

CalTime: Editing Your Employee's Timecard

Adjusting Punches on a Timesheet

As a supervisor of non-exempt employees you may on occasion need to assist your users by making adjustments on their timesheet. This is most common for supervisors with student employees as they are setup as real-time and cannot make edits to their punches directly. Below we have an example of a employees timesheet where they missed two out punches defined by the red box displayed where the missing punch is.

TIMECARD

Last Saved: 9:14AM

Name & ID Brickle001, Paula 009902001

Time Period Current Pay Period

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾							
		Date	Pay Code	Amount	In	Transfer	Out
<input checked="" type="checkbox"/>		Sun 1/31	▾			▾	
<input checked="" type="checkbox"/>		Mon 2/01	▾			▾	
<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	▾	
<input checked="" type="checkbox"/>		Fri 2/05	▾			▾	
<input checked="" type="checkbox"/>		Sat 2/06	▾			▾	
<input checked="" type="checkbox"/>		Sun 2/07	▾			▾	
<input checked="" type="checkbox"/>		Mon 2/08	▾		9:30AM	▾	1:30PM
<input checked="" type="checkbox"/>		Tue 2/09	▾			▾	
<input checked="" type="checkbox"/>		Wed 2/10	▾		9:30AM	▾	
<input checked="" type="checkbox"/>		Thu 2/11	▾			▾	
<input checked="" type="checkbox"/>		Fri 2/12	▾		9:30AM	▾	1:30PM
<input checked="" type="checkbox"/>		Sat 2/13	▾			▾	

What the supervisor would need to do in this situation is input the missing out punches and hit save to complete the timesheet so that their user is paid properly. Please note that when inputting time for the in or out field you always need to write out the time in the proper format:

830a = 8:30AM

1230p = 12:30PM

1600 = 4:00PM

Once the corrections have been made you will need to hit the save button in the top left corner of the timesheet. After completing the edits in our example the timesheet should look as follows.

TIMECARD

Last Saved: 9:21AM

Name & ID Brickle001, Paula 009902001

Time Period Current Pay Period

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾							
		Date	Pay Code	Amount	In	Transfer	Out
<input checked="" type="checkbox"/>		Sun 1/31	▾			▾	
<input checked="" type="checkbox"/>		Mon 2/01	▾			▾	
<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
<input checked="" type="checkbox"/>		Fri 2/05	▾			▾	
<input checked="" type="checkbox"/>		Sat 2/06	▾			▾	
<input checked="" type="checkbox"/>		Sun 2/07	▾			▾	
<input checked="" type="checkbox"/>		Mon 2/08	▾		9:30AM	▾	1:30PM
<input checked="" type="checkbox"/>		Tue 2/09	▾			▾	
<input checked="" type="checkbox"/>		Wed 2/10	▾		9:30AM	▾	1:30PM
<input checked="" type="checkbox"/>		Thu 2/11	▾			▾	
<input checked="" type="checkbox"/>		Fri 2/12	▾		9:30AM	▾	1:30PM
<input checked="" type="checkbox"/>		Sat 2/13	▾			▾	

CalTime: Editing Your Employee's Timecard

Adding a Pay Code Duration

Sometimes you may need add leave usage to an employee's timesheet which is accomplished by using the "Pay Code" column. To do so you would first click on the downward arrow in the "Pay Code" column for the day you want to add leave usage to.

TIMECARD

Loaded: 10:43AM

Name & ID Brickle001, Paula

009902001

Time Period Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals							
		Date	Pay Code	Amount	In	Transfer	Out
X		Sun 1/31					
X		Mon 2/01					
X		Tue 2/02	Vacation Leave Taken		8:30AM		12:30PM
X		Wed 2/03	Sick Leave Taken				
X		Thu 2/04	Administrative Leave with P				
X		Fri 2/05	Alternate Holiday Taken		8:30AM		12:30PM
X		Sat 2/06	Bereavement-Sick Leave Ta				
X		Sun 2/07	Call In				
X		Mon 2/08	Charge Nurse Diff				
X		Tue 2/09	Clin Nurse II-III Diff				
X		Wed 2/10			9:30AM		1:30PM
X		Thu 2/11			9:30AM		1:30PM
X		Fri 2/12			9:30AM		1:30PM
X		Sat 2/13					

Next what you would want to do is select the relevant pay code that needs to be used by the employee and then you would input in the amount column the number of hours being used for that pay code.

*TIMECARD

Last Calculated: 10:50AM

Name & ID Brickle001, Paula

009902001

Time Period Current Pay Period

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾							
		Date	Pay Code	Amount	In	Transfer	Out
X	📅	Sun 1/31					
X	📅	Mon 2/01	Vacation Leave Taken	4			
X	📅	Tue 2/02			8:30AM		12:30PM
X	📅	Wed 2/03					
X	📅	Thu 2/04			8:30AM		12:30PM
X	📅	Fri 2/05					
X	📅	Sat 2/06					
X	📅	Sun 2/07					
X	📅	Mon 2/08			9:30AM		1:30PM
X	📅	Tue 2/09					
X	📅	Wed 2/10			9:30AM		1:30PM
X	📅	Thu 2/11					
X	📅	Fri 2/12			9:30AM		1:30PM
X	📅	Sat 2/13					

At this time you would want to hit the save button in the top left corner of the timesheet which will complete the task of adding a pay code duration to your users timesheet.