

CalTime: Approving Timecards as a Supervisor

As a supervisor you are responsible for approving your employee's time at the end of each pay period. On the designated [supervisor approval day](#), open your employee's timecard. After you have reviewed and verified the time is accurate, click the "Approvals" dropdown shown below and select "Approve."

TIMECARD
 Last Saved: 1:53PM

Name & ID
 Time Period

Save
Actions
Punch
Amount
Accruals
Comment
Approvals

	Date	Pay Code		In	Transfer	Out
<input checked="" type="checkbox"/>	Sun 1/31					
<input checked="" type="checkbox"/>	Mon 2/01	Vacation Leave Taken	4.0			
<input checked="" type="checkbox"/>	Tue 2/02			8:30AM		12:30PM
<input checked="" type="checkbox"/>	Wed 2/03					
<input checked="" type="checkbox"/>	Thu 2/04			8:30AM		12:30PM

You will be able to verify that your approval has saved to the timesheet by clicking the "Sign-Offs, Requests & Approvals" tab in the bottom section of the timecard screen which will display a timestamp for the approval.

TOTALS & SCHEDULE		ACCRUALS	AUDITS	SIGN-OFFS, REQUESTS & APPROVALS					
Action Taken <div>Select an action</div>									
Action Taken	Effective Date	Start Time	Amount	Reason	Comment	Note	User	Date	Time
Timecard Approval by Manager	2/13/2016						dparkinson001	2/19/2016	1:56PM

You can also view all your employees and whom you have already approved by viewing the Non-Exempt Pay Period Approval Genie.

NON-EXEMPT PAY PERIOD APPROVAL

Last Refreshed: 10:46AM

Show Time Period Refresh

Actions Approvals								
Person ID	Name	Job Home Dept	Title Code	Missed Punch	Employee Approval	Spvr Approval Multiple Friendly Names	Spvr Approval Single Friendly Name	HCM Manager
009901001	Anderson001, Nick	AZCSS	4722C			n/a	1	Parkinson001, Deborah
009902001	Brickle001, Paula	FJPPS	4919U			n/a	1	Parkinson001, Deborah
009903001	Briggs001, Thomas	FOREC	5332C			n/a		Parkinson001, Deborah
009904001	Carter001, Rick	FTRAN	7583U			n/a	1	Parkinson001, Deborah
009905001	Cross001, Katie	AZCSS	4722C			n/a	1	Parkinson001, Deborah
009906001	Haggarty001, Carl	FJPPS	4723C			n/a	1	Parkinson001, Deborah
009907001	Jackson001, Shanika	FOREC	5332C			n/a	1	Parkinson001, Deborah
009908001	Love001, Hanna	FTRAN	7583U			n/a	1	Parkinson001, Deborah
009909001	Matthews001, Eli	AZCSS	4722C			n/a	1	Parkinson001, Deborah
009926001	Nguyen001, Sam	FJPPS	4723C			n/a	1	Parkinson001, Deborah
009911001	Sanchez001, Raul	FOREC	5332C			n/a	1	Parkinson001, Deborah
009912001	Smith001, Phillip	FTRAN	4920U			n/a	1	Parkinson001, Deborah

For more information on how to read the Non-exempt Pay Period Approval genie, please read the [one page overview](#).

- Friendly name [Type A employees](#) (friendly name is used at the appointment level) will have a number in the "Spvr Approval Single Friendly Name" column for the number of supervisors that have approved the timecard.
- Friendly [Name type C or S](#) (friendly name is used at the chart string level or as a combination on the type S table) will receive a check mark in the "Spvr Approval Multiple Friendly Names" column once all supervisors have approved for that employee.