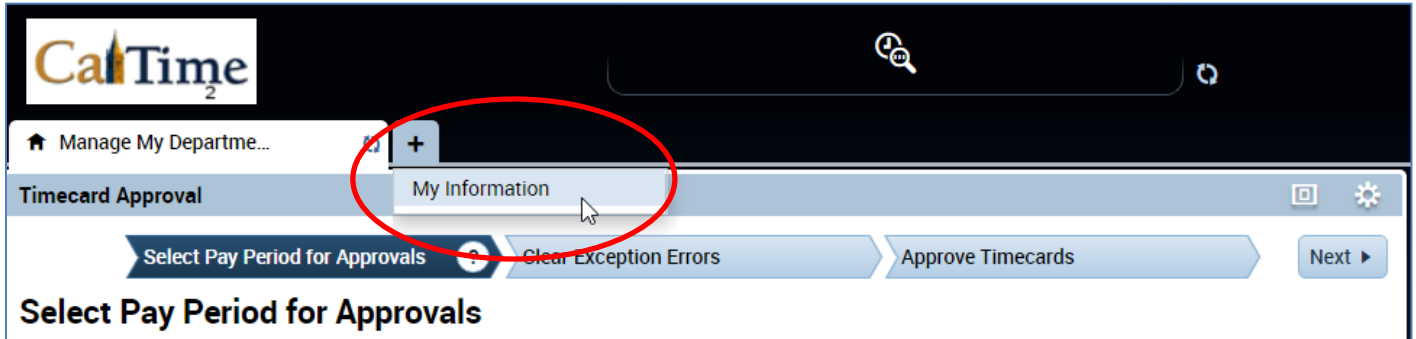


CalTime: Accessing and Reviewing your Own Timecard

Supervisors can access their own timecard via the Workspaces Function

ACCESS, REVIEW, APPROVE YOUR OWN TIMECARD

1. Click on the **plus icon** next to **Manage My Department** tab and click **My Information** (a My Information tab will open).



2. Ensure that you are accessing the correct Pay Period
3. Verify that the time at the beginning and end of your shift is accurate
4. Check your Shift and Daily Totals to verify that they add up to the hours of expected work (If you work outside your regular schedule (e.g., you worked night instead of day), you may need to make sure that your supervisor has entered a work rule transfer that will give you the proper overtime and shift differentials.
5. Clear any exception errors, if you see any red boxes on your timecard, you may hover your cursor on the red box and CalTime will tell you what the red box means. For example if you skipped a lunch, make sure your supervisor makes the proper adjustments.
6. Review any earned overtime or compensatory time by clicking the handle at the bottom of your timecard to reveal the Totals Tab (a summary of your hours recorded).
7. Verify that you used the correct pay codes for any leave recorded on your timecard (i.e. vacation, sick leave)
8. 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.

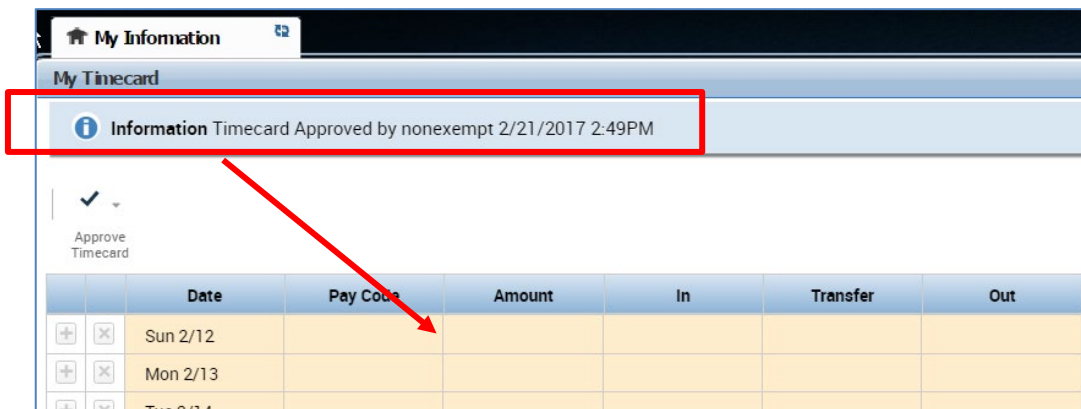
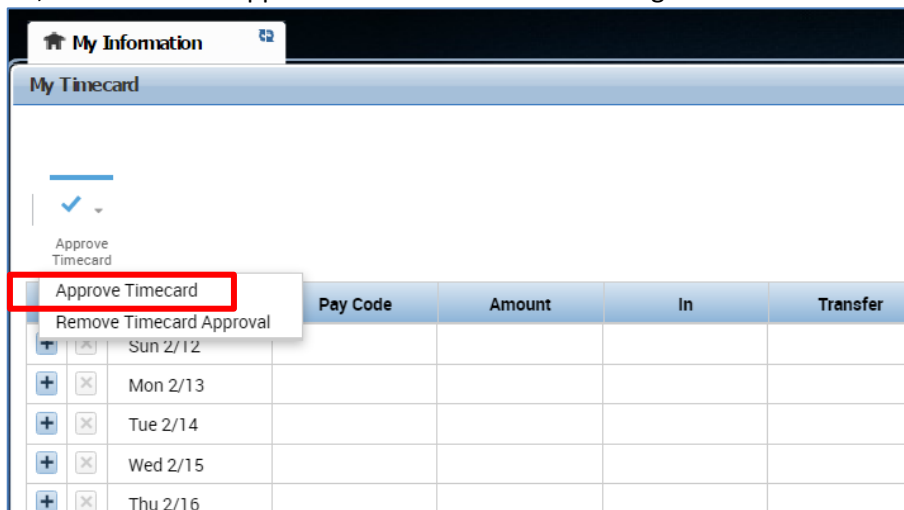
Add Timecard Approval

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>**

Once your supervisor approved your timecard, it is locked from further changes. If you need to make additional edits and your supervisor has already approved your timecard, you will need to reach out to your supervisor so they can remove their approval.

CalTime: Accessing and Reviewing your Own Timecard

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 (white timecard)

