HOW TO REPORT PROJECT TRACKING HOURS

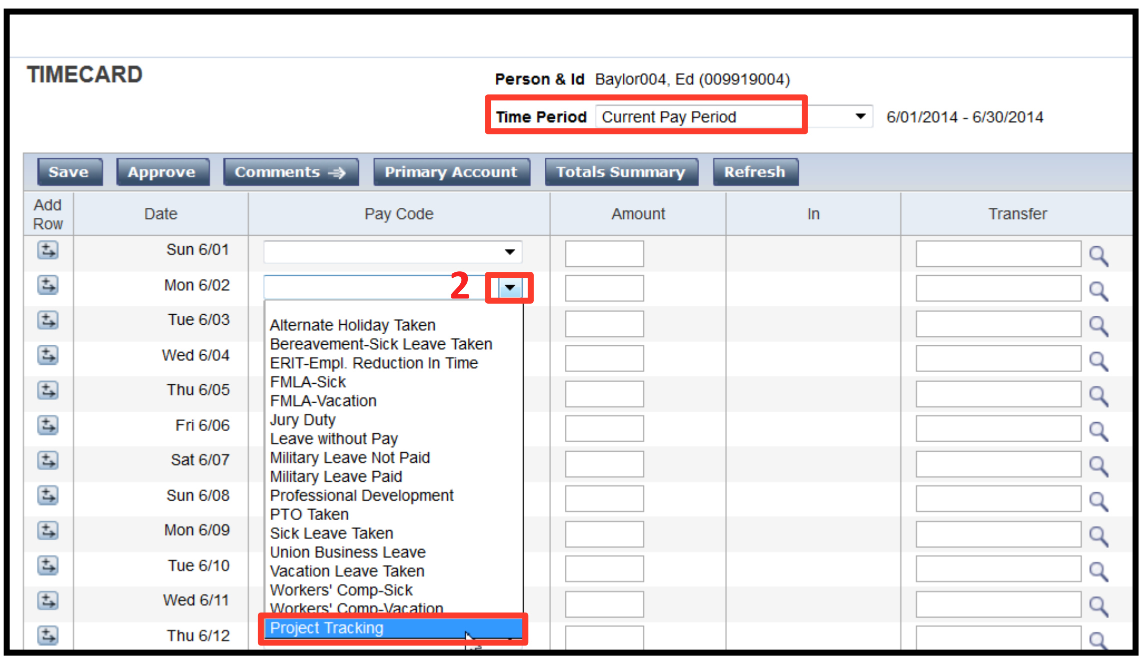
Project hours are tracked on the CalTime timecard using the **Project** paycode and the **Transfer** function. You can track time against one or more projects in a day.

Best Practice: enter your project hours on a daily basis to save time at the end of the month.

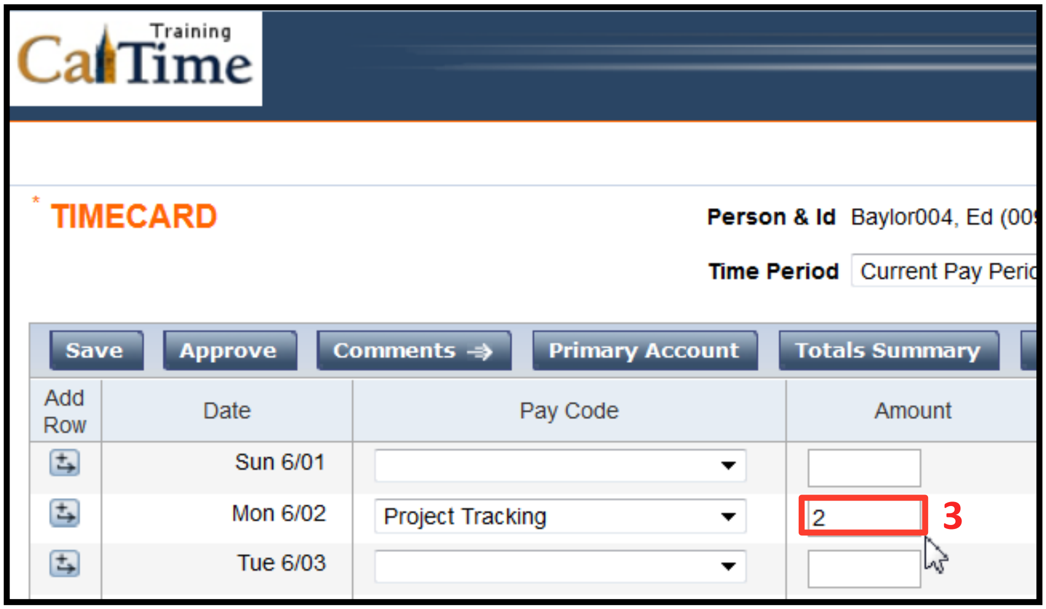
1. Select **My Timecard** from the **My Information** pane.

Current Pay Period is the default **Time Period** at login for employees.

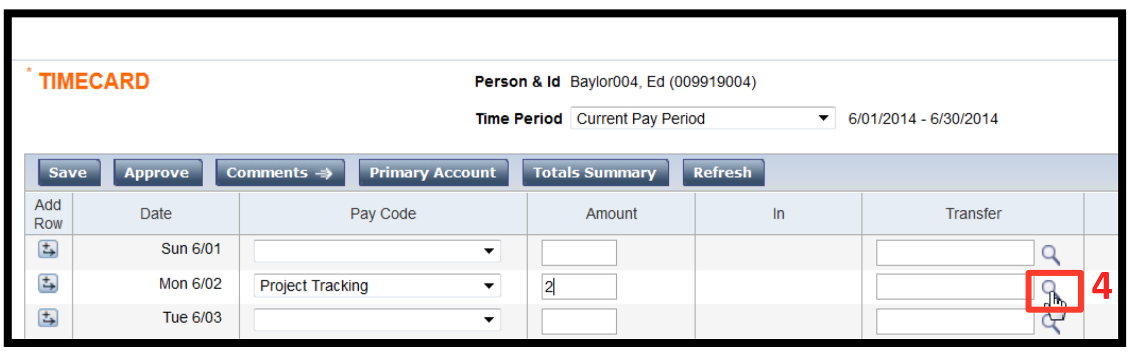
2. Click the **Pay Code** drop-list arrow and select **Project Tracking** to record hours to a project.



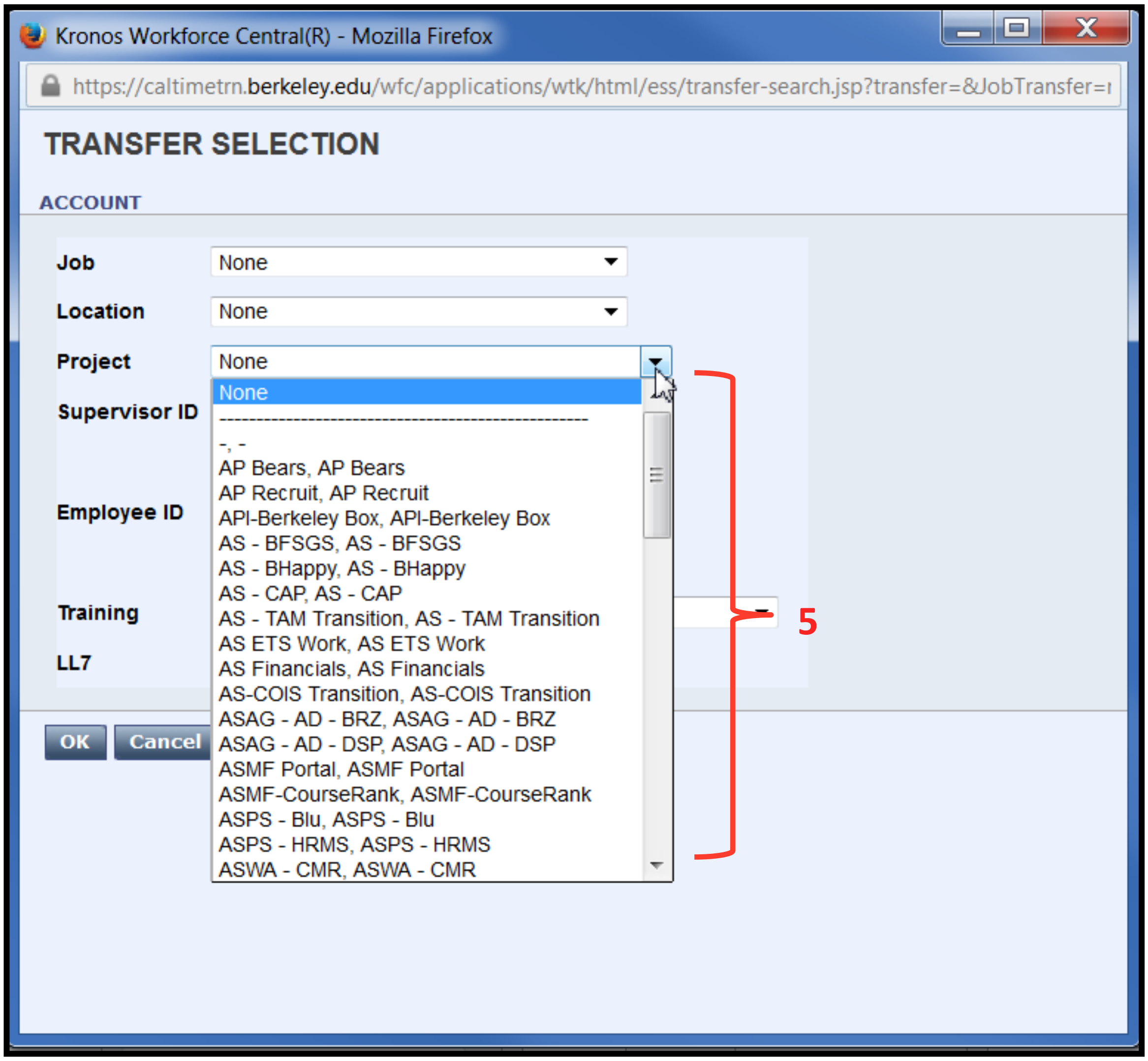
3. Enter the number of hours in the **Amount** field.



4. Click the search icon in the **Transfer** column.

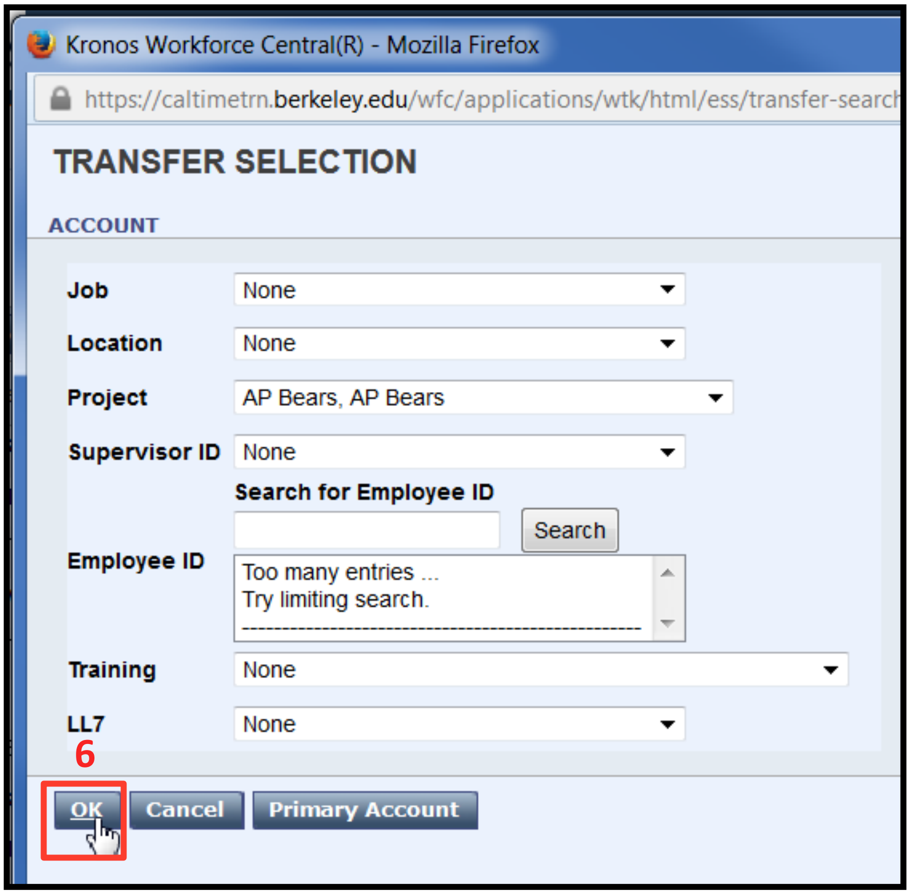


5. In the **Transfer Selection** screen, click on the **Project** drop-list arrow and select the project to which you want to assign the hours you have entered.

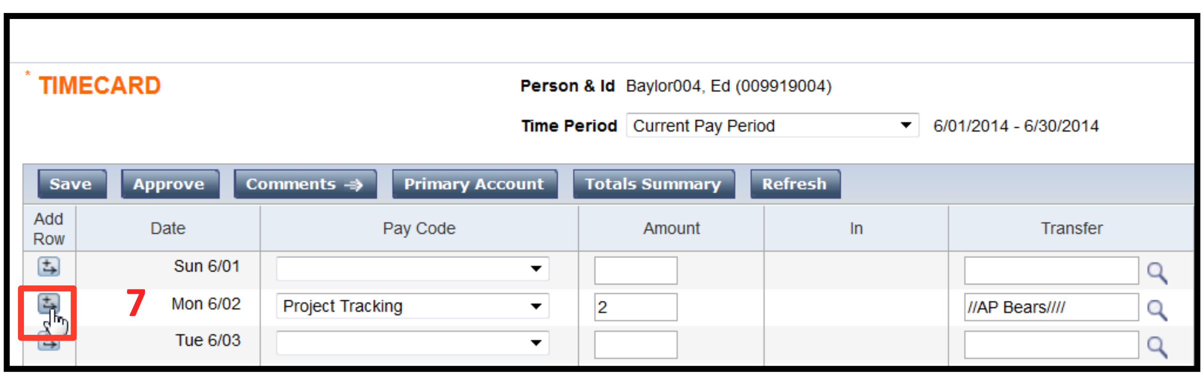


NOTE: The Local Department Administrator for Project Tracking is responsible for creating the projects. The Project Tracking web app automatically adds new jobs to CalTime every night. If your project does not appear in the list, contact your supervisor.

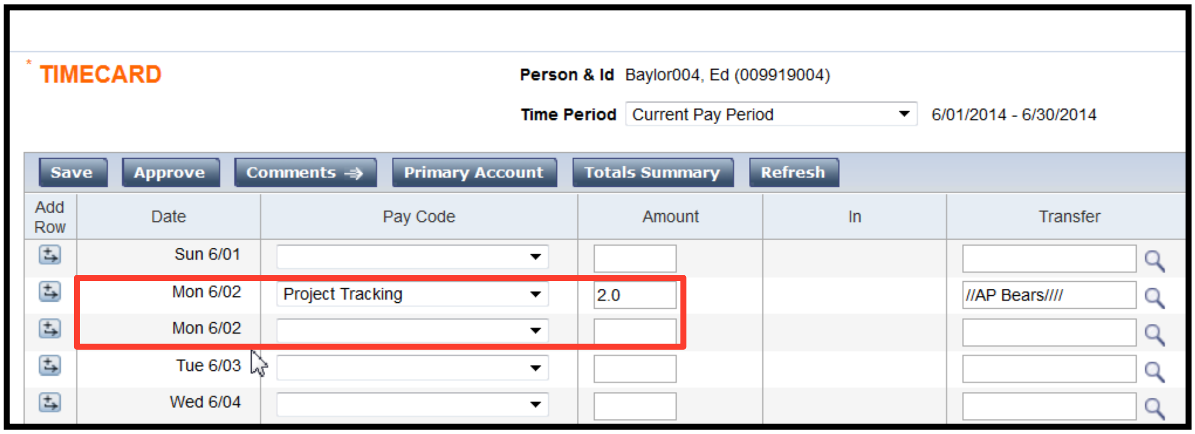
6. Click **OK**.



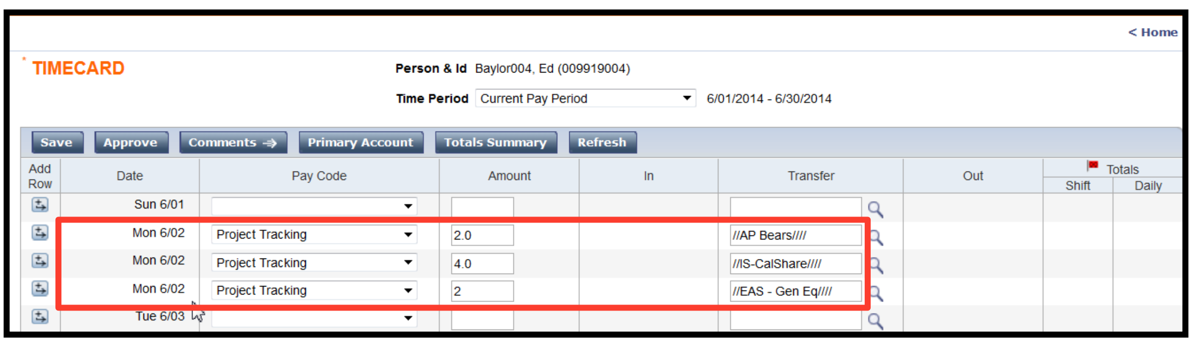
7. To report hours against multiple projects, you must use the **Add Row** function.



You now see two rows for June 2nd. Add as many rows as you need for each day.



As shown below, after having added a third row, June 2nd shows three separate projects and their associated hours.



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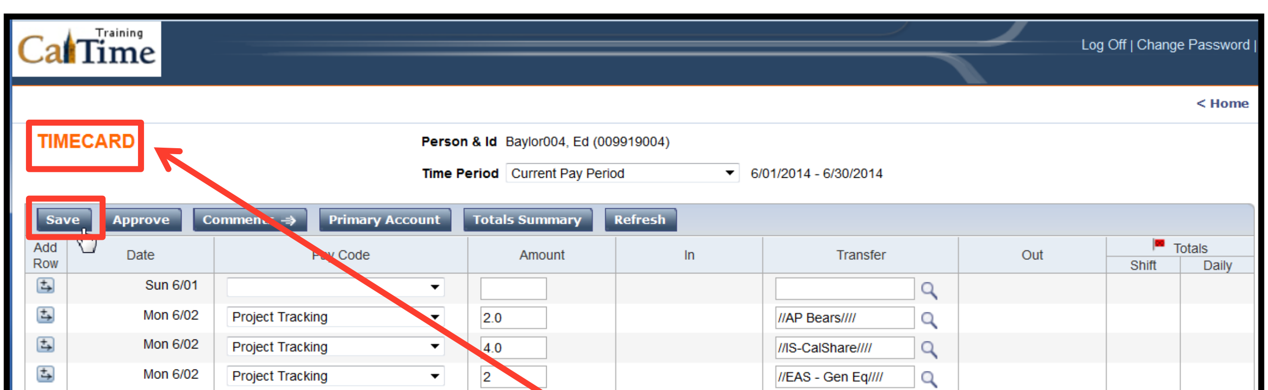
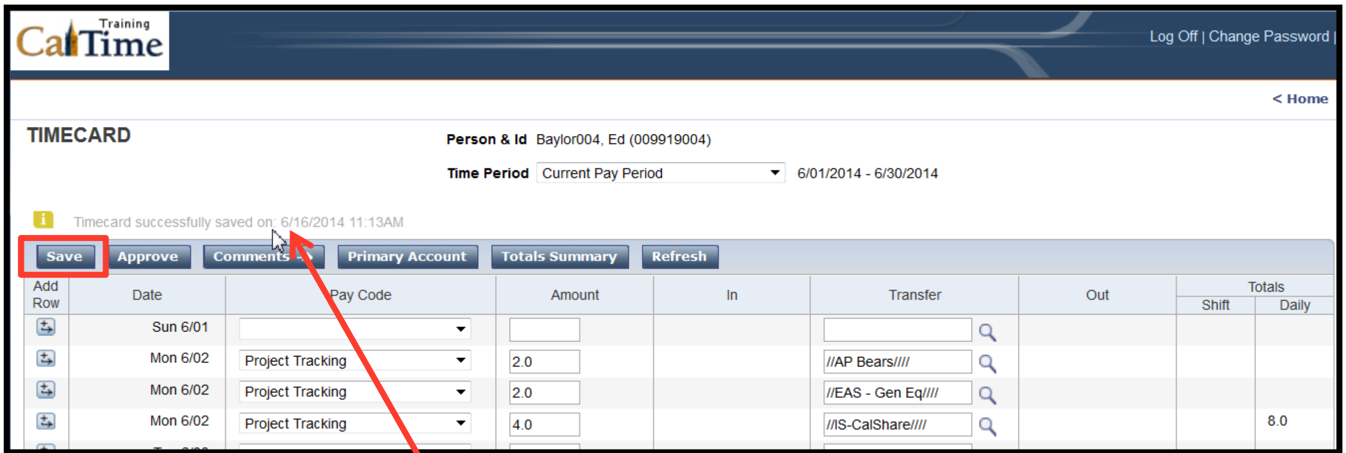


NOTE: **TIMECARD** is orange to indicate you have not yet saved your changes.

8. When done with your edits, click the **Save** button.



NOTE: Look above the **Save** button to see confirmation that your timecard has been successfully saved.

9. Click **Log Off** to properly exit CalTime.