CalTime: Timecard Approval for Employees using a computer

This job aid provides instructions on how to approve your timecard or remove your timecard approval.

Approving Time Card

1. If the timecard is complete and accurate click on "**Approve**."

2. Once approved, a confirmation appears.
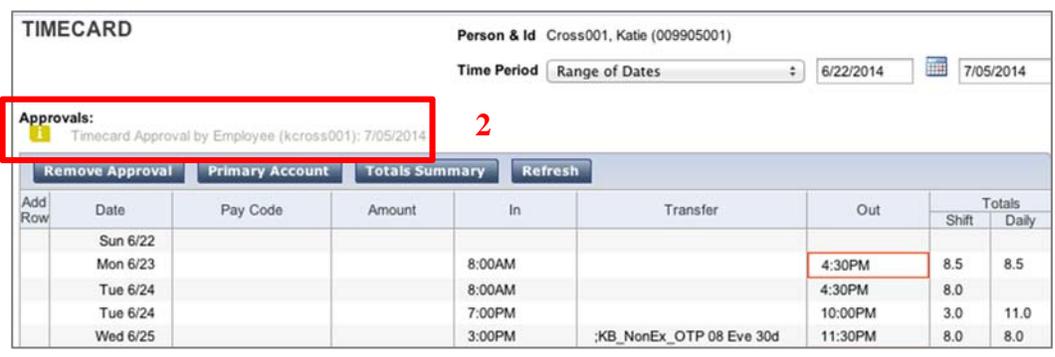
Removing Approval on Timecard

If you need to make changes to your timecard after approving it, you need to first remove your approval. If your supervisor has already approved your time you will need to notify your supervisor if your timecard needs to be edited.

3. To remove timecard approval, click on the "**Remove Approval**" button.

4. Once approval is removed, update your timecard and then click the "**Approval**" button.