schedule

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
Sun 3/12			5:00am				

Park, Marvin View Timecard Show Schedule

Justify Mark as Reviewed Change to Sch... Comment Add Punch Remove

Add Punch

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SELECT TIMECARDS FOR APPROVAL

1. Click the Select All Rows icon (selected rows will be highlighted)
2. Click on the **Go To** icon and click on **Timecards**

The screenshot shows the 'Timecard Approval' page with the following elements:

- Buttons: Prev, Select Pay Period for App..., Clear Exception Errors, Approve Timecards, Clear, Edit.
- Text: Non-Exempt Pay Period Approval, Loaded 2:20PM, Previous Pay Period.
- Icons: Select All Rows (highlighted), Column Selection, Filter, Timekeeping, Approval, Refresh, Share, Go To (highlighted).
- Table Headers: Pers..., Name, Job H..., T..., M... P..., Empl... Appr..., Spvr ... Multi... Frien..., Spvr ... Single Frien..., HCM Mana..., ...
- Table Data:

Pers...	Name	Job H...	T...	M... P...	Empl... Appr...	Spvr ... Multi... Frien...	Spvr ... Single Frien...	HCM Mana...
0125...	Park, Marvin	DTLAB	4...			n/a		Supervisor ..				
0125...	Copeland, Bob	DTLAB	4...			n/a		Supervisor ..	6.5			
- Dropdown Menu (from Go To): 28 Selected, Previous Pay Period, Go to widget (selected), Timecards, Audits, Exceptions, Reports, Schedules.

REVIEW TIMECARD FOR ACCURACY

A **Timecards** new page will open enabling you to review each employee's timecard in detail and easily scroll to the next employee.

1. Remember to verify the employees hours are accurate and ensure the pay codes used appropriately categorize the type of leave.
2. Verify total hours, click on the handle which will open up a drawer feature and display the option to view timecard total hours or accruals

The screenshot shows the 'Timecard Review' page with the following elements:

- Buttons: Totals, Accruals (highlighted).
- Table Headers: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, Daily, Period.
- Table Data:

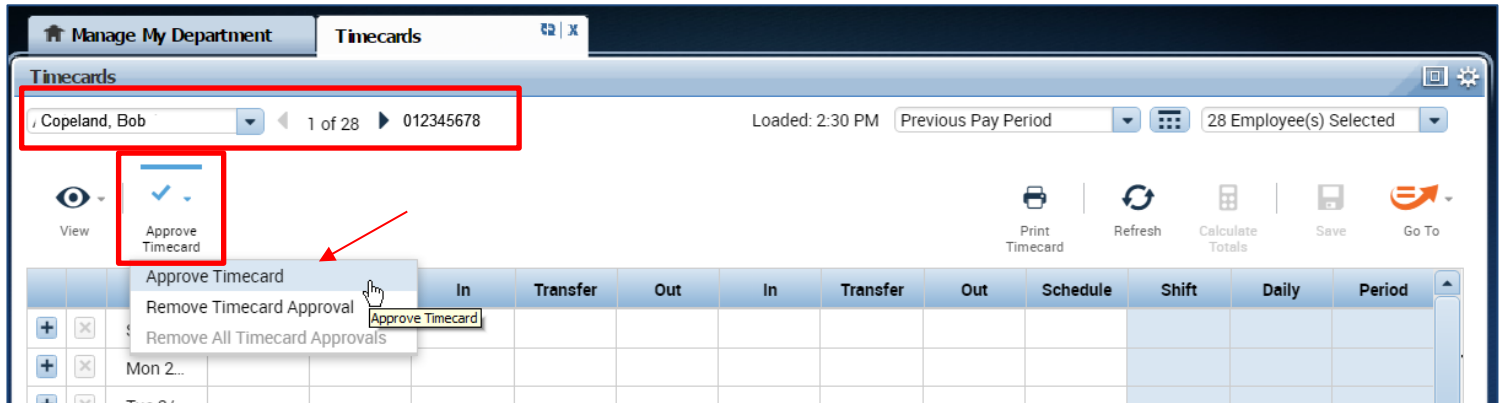
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Sun 2/...												
Mon 2...			8:00AM		5:00PM					8.0	8.0	8.0
Tue 2/...			8:00AM		5:00PM					8.0	8.0	16.0
- Dropdowns: All, All.
- Table Headers: Account, Pay Code, Amount.
- Table Data:

Account	Pay Code	Amount
DTLAB-4919U-1/-/012505427/012550675/-/	Regular	40.0 (circled)

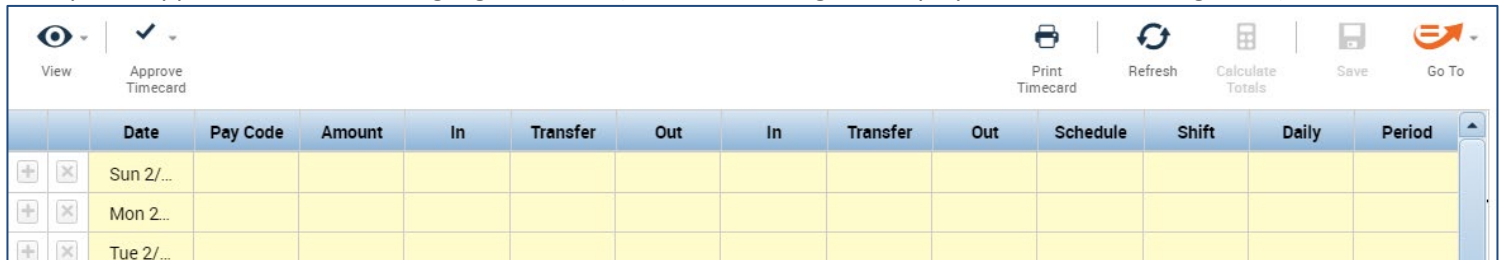
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APPROVE TIMECARDS

1. After verifying the timecard is complete and accurate, please proceed to approve the timecard. Employee name is available at the top left, Click on the Approve Timecard icon, Click Approve Timecard once again. To unapprove the timecard, click on Remove Timecard Approval. Once the timecard is approved, the timecard will change colors.

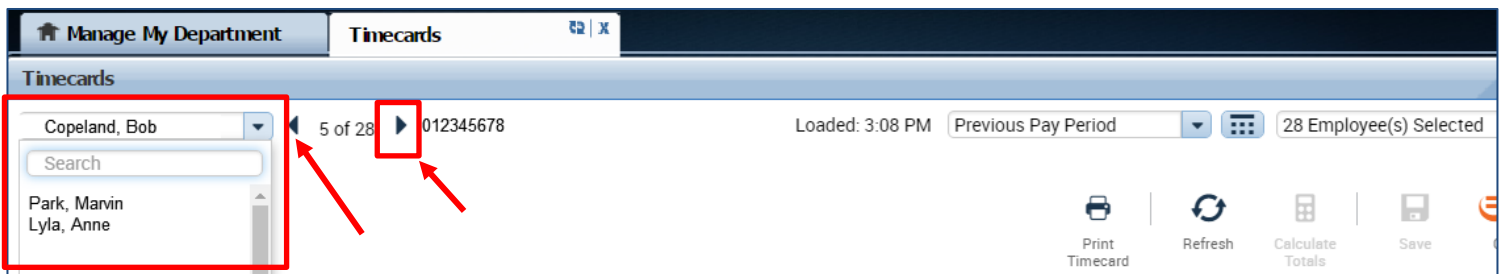


Example of Approved timecard in highlighted color (timecard no longer is displayed with white background)



SCROLL TO NEXT EMPLOYEE AND REPEAT APPROVAL PROCESS

1. To view the next employees, click on Arrow or you may click on the drop down list of employees.



REFRESH AND VIEW UPDATED SUPERVISOR APPROVALS ON MANAGE MY DEPARTMENT TAB

After all employees timecards have been approved, you may click on the Manage My Department Tab and click on Refresh and you will see the column populated with your approval.

1. Click on Manage My Department tab
2. Click Refresh

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The screenshot displays the 'Timecards' interface. At the top, there is a navigation bar with a 'Manage My Department' button highlighted by a red box. Below this is a 'Timecard Approval' header with navigation buttons: 'Prev', 'Select Pay Period for App...', 'Clear Exception Errors', 'Approve Timecards', and 'Clear'. The main area shows a table of timecard entries. The table has columns for 'Pers...', 'Name', 'Job H...', 'T...', 'M... P...', 'Empl... Appr...', 'Spvr ... Multi... Frien...', 'Spvr ... Single Frien...', and 'HCM Mana...'. The first row shows 'Copeland' with a '1' in the 'Spvr ... Single Frien...' column, which is circled in red. A red arrow points from the 'Manage My Department' button to this column header.

Pers...	Name	Job H...	T...	M... P...	Empl... Appr...	Spvr ... Multi... Frien...	Spvr ... Single Frien...	HCM Mana...	V...
0125...	Copeland,	DTLAB	4...			n/a	1									