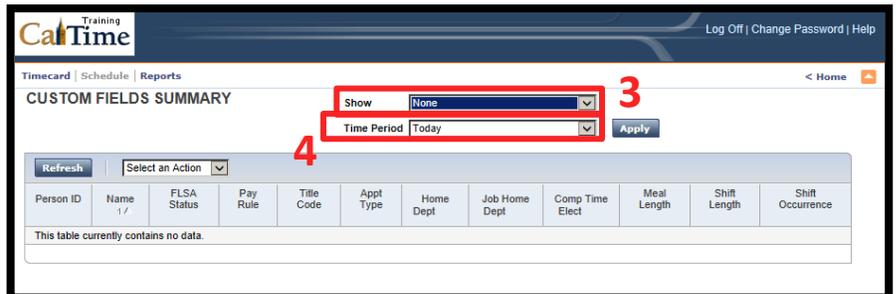
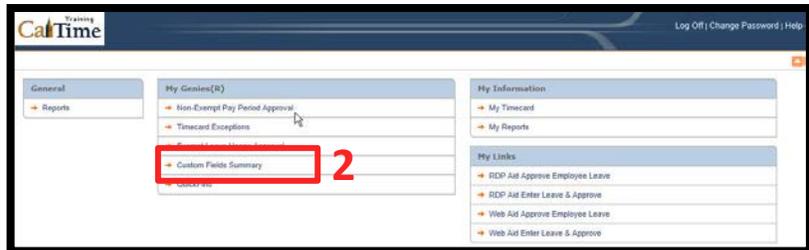


The **Custom Fields Summary Genie** shows you the current **FLSA Status** (E=exempt, N=non-exempt), **Title Code**, **Appt Type**, **Home Dept**, **Job Home Dept**, **Comp Time Elect** choice, **Meal Length** for automatic meal deduction after 6 work hours, normal **Shift Length**, and **Shift Occurrence** for each of your non-exempt employees. This Genie can be helpful if an employee makes a query about any of the above or if a supervisor needs to request a change in any of the custom field settings, such as meal deduction.

1. Log in to CalTime. (See the job aid "All\_Logging In to CalTime" for log-in steps.
2. Choose the **Custom Fields Summary Genie**.
3. From the **Show** drop list, select **All Non-Exempt Home & Trans. In**.
4. **Time Period** defaults to **Today**, which is generally appropriate.

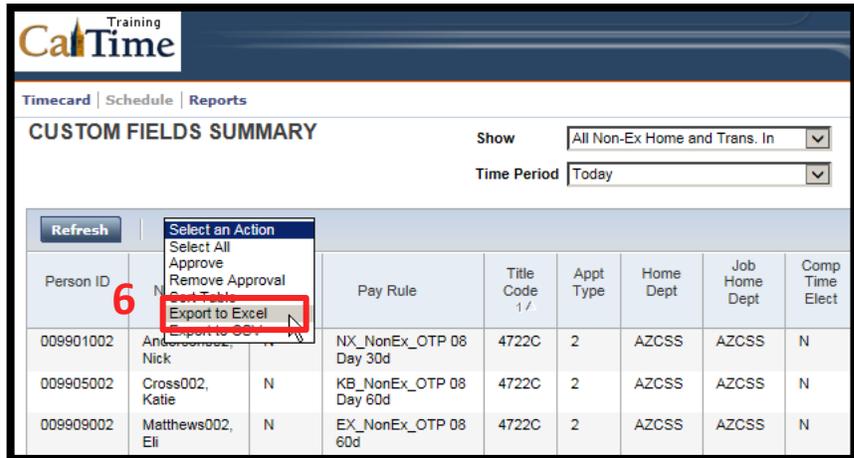


5. All columns in this Genie are sortable. For example, to group by **Title Code**, click once on the **Title Code** column heading. This moves the low title codes to the top of the list.

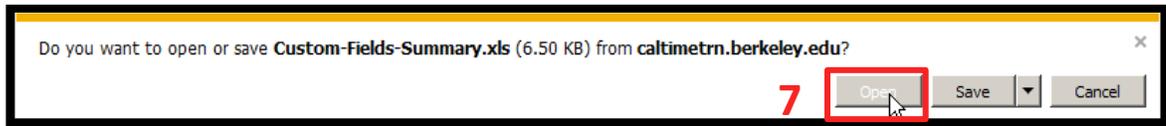
Person ID	Name 2 /	FLSA Status	Pay Rule	Title Code	Appt Type	Home Dept	Job Home Dept	Comp Time Elect	Meal Length	Shift Length	Shift Occurrence
008901002	Anderson002, Nick	N	NX_NonEx_OTP 08 Day 30d	4722C	2	AZCSS	AZCSS	N	30	08	D
008905002	Cross002, Katie	N	KB_NonEx_OTP 08 Day 60d	4722C	2	AZCSS	AZCSS	N	60	08	D
008908002	Matthews002, Eli	N	EX_NonEx_OTP 08 60d	4722C	2	AZCSS	AZCSS	N	60	08	D
009906002	Haggarty002, Carl	N	CX_NonEx_OTP Day 30d	4723C	2	FJPPS	FJPPS	N	30	08	D
009926002	Nguyen002, Sam	N	SX_NonEx_CTP 08 Day 60d	4723C	2	FJPPS	FJPPS	N	60	08	D
008902002	Brickley002, Pauls			4919U	4	FJPPS	FJPPS	N	30	08	D
008912002	Smith002, Phillip			4920U	4	FTRAN	FTRAN	N	60	08	D
008903002	Briggs002, Thomas	N	PPPSM_NonEx_OTP Day 30d	5332C	2	FOREC	FOREC	N	30	08	D
008907002	Jackson002, Shanika	N	SX_NonEx_OTP 08 Day 30d	5332C	2	FOREC	FOREC	N	30	08	D
008911002	Sanchez002, Raul	N	RX_NonEx_OTP Day 60d	5332C	2	FOREC	FOREC	N	60	08	D
008904002	Carter002, Rick	N	RX_NonEx_OTP Day 30d	7583U	2	FTRAN	FTRAN	N	30	08	D
008908002	Love002, Hanna	N	HX_NonEx_OTP 08 Day 60d	7583U	2	FTRAN	FTRAN	N	60	08	D

You can also export the contents of this Genie to Microsoft Excel or as a comma-separated-value (CSV) file.

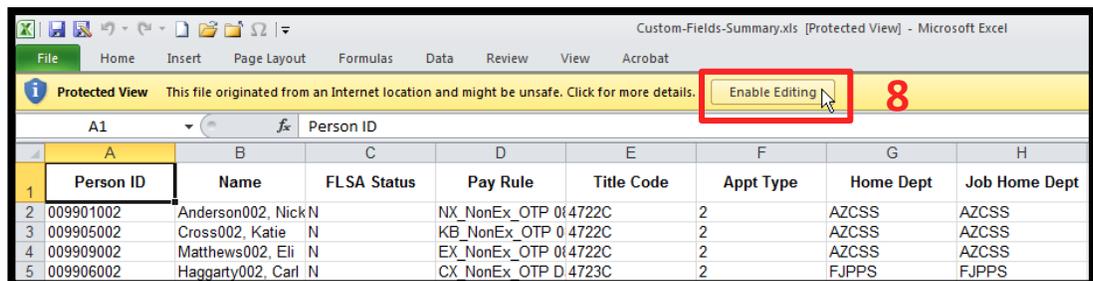
- From the **Select an Action** drop list, choose **Export to Excel**.



- Respond to the following dialog window by clicking **Open**.



- To save, print, or edit the *Excel* file, click **Enable Editing**.



When done, close Excel and return to CalTime.

- Click **Home** to return to access to the **Genies and Reports**, or click **Log Off** to end your CalTime session.

