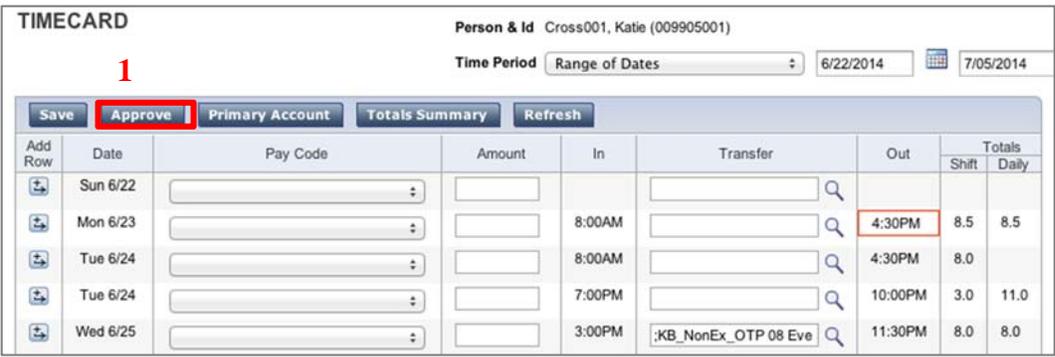


CalTime: Timecard Approval for Employees using a computer

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

Approving Time Card

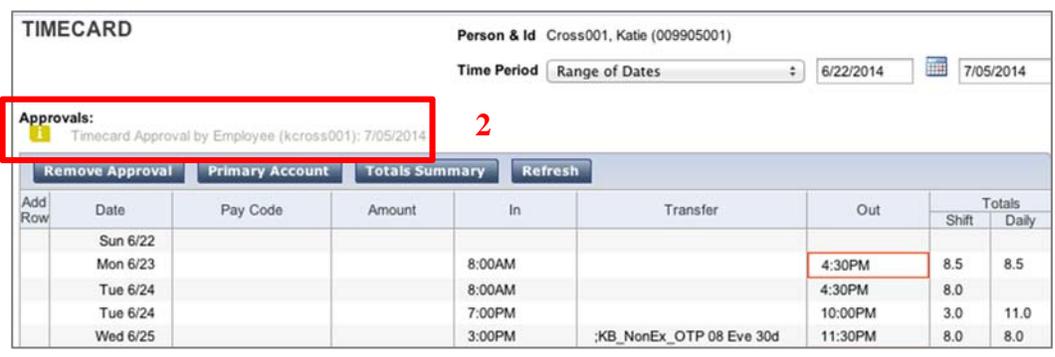
1. If the timecard is complete and accurate click on "Approve."



The screenshot shows the TIMECARD interface for Person & Id Cross001, Katie (009905001) for the Time Period 6/22/2014 to 7/05/2014. The 'Approve' button is highlighted with a red box, and a red '1' is placed above it. The table below shows the timecard entries:

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 6/22							
	Mon 6/23			8:00AM		4:30PM	8.5	8.5
	Tue 6/24			8:00AM		4:30PM	8.0	
	Tue 6/24			7:00PM		10:00PM	3.0	11.0
	Wed 6/25			3:00PM	:KB_NonEx_OTP 08 Eve	11:30PM	8.0	8.0

2. Once approved, a confirmation appears.



The screenshot shows the TIMECARD interface with an 'Approvals' section highlighted by a red box and a red '2' next to it. The approval message reads: 'Timecard Approval by Employee (kcross001): 7/05/2014'. The 'Remove Approval' button is also visible. The table below shows the timecard entries:

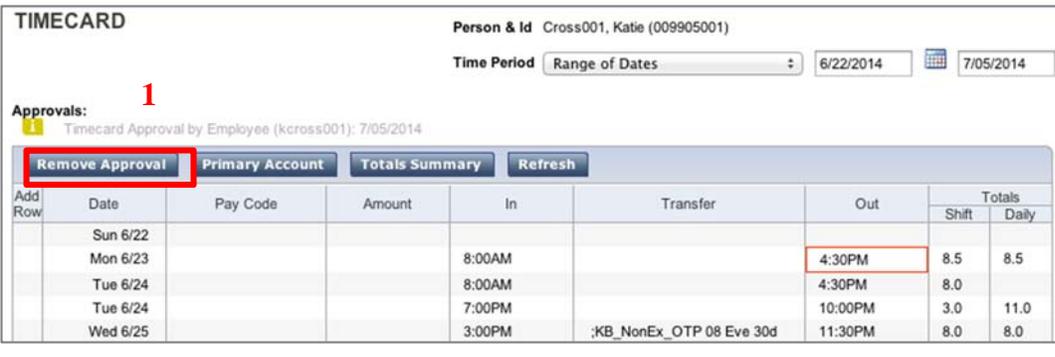
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 6/22							
	Mon 6/23			8:00AM		4:30PM	8.5	8.5
	Tue 6/24			8:00AM		4:30PM	8.0	
	Tue 6/24			7:00PM		10:00PM	3.0	11.0
	Wed 6/25			3:00PM	:KB_NonEx_OTP 08 Eve 30d	11:30PM	8.0	8.0

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.



The screenshot shows the TIMECARD interface with the 'Remove Approval' button highlighted by a red box and a red '1' next to it. The 'Approvals' section shows the approval message: 'Timecard Approval by Employee (kcross001): 7/05/2014'. The table below shows the timecard entries:

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 6/22							
	Mon 6/23			8:00AM		4:30PM	8.5	8.5
	Tue 6/24			8:00AM		4:30PM	8.0	
	Tue 6/24			7:00PM		10:00PM	3.0	11.0
	Wed 6/25			3:00PM	:KB_NonEx_OTP 08 Eve 30d	11:30PM	8.0	8.0