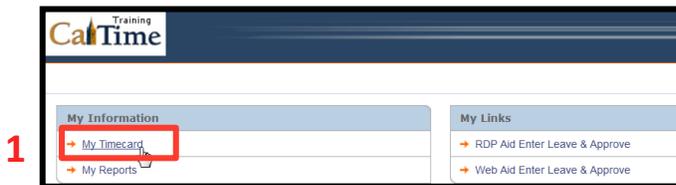


HOW TO REPORT PROJECT TRACKING HOURS

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.

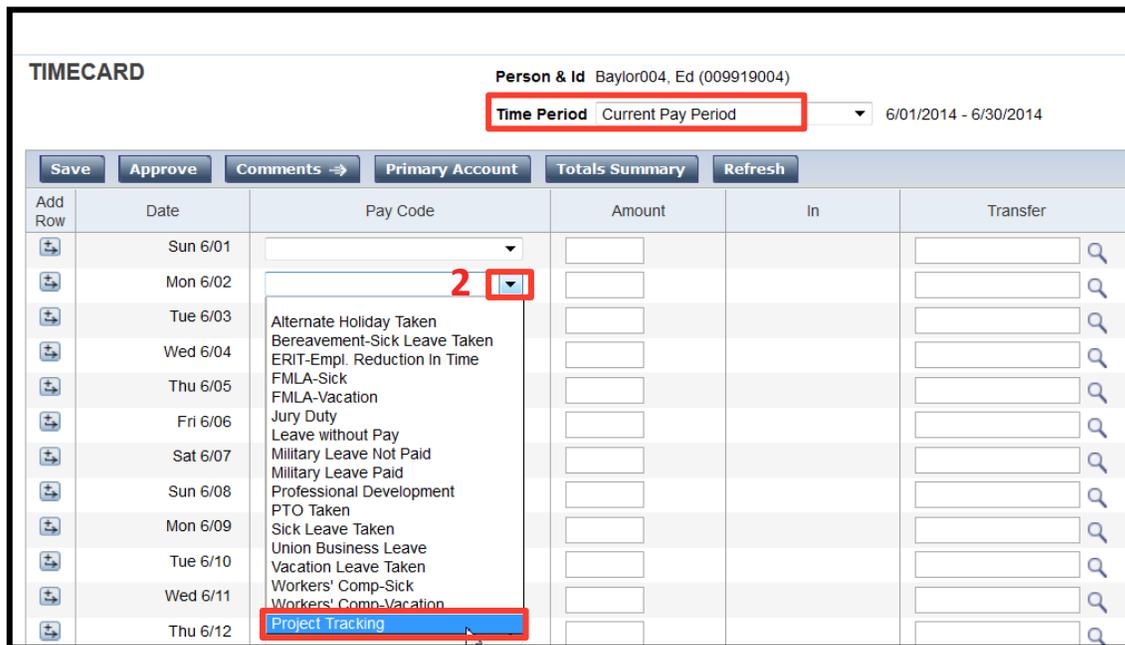
Best Practice: enter your project hours on a daily basis to save time at the end of the month.

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

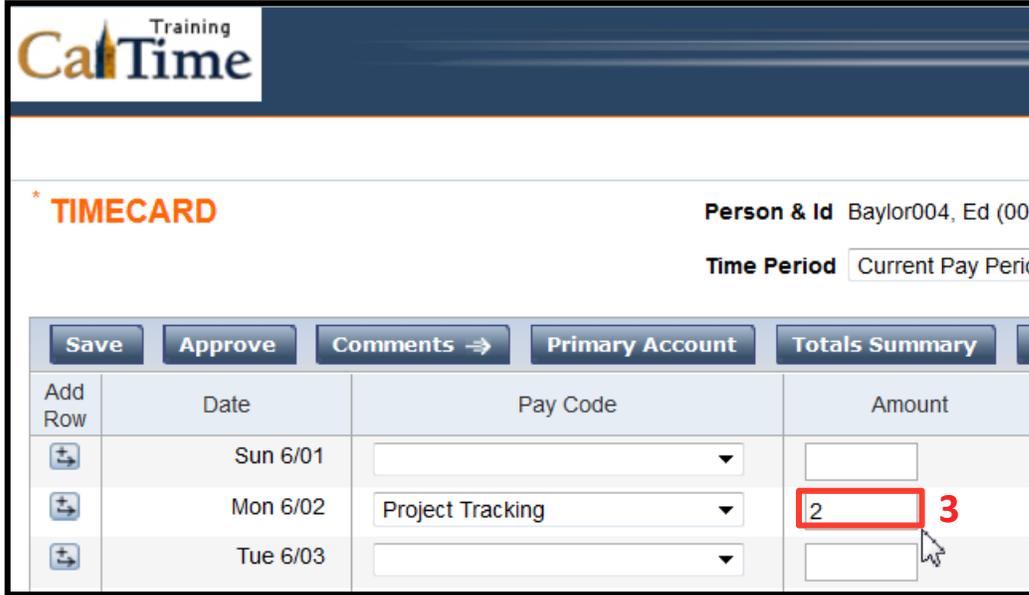


Current Pay Period is the default **Time Period** at login for employees.

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



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

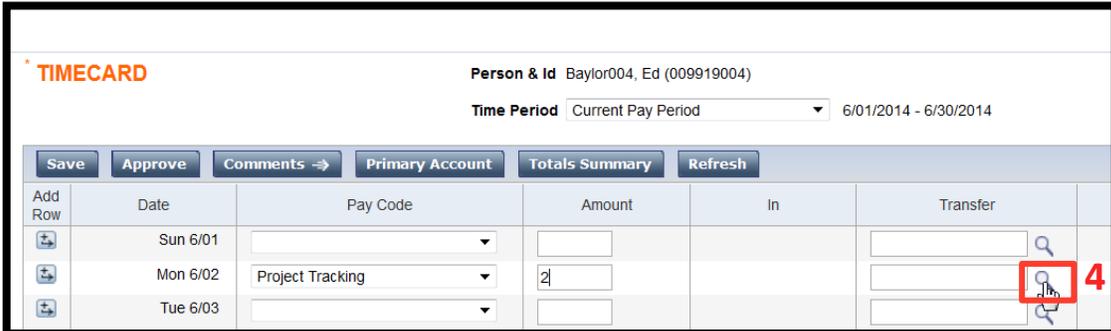


*** TIMECARD** Person & Id Baylor004, Ed (009919004)
Time Period Current Pay Period

Save Approve Comments → Primary Account Totals Summary

Add Row	Date	Pay Code	Amount
	Sun 6/01	<input type="text"/>	<input type="text"/>
	Mon 6/02	Project Tracking	2
	Tue 6/03	<input type="text"/>	<input type="text"/>

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

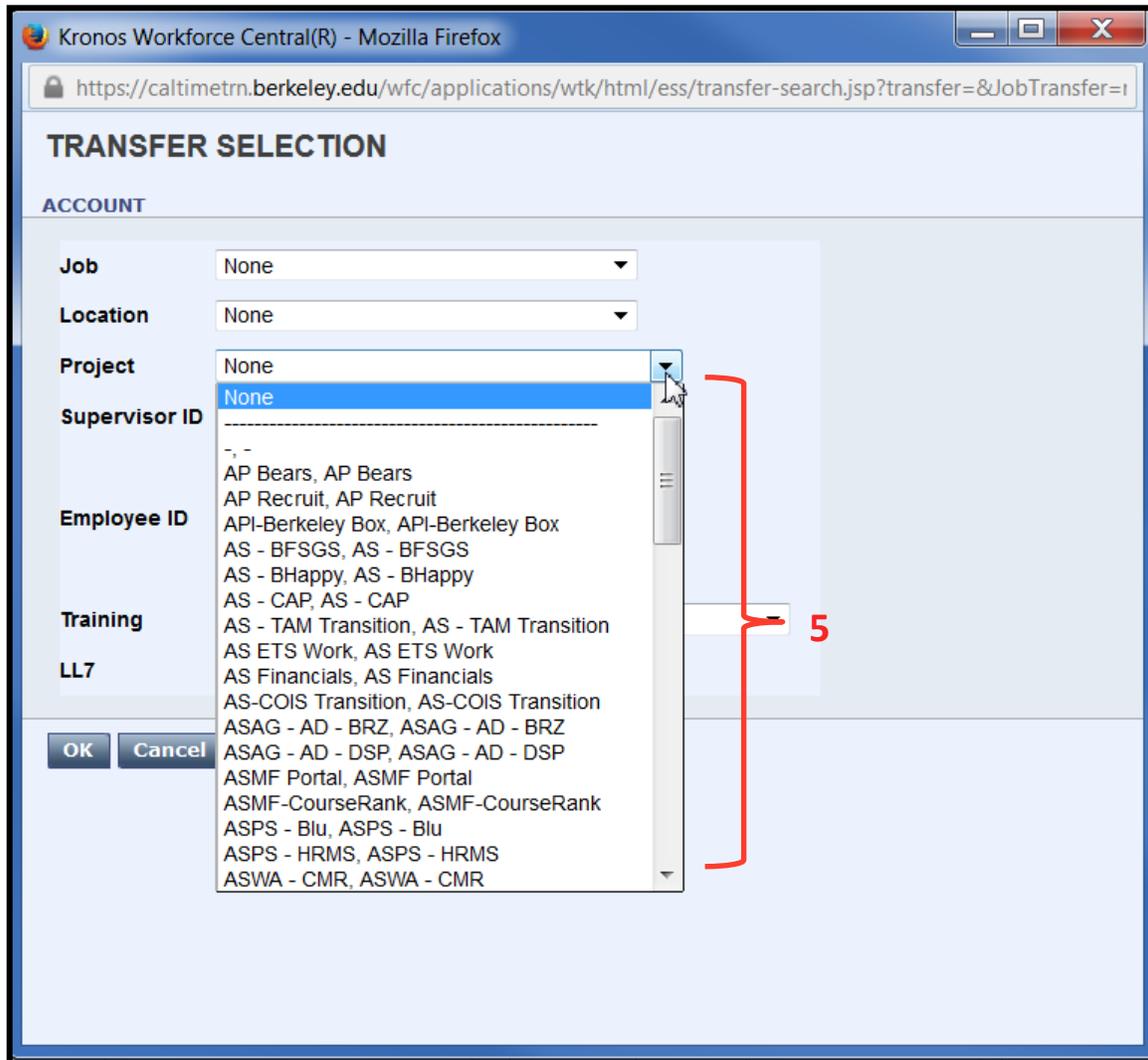


*** TIMECARD** Person & Id Baylor004, Ed (009919004)
Time Period Current Pay Period 6/01/2014 - 6/30/2014

Save Approve Comments → Primary Account Totals Summary Refresh

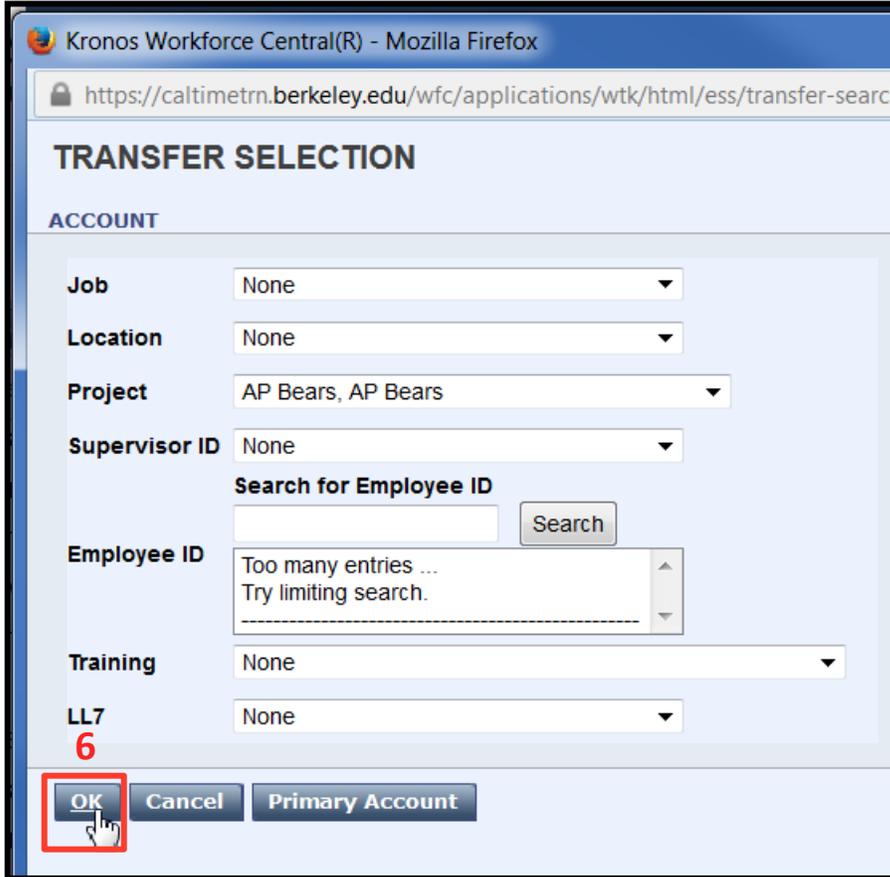
Add Row	Date	Pay Code	Amount	In	Transfer
	Sun 6/01	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Mon 6/02	Project Tracking	2		<input type="text"/>
	Tue 6/03	<input type="text"/>	<input type="text"/>		<input type="text"/>

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.

- Click **OK**.



TRANSFER SELECTION

ACCOUNT

Job: None

Location: None

Project: AP Bears, AP Bears

Supervisor ID: None

Search for Employee ID: [Search]

Employee ID: Too many entries ... Try limiting search.

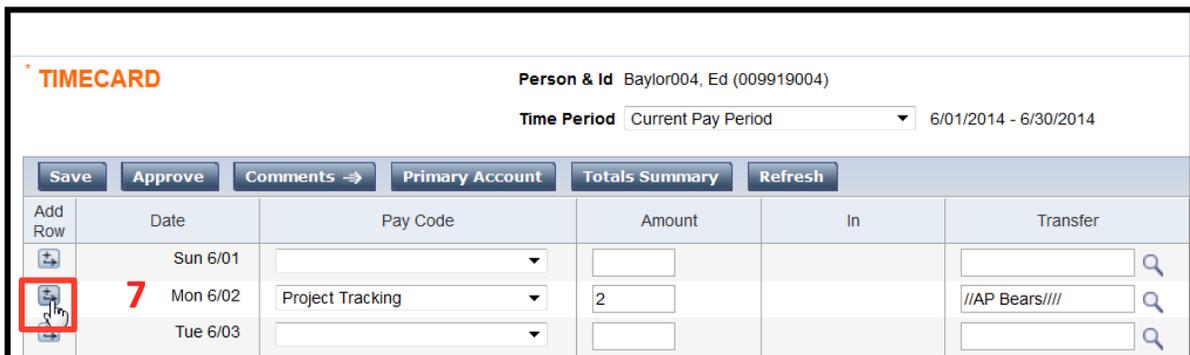
Training: None

LL7: None

6

OK Cancel Primary Account

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



*** TIMECARD**

Person & Id: Baylor004, Ed (009919004)

Time Period: Current Pay Period 6/01/2014 - 6/30/2014

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer
	Sun 6/01	[Dropdown]	[Input]		[Input] 🔍
	7 Mon 6/02	Project Tracking	2		//AP Bears// 🔍
	Tue 6/03	[Dropdown]	[Input]		[Input] 🔍

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

TIMECARD Person & Id Baylor004, Ed (009919004)
Time Period Current Pay Period 6/01/2014 - 6/30/2014

Add Row	Date	Pay Code	Amount	In	Transfer
	Sun 6/01				
	Mon 6/02	Project Tracking	2.0		//AP Bears////
	Mon 6/02				
	Tue 6/03				
	Wed 6/04				

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

TIMECARD Person & Id Baylor004, Ed (009919004)
Time Period Current Pay Period 6/01/2014 - 6/30/2014

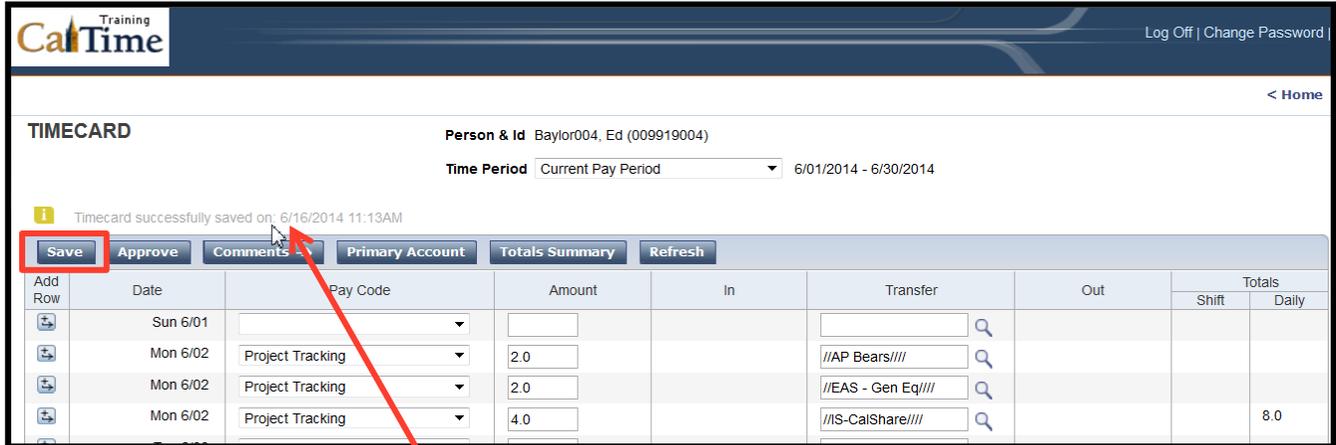
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals
							Shift Daily
	Mon 6/02	Project Tracking	2.0		//AP Bears////		
	Mon 6/02	Project Tracking	4.0		//IS-CalShare////		
	Mon 6/02	Project Tracking	2		//EAS - Gen Eq////		
	Tue 6/03						

TIMECARD Person & Id Baylor004, Ed (009919004)
Time Period Current Pay Period 6/01/2014 - 6/30/2014

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals
							Shift Daily
	Sun 6/01						
	Mon 6/02	Project Tracking	2.0		//AP Bears////		
	Mon 6/02	Project Tracking	4.0		//IS-CalShare////		
	Mon 6/02	Project Tracking	2		//EAS - Gen Eq////		

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

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



TIMECARD

Person & Id Baylor004, Ed (009919004)

Time Period Current Pay Period 6/01/2014 - 6/30/2014

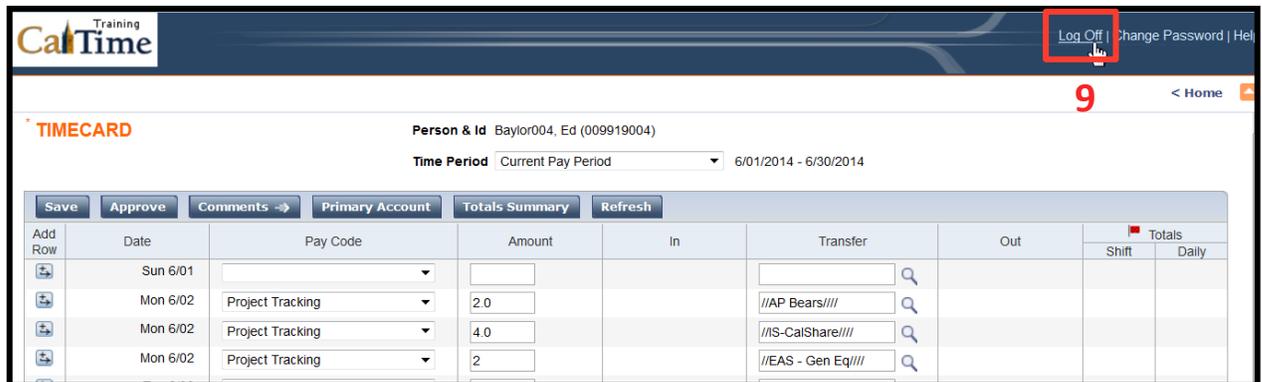
Timecard successfully saved on: 6/16/2014 11:13AM

Save Approve Comments Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 6/01							
	Mon 6/02	Project Tracking	2.0		//AP Bears///			
	Mon 6/02	Project Tracking	2.0		//EAS - Gen Eq///			
	Mon 6/02	Project Tracking	4.0		//IS-CalShare///			8.0

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

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



TIMECARD

Person & Id Baylor004, Ed (009919004)

Time Period Current Pay Period 6/01/2014 - 6/30/2014

Save Approve Comments Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 6/01							
	Mon 6/02	Project Tracking	2.0		//AP Bears///			
	Mon 6/02	Project Tracking	4.0		//IS-CalShare///			
	Mon 6/02	Project Tracking	2		//EAS - Gen Eq///			