Correcting Leave Type or Leave Hours

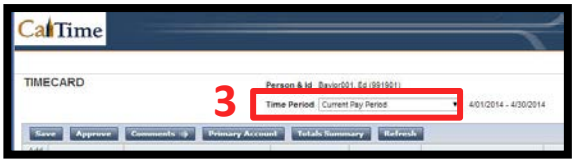
1. Log in to CalTime. (See the job aid "*Logging In to CalTime*" for log-in steps.)

2. Click **My Timecard**.

3. If you are correcting leave and leave hours for the **Current Pay Period**, *go to Step 4*.

   If you are correcting leave and leave hours on the 1st day of the next pay period *for the **Previous Pay Period***, do the following:

   Go to the **Time Period** drop list, click the drop-list arrow, and select **Previous Pay Period**.

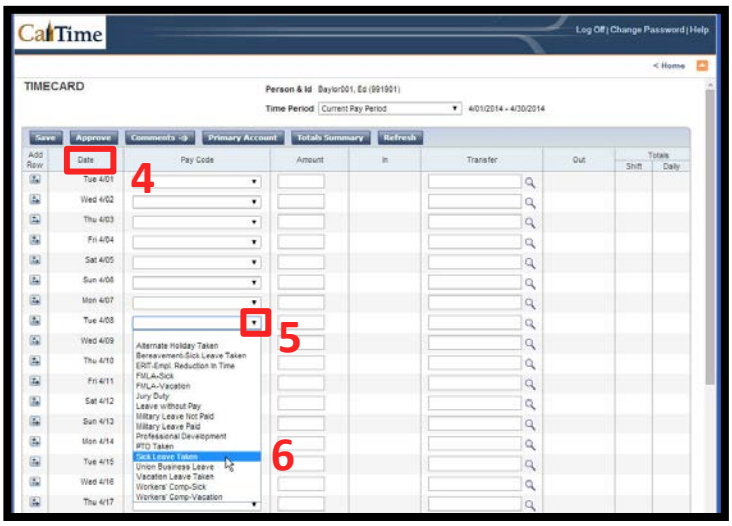


NOTE: Always verify you are entering data and approving the correct date range.

4. In the **Date** column, locate the date for which you want to correct the leave pay code or hours.

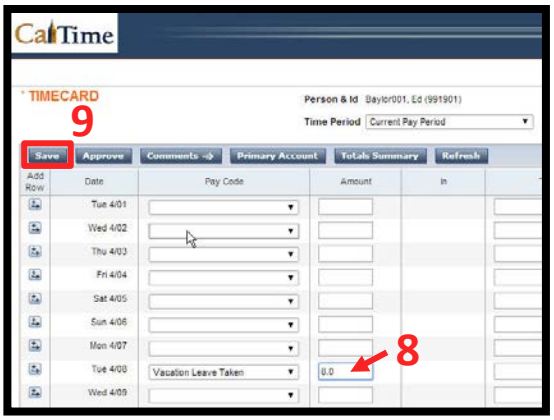
5. If you need to correct the pay code, click the **Pay Code** drop-list arrow for appropriate date.

6. From the drop list, click the appropriate pay code.



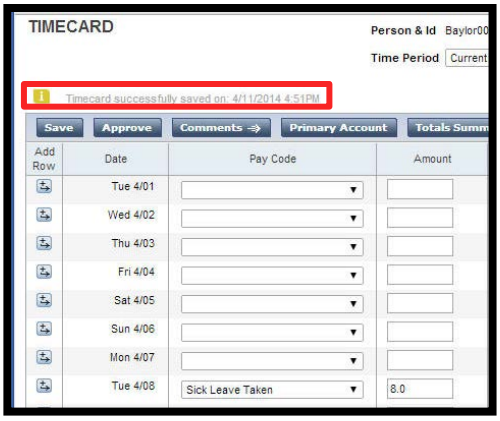
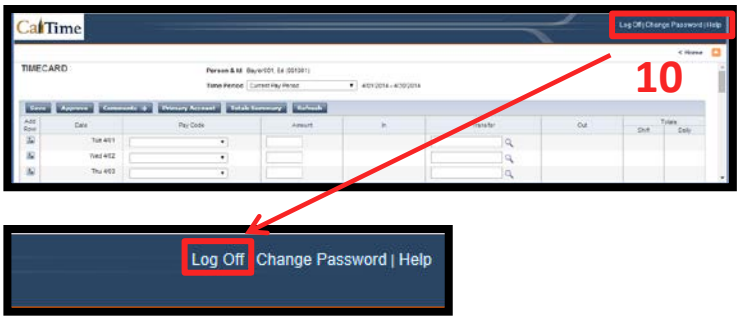
7. If you need to adjust the amount of leave time, click in the **Amount** box to the right of the desired date.
8. Type the correct amount of leave hours taken.
9. Click **Save**.

Repeat steps 4–9 for each additional leave you need to correct.



NOTE: The word **TIMECARD** will change from orange to black, when you click **Save**.

The message, "**Timecard successfully saved . . .**" will appear after you click **Save**.



10. Click **Log Off** when done.