CalTime: Time Entry For "Anytime" Employees

The purpose of this job aid is to provide instructions on how an "Anytime" Employee records time within CalTime. "AnyTime" employees can enter start times, stop times and transfers (between jobs) into their CalTime timecard at any time during and up to the end of a given pay period.

Employee Entering Time

1. Select the correct time period.
2. Select the row for the date you want to add time and enter your start time in the "In" field.
3. Enter the end time for the completion of the shift.
4. Click **Save**.
   In the upper left corner, the word "Timecard" appears in orange to indicate that your entries have not been saved. Black font indicates it has been saved.

Note: Please remember to add A or P for AM or PM. Acceptable formats include **8a or 8:30a**

5. A confirmation message appears.
6. Click **Refresh.**
7. Your hours for the Shift and Daily Totals display.

Entering Time If You Work Multiple Jobs, or on Contracts, or Grants

As a non-exempt employee, (if you have more than one job or if you work on contracts or grants) you will need to charge your time to different jobs, contracts or grants. Each could be tied to different funding sources or chartstrings.

1. Click on the "Search" icon.

CalTime : Time Entry For "Anytime" Employees

Employee Entering Time

2. Select the drop list arrow for Job.	**TRANSFER SELECTION** **ACCOUNT** Job — None Location — None Project — None Supervisor ID — None Search for Employee ID Employee ID — Too many entries … Try limiting search. Training — None LL7 — None **WORK RULE** — None OK Cancel Primary Account
3. Select the job, contract or grant for the job shift that you are starting. Click "**OK**". *Note: Work with your supervisor to select the appropriate entry If you are unclear on which entry on the list to select for your job, contract or grant.*	**TRANSFER SELECTION** **ACCOUNT** Job — ✓ None — - , - Location — 0, 0 Project — **LIBRARIAN-DOE, LIBRARIAN-DOE** Supervisor ID — LIBRARIAN-MOFFIT, LIBRARIAN-MOFFIT Search for Employee ID Employee ID — Too many entries … Try limiting search. Training — None LL7 — None **WORK RULE** — None OK Cancel Primary Account
4. The job, contract or grant will appear in the "**Transfer**" field. 5. Then click on the "**Save**" button.	**TIMECARD** Person & Id Matthews, Eli (009909000) Time Period Current Pay Period 7/20/2014 - 8/02/2014 Timecard successfully saved on: 7/23/2014 10:29AM Save Approve Primary Account Totals Summary Refresh Table: Add Row / Date / Pay Code / Amount / In / Transfer / Out / Totals Shift Daily • Sun 7/20 • Mon 7/21 • Tue 7/22 — In: 8:00AM — Transfer: LIBRARIAN-DOE///// — Out: 4:30PM — 8.0 8.0