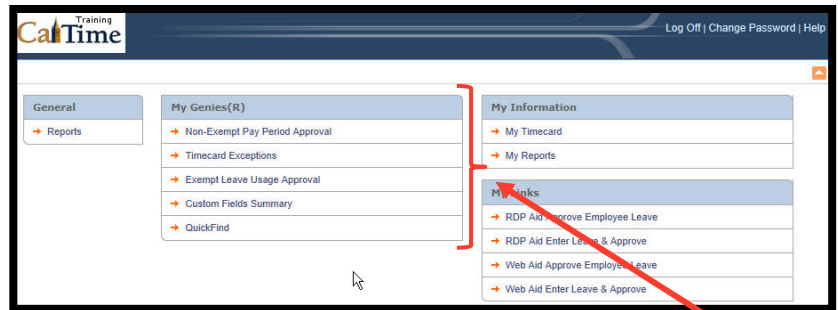


For non-exempt employees, the Time Detail report will show hours worked, overtime, holidays, leave taken, adjustments, wages, and transfers. It is an excellent tool for getting an overview of these details for one, several, or all employees. It can be run for different time frames, including previous pay period, current pay period, current date, yesterday, or weekly.

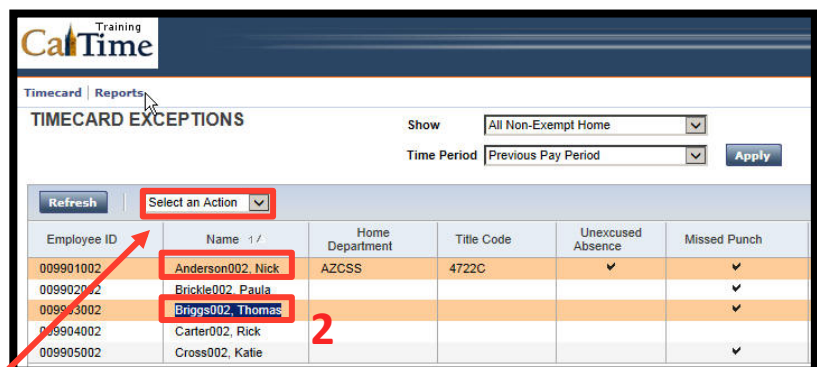
1. Log in to CalTime. (See the job aid “All\_Logging In to CalTime” for log-in steps.)



Above is your CalTime home page, displaying all available Genies.

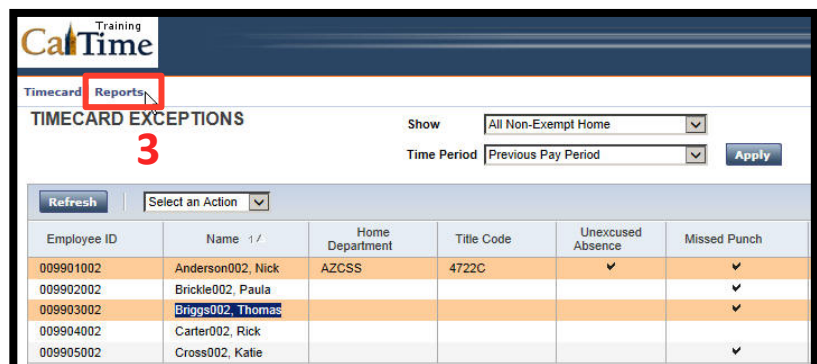
2. From within the **Non-Exempt Pay Period Approval** or **Timecard Exception** Genie, select the employees for whom you want a **Time Detail** report.

- Use **Ctrl-click** (Windows) or **Command-click** (Mac) to select more than one employee.
- Choose **Select an Action** > **Select All** to choose every employee.

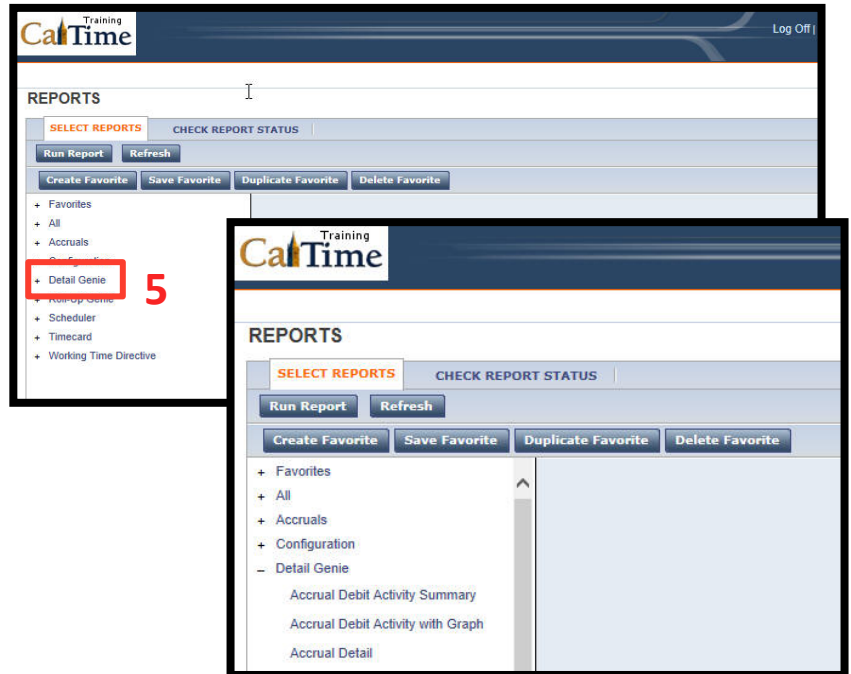


**NOTE:** The **Timecard Exceptions** Genie is a good choice because it shows exceptions that would need correction.

3. Click the **Reports** link.

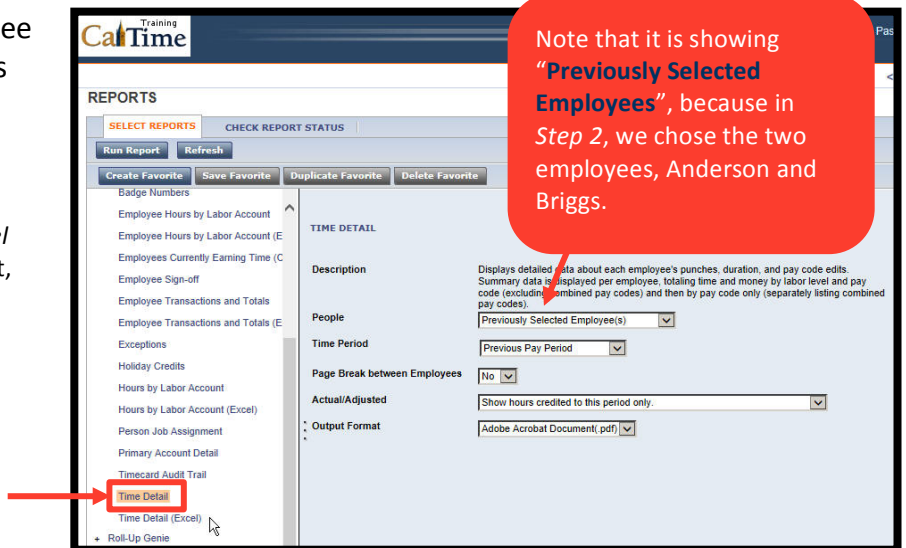


4. If necessary, expand either the **Detail Genie** or the **Timecard** report options by clicking on the “+” to their left.



5. Scroll down until you see **Time Detail**. Select this report, which will be produced as an *Adobe Acrobat pdf*.

**NOTE:** If you prefer an *Excel* version of the report, choose **Time Detail (Excel)**.



6. From under the **Time Period** drop list, choose a timeframe for the report. (The default **Time Period** is whatever was active in the **Timecard Exceptions** Genie.)

The screenshot shows the CalTime Reports interface. On the left is a sidebar with a list of report categories. The main area is titled 'REPORTS' and contains a 'SELECT REPORTS' section with buttons for 'Run Report' and 'Refresh'. Below these are buttons for 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. The 'TIME DETAIL' section is active, showing a description of the report. A red bracket labeled '6' points to the 'Time Period' dropdown menu, which is open, showing options like 'Previous Pay Period', 'Current Pay Period', 'Next Pay Period', etc.

7. Choose to output either **Actual** hours (*hours credited to the period only*) or **Adjusted** hours (*hours credited to the pay period plus historical edits*) from within the **Actual/Adjusted** drop-list menu.

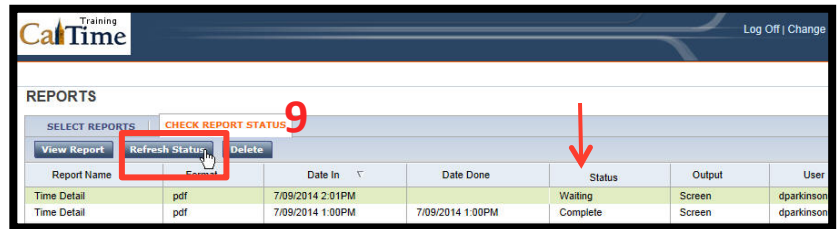
The screenshot shows the CalTime Reports interface. The 'TIME DETAIL' section is active. A red box labeled '7' highlights the 'Actual/Adjusted' dropdown menu, which is open, showing options like 'Show hours credited to this period only' and 'Show hours credited to this period plus historical edits made for this period...'.

8. Select **Run Report**.

8

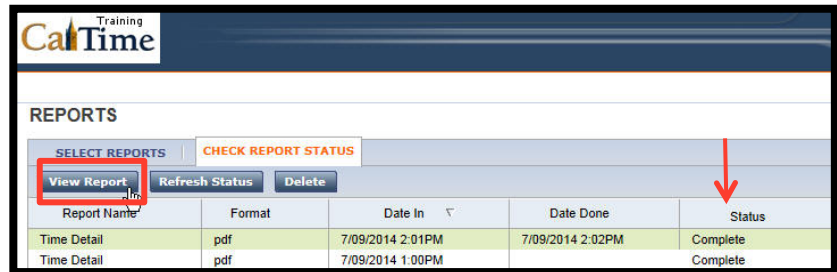
The screenshot shows the CalTime Reports interface. The 'TIME DETAIL' section is active. A red box labeled '8' highlights the 'Run Report' button in the 'SELECT REPORTS' section.

9. Click on the report at the top of the list to select it, and click **Refresh Status**.



10. Once you see that Status is complete, click **View Report**.

10



11. Here is the 2-page report output for the two employees, Anderson and Briggs. Because the output is a pdf, the **pdf control bar** (as seen below) appears when your mouse is in the lower portion of the screen. From the control bar, you can **save** or **print** the report.

Time Detail

Time Period: Previous Pay Period  
Query: Previously Selected Employee(s)  
Actual/Adjusted: Show hours credited to this period only:

Data Up to Date: 7/9/2014 2:02:09 PM  
Executed on: 7/09/2014 2:01PM GMT-07:00  
Printed for: dparkinson002  
Insert Page Break After Each Employee: No

Employee: Anderson002, Nick ID: 009901002 Time Zone: Pacific  
Status: Active Status Date: 5/12/2012 Pay Rule: NX\_NonEx\_OTP 08 Day 30d  
Primary Account Start End  
-/-/009915002/009901002/TRAINING SET 002/- 1/1/2013 Forever

Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Total Amount	Cum. Tot. Amount
6/23/2014	Xfr/Move: Account	7:00:00 AM		3:31:00 PM						8.00	8.00
6/24/2014		7:00:00 AM		3:30:00 PM						8.00	16.00
6/25/2014		6:53:00 AM		3:30:00 PM						8.00	24.00
6/26/2014		7:02:00 AM		3:31:00 PM						8.00	32.00
6/27/2014		7:04:00 AM		3:32:00 PM						8.00	40.00
6/30/2014		7:00:00 AM		3:30:00 PM						8.00	48.00
7/1/2014		7:00:00 AM		3:29:00 PM						8.00	56.00
7/2/2014		7:01:00 AM		3:30:00 PM						8.00	64.00
7/3/2014		7:00:00 AM		3:30:00 PM						8.00	72.00
7/4/2014		7:02:00 AM								0.00	72.00
MO											
7/4/2014 12:00 AM	Independence Day							0.00			72.00
Labor Account Summary											
						Pay Code	Hours	Money	Days		
						C-Holiday Lookback	72.00				
						Regular	72.00				
Combined Pay Code Summary						Pay Code	Hours	Money	Days		
						C-Holiday Lookback	72.00				
Totals:							72.00	\$0.00	0.00		
Pay Code Summary						Pay Code	Hours	Money	Days		
						Regular	72.00				
Totals:							72.00	\$0.00	0.00		

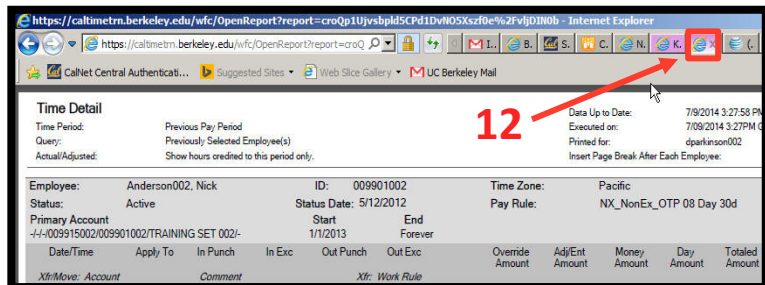
Page 1

SAVE PRINT

Time Detail						Data Up to Date: 7/9/2014 2:02:09 PM					
Time Period:		Previous Pay Period				Executed on: 7/09/2014 2:01PM GMT-07:00					
Query:		Previously Selected Employee(s)				Printed for: dparkinson002					
Actual/Adjusted:		Show hours credited to this period only.				Insert Page Break After Each Employee: No					
Employee: Briggs002, Thomas		ID: 009903002		Time Zone: Pacific							
Status: Active		Status Date: 5/13/2012		Pay Rule: NX_NonEx_OTP 08 Day 30d							
Primary Account		Start		End							
-/-/009915002/009903002/TRAINING SET 002/-		5/22/2014		Forever							
Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
Xtr/Move: Account		Comment		Xtr: Work Rule							
6/23/2014		7:00:00 AM		3:30:00 PM						8.00	8.00
6/24/2014		7:00:00 AM		3:30:00 PM						8.00	16.00
6/25/2014		6:53:00 AM		3:29:00 PM						8.00	24.00
6/26/2014		7:03:00 AM		3:31:00 PM						8.00	32.00
6/27/2014		7:02:00 AM		3:28:00 PM						8.00	40.00
6/28/2014		8:00:00 AM		10:00:00 AM						2.00	42.00
6/30/2014		7:00:00 AM		3:30:00 PM						8.00	50.00
7/1/2014		7:00:00 AM		3:29:00 PM						8.00	58.00
7/2/2014		7:02:00 AM		3:31:00 PM						8.00	66.00
7/3/2014		7:01:00 AM		3:30:00 PM						8.00	74.00
7/4/2014		6:59:00 AM		3:30:00 PM						8.00	82.00
7/4/2014	12:00 AM	Independence Day					0.00				82.00
7/5/2014		9:00:00 AM		10:30:00 AM						1.50	83.50
Labor Account Summary				Pay Code		Hours		Money		Days	
-/-/009915002/009903002/TRAINING SET 002/-				C-Holiday Lookback		72.00					
				Overtime Premium		11.50					
				Regular		72.00					
				Shift Diff Weekend		3.50					

Page 2

12. The report opens in its own browser window. To exit the report, close the browser window by clicking the "x" on its tab.



13. Click **Log Off** when done or click **Home** to return to access to the **Genies** and **Reports**.

