> ⚠️ **ALERT:** A timecard is a legal document. It is always advisable that the *employee* make any needed changes. In the event you need to make a change, written permission should be obtained.

1. Log in to CalTime. (See the job aid, *"Logging in to CalTime."*)

2. **To add leave to** *your* **timecard,** click **My Timecard** (under the **My Information** tab.).
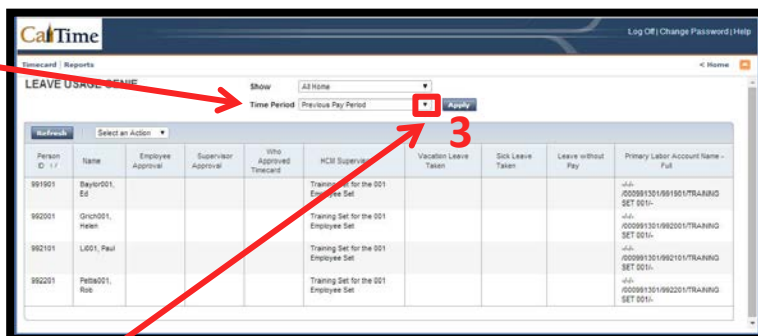   —OR—

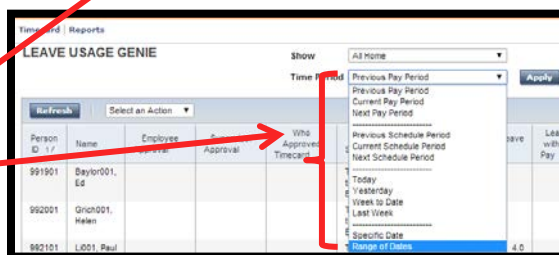   To add leave to an *employee's* timecard, click the **Leave Usage Genie** link under **My Genies**

3. **Previous Pay Period** is the default **Time Period** in the **Leave Usage Genie**.

   —OR—

   Current Pay Period is the default **Time Period** under **My Timecard**.

   NOTE: If you need a different time period, click the **Time Period** drop-list arrow, and select the appropriate time frame.

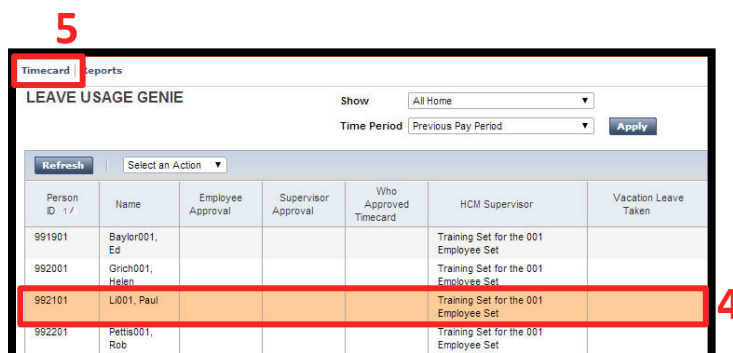Possible dates from which to choose in the **Time period** drop-list.

To add leave to *your* timecard, do Steps 6–12.

To add leave to an *employee's* timecard, do Steps 4–12.

4. Click the name of the employee for whom you want to add leave.
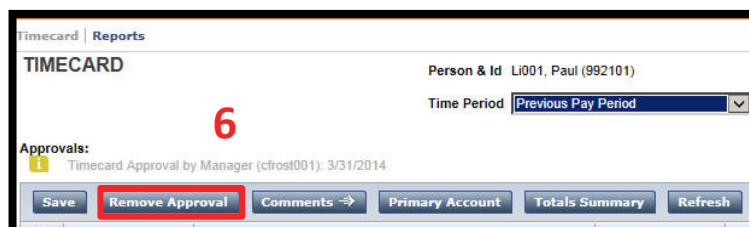
5. Click the **Timecard** link.

If the timecard has not yet been approved, go to Step 7.

If it has been approved, remove approval from the timecard.

6. Click the **Remove Approval** button.
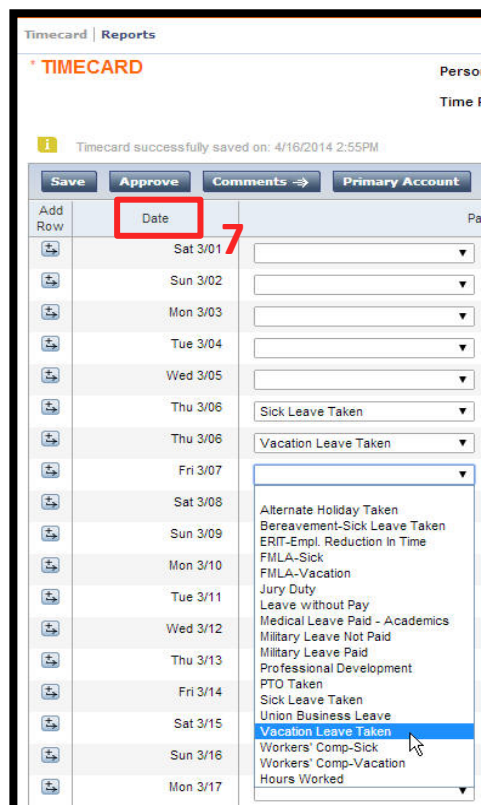
7. Locate the correct date in the **Date** column.

8. Click the drop-list arrow in the **Pay Code** column, and select the appropriate leave code.

ACCEPTABLE FORMAT	EXAMPLE	INTERPRETATION BY CALTIME
Colon (:)	7:30	seven-and-a-half hours (7:30 hours)
Decimal	6.5	six-and-a-half hours (6:30 hours)
Leading zero	07, 05:30, 06.5, 8.0	7:00, 5.30, 6:30, and 8.0 hours

9. Click the **Amount** cell next to the leave code you selected, and enter the amount of leave taken.
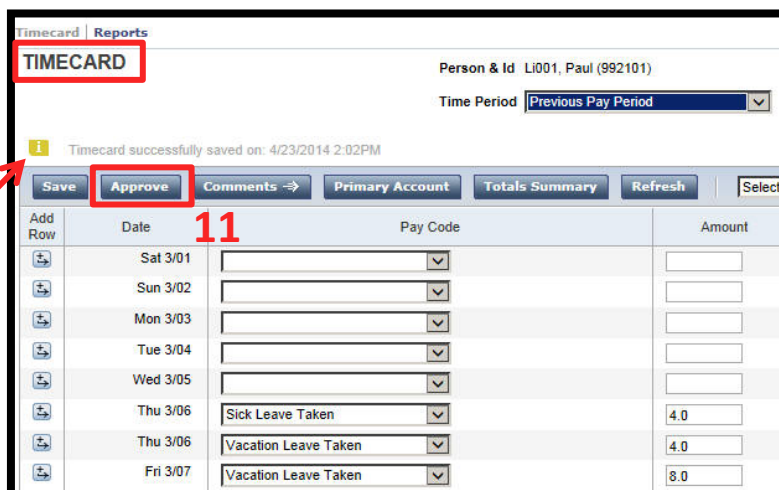
10. Click the **Save** button.

11. Click **Approve** to approve the timecard.

> **NOTE:** The word **TIMECARD** changes from orange to black when you click **Save**.
>
> The message, "**Timecard successfully saved . . .**", will appear after you click **Save**.

12. Click the **Home** link to return to the **Leave Usage Genie** to work on another employee

—*OR*—

Click **Log Off** to end your session in CalTime.