

CalTime Upgrade: Changes for Supervisors beginning November 12, 2019

Supervisors may access their own timecard by clicking the plus icon and **My Information**.

Sign-out button is now located on the upper right

The screenshot displays the CalTime interface. At the top left is the CalTime logo. Below it is a navigation bar with 'Manage My Departme...' and a search icon. A red arrow points to a plus icon in the navigation bar, which is highlighted by a red box. Below the navigation bar is a 'Timecard Approval' section with tabs for 'My Information' and 'Approve Timecards'. The 'My Information' tab is active. Below this is a navigation bar with 'Prev', 'Select Pay Period for Approvals', 'Clear Exception Errors', and 'Next'. Below that is an 'Exceptions Summary' section with a 'Loaded 10:30AM' timestamp, a 'Previous Pay Period' dropdown, and a filter dropdown set to 'All Non-Ex Home and Tra...'. Below the summary are icons for 'Select All Rows', 'Column Selection', 'View Exceptions', 'Filter', 'Timekeeping', and 'Approval'. To the right are 'Refresh', 'Share', and 'Go To' icons. The main content area is a table with the following data:

Name	Missed Punch Errors	Canceled Meal Breaks	Schedule Errors	Totals
Badger, Bob	1			1
Addox, Sarah				0
Collie, Kelly S				0
Parakeet, Tom F				0
Harrier, Drew A				0
Carp, Suzanne				0
Squirrel, Jordi				0
Peacock, Oliver				0
Urchin, Oscar				0

On the right side of the interface is a sidebar with a search icon and a list of menu items: 'Timecard Approval', 'Audits', 'Reports', 'Schedules', 'Timecards', 'Exceptions', and 'Genies'. At the top right of the sidebar is a 'Sign Out' button, which is highlighted by a red box and a red arrow.