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.

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.

Your own timecard information can be found by clicking on the **Plus Icon** and clicking on **My Information** from the dropdown list.
SELECT PAY PERIOD FOR APPROVAL

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

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.

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
**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

**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.
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