A Time report will show you how much leave one or more employees have used in a given period.
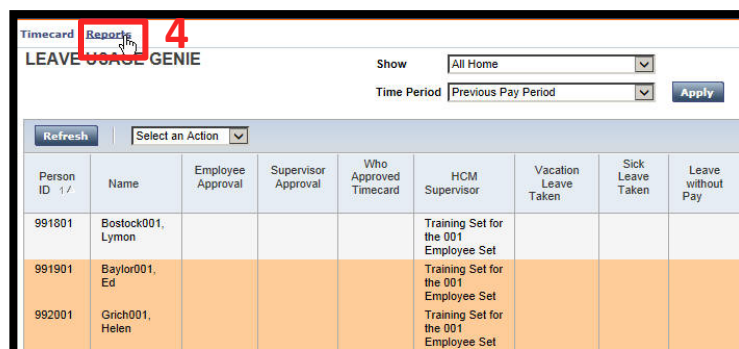
1. Log in to CalTime. (See the job aid, *"Logging in to CalTime."*)

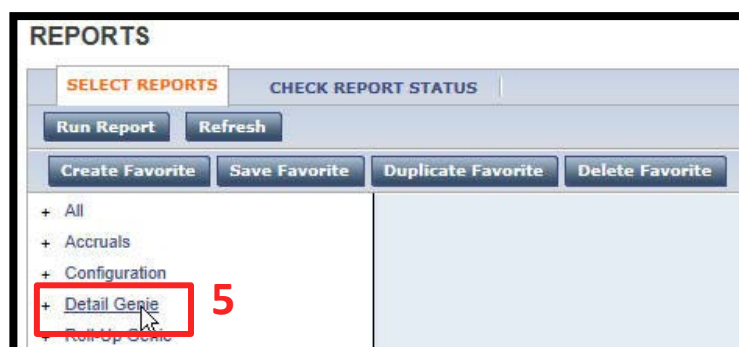2. Click the **Leave Usage Genie** link under **My Genies**.

3. Select the employee(s) for whom you want Time Details.

   Use **Ctrl-click** (Windows) or **Command-click** (Mac) to select more than one employee

   —OR—

   Click the **Select An Action** drop-list arrow, and then click **Select All** to see Time Details for every employee.
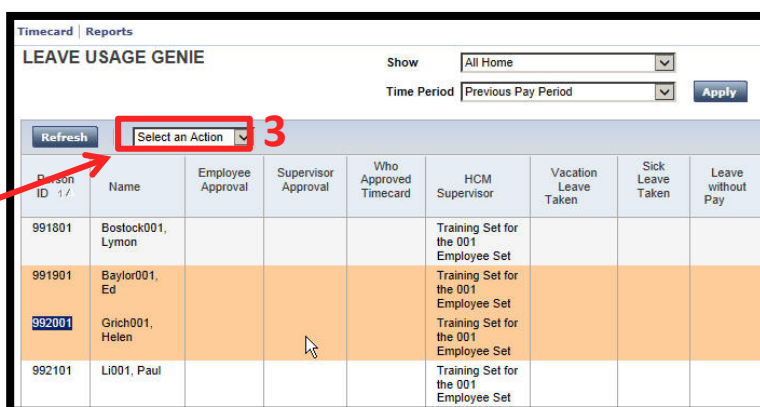
4. Select **Reports**.

5. Select **Detail Genie**.

6. Underneath the heading, **Detail Genie**, locate and select **Time Detail**.

NOTE: There are two versions of the **Time Detail** report, the first outputs to a .pdf file; the second will be in a *Microsoft Excel* format. (The end data is the same—they will just be in different formats.)
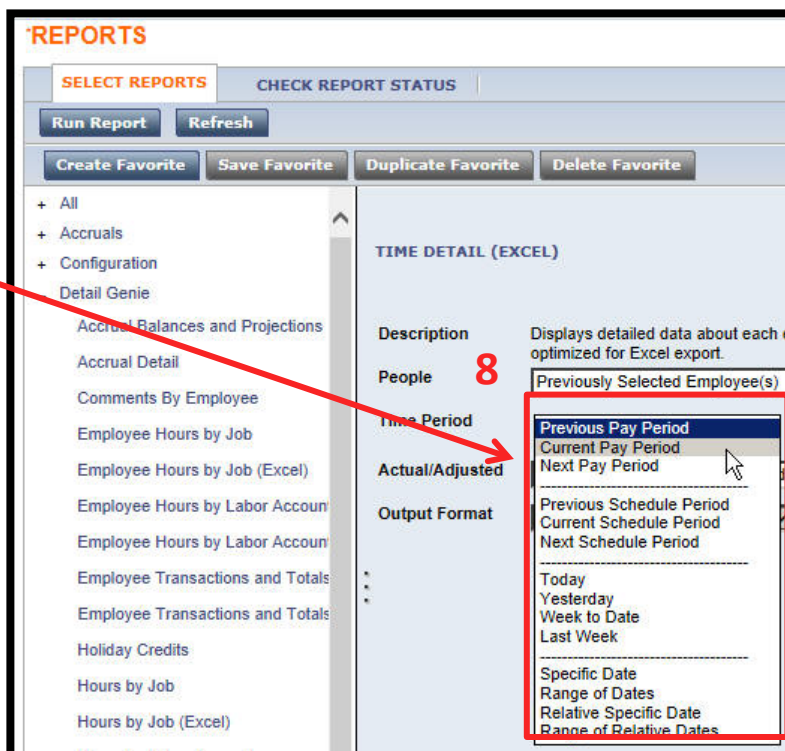

7. If you want to print time details for the employees you selected in Step 3, leave **Description** unchanged.
(It should read **Previously Selected Employee(s)**.)

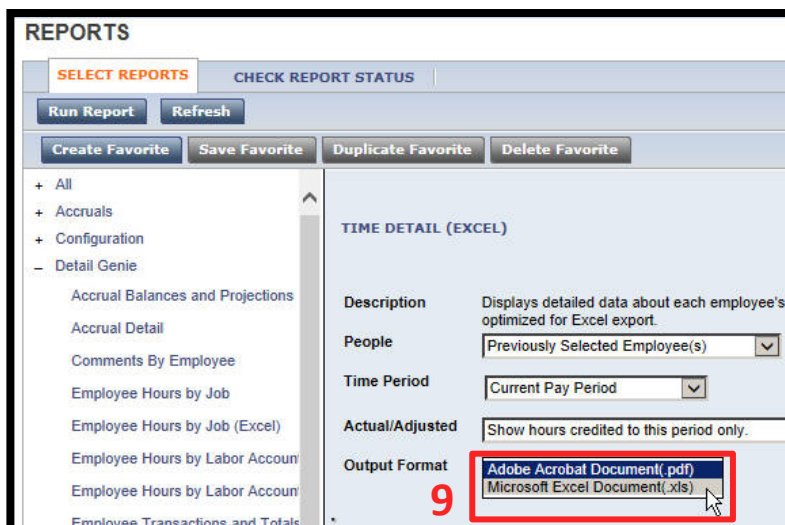If you decide to run a report for *all employees*, choose **All Home**, and so forth.
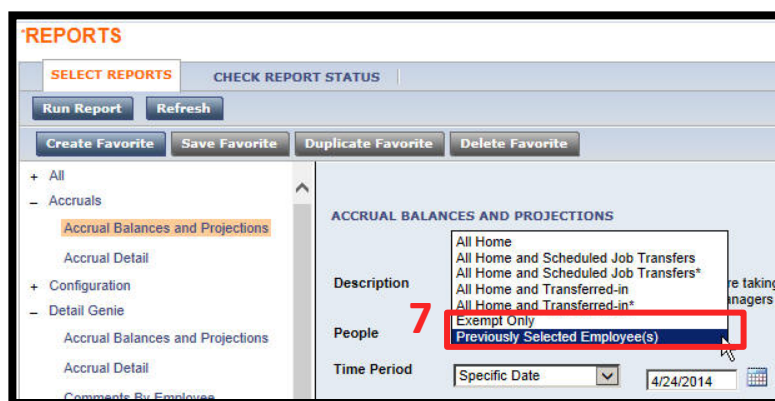
8. **Previous Pay Period** is the default time period for the **Time Detail** report.

   NOTE: If you want a different time frame, click the **Time Period** drop-list arrow, and select the appropriate time frame.

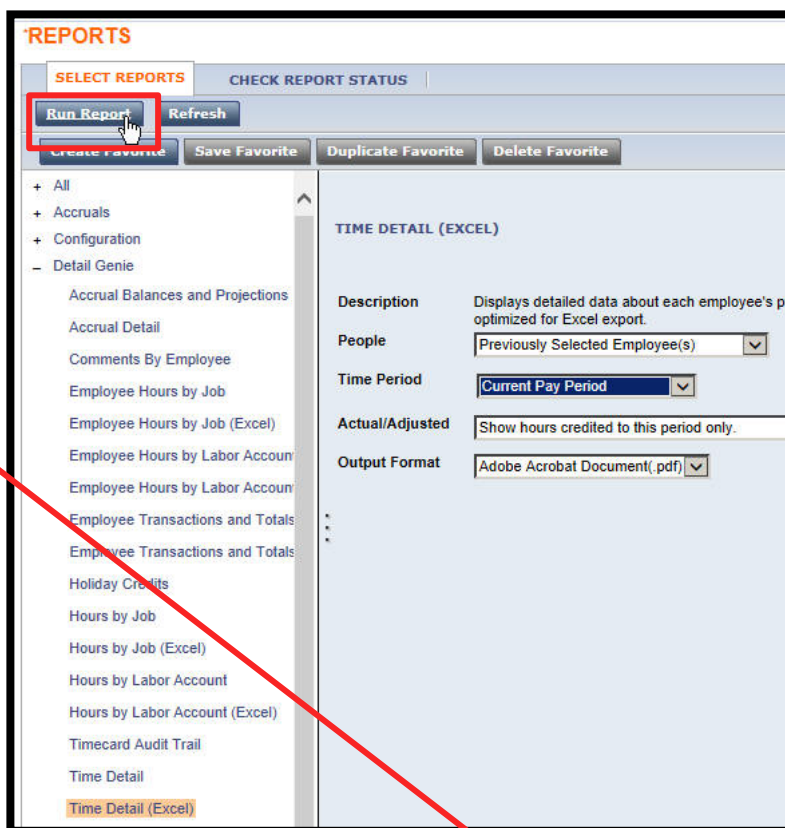Possible dates from which to choose in the **Time Period** drop list.

9. Select **Output Format**. (Your choices are *Adobe Acrobat* .pdf or *Microsoft Excel*.)
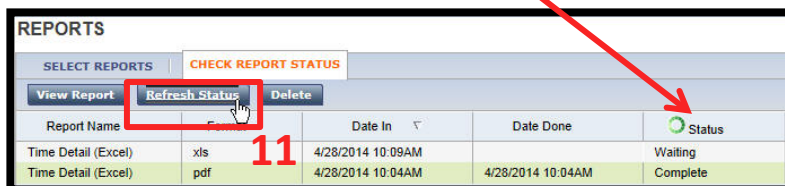
10. Click **Run Report**.

> **NOTE:** While the report is being generated, you will see "**Waiting**" under the Status column heading.

10

REPORTS

SELECT REPORTS   CHECK REPORT STATUS

[Run Report] [Refresh]

[Create Favorite] [Save Favorite] [Duplicate Favorite] [Delete Favorite]

- + All
- + Accruals
- + Configuration
- − Detail Genie
  - Accrual Balances and Projections
  - Accrual Detail
  - Comments By Employee
  - Employee Hours by Job
  - Employee Hours by Job (Excel)
  - Employee Hours by Labor Account
  - Employee Hours by Labor Account
  - Employee Transactions and Totals
  - Employee Transactions and Totals
  - Holiday Credits
  - Hours by Job
  - Hours by Job (Excel)
  - Hours by Labor Account
  - Hours by Labor Account (Excel)
  - Timecard Audit Trail
  - Time Detail
  - Time Detail (Excel)

TIME DETAIL (EXCEL)

Description	Displays detailed data about each employee's p... optimized for Excel export.
People	Previously Selected Employee(s)
Time Period	Current Pay Period
Actual/Adjusted	Show hours credited to this period only.
Output Format	Adobe Acrobat Document(.pdf)

11. Click **Refresh Status**.

REPORTS

SELECT REPORTS   CHECK REPORT STATUS

[View Report] [Refresh Status] [Delete]

11
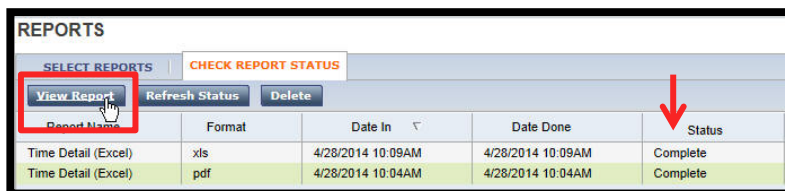
Report Name	Format	Date In ▽	Date Done	○ Status
Time Detail (Excel)	xls	4/28/2014 10:09AM		Waiting
Time Detail (Excel)	pdf	4/28/2014 10:04AM	4/28/2014 10:04AM	Complete

12. When **Status** is **Complete**, click **View Report**.

12

REPORTS

SELECT REPORTS   CHECK REPORT STATUS

[View Report] [Refresh Status] [Delete]

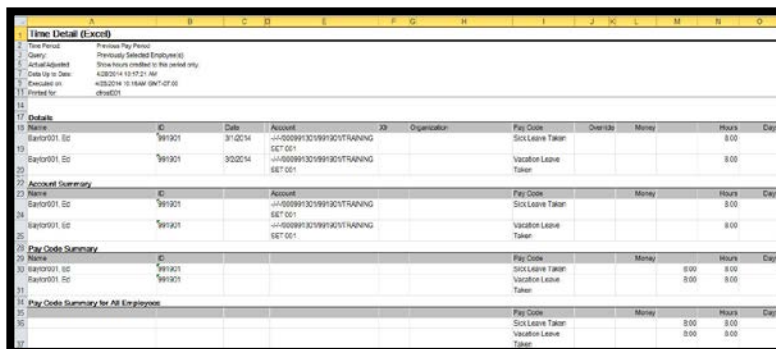| Report Name	Format	Date In ▽	Date Done	Status
Time Detail (Excel)	xls	4/28/2014 10:09AM	4/28/2014 10:09AM	Complete
Time Detail (Excel)	pdf	4/28/2014 10:04AM	4/28/2014 10:04AM	Complete

To Print the Report:

13. Press **Ctrl-P** (Windows) or **Command-P** (Mac).

14. Click the **Print** button in the Print dialog window.

To Save the Report:

15. Follow *Adobe Acrobat's* or *Microsoft Excel's* procedures for saving a file.

16. To return to CalTime's opening screen, click the **Home** button in the CalTime report window.

—*OR*—

Click **Log Off** to end your CalTime session.