

1 Ensure the **Time Period** field is set to the **Previous Pay Period**.

2 Multiple-select (hold Ctrl key + click names) those employees who have checkmarks in the **Employee Approval** column.

TIP: If ALL employees are checked as approved, use **Actions > Select All**.

3 Click the **Timecard** link

Person ID	Person Name 1 /	Employee Approval	Supervisor Approval	Who Approved Timecard	HCM Supervisor	Vacation...	Sick ...	Leave without Pay	Other Pay Codes
902028	Anderson, Nick				Frost28, Carolyn				
	Brickle, Ginny				Frost28, Carolyn				
	Briggs, Thomas	✓			Frost28, Carolyn	8.0			
	Carter, Rick				Frost28, Carolyn				

4 Use the **TIMECARD** view to review each employee's leave. Scroll through all days and verify that any leave recorded is accurate.

TIP: If the timecard does not report leave was taken when it should, ask the employee to edit their timecard accordingly and re-approve.

5 Click **Approvals > Approve**.

Date	Pay Code	Amount	Out	Shift	Daily	Cumulative
Wed 7/03						
Thu 7/04	Independence Day	8.0			8.0	8.0
Fri 7/05	Vacation Leave Taken	8.0			8.0	16.0
Sat 7/06						16.0
Sun 7/07						16.0
Mon 7/08						16.0

6 When approving multiple timecards, use the **navigation arrows** to view the next timecard and repeat Steps 4 – 5.

7 Click **MY GENIES > Leave Usage Genie** to return to the employee list.

Date	Pay Code	Amount	In	Out	In	Out	Shift	Daily	Cumulative
Fri 7/05	Vacation Leave Taken	8.0						8.0	16.0

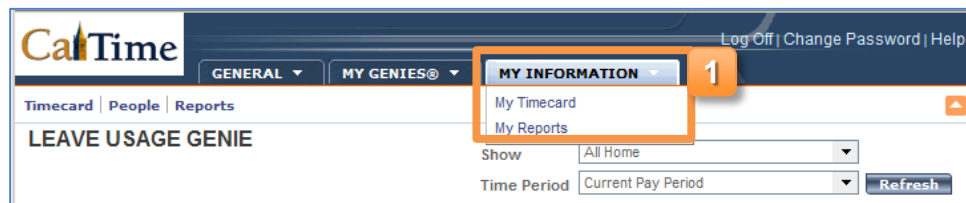
8 Click **Refresh** to confirm that the timecards you approved now have a "1" in the **Supervisor Approval** column.

Reminder, you need to *Enter Leave & Approve Your Timecard* (page 2) on the 1st of every month.

Person ID	Person Name 1 /	Employee Approval	Supervisor Approval	Who Approved Timecard	HCM Supervisor	Vacation...	Sick ...	Leave without Pay	Other Pay Codes
902028	Anderson, Nick				Frost28, Carolyn				
904028	Brickle, Ginny				Frost28, Carolyn				
905028	Briggs, Thomas	✓	1	Frost28, Carolyn	Frost28, Carolyn	8.0			
908028	Carter, Rick				Frost28, Carolyn				

Open Your Timecard

- 1 Click the **MY INFORMATION** tab and select **My Timecard**.

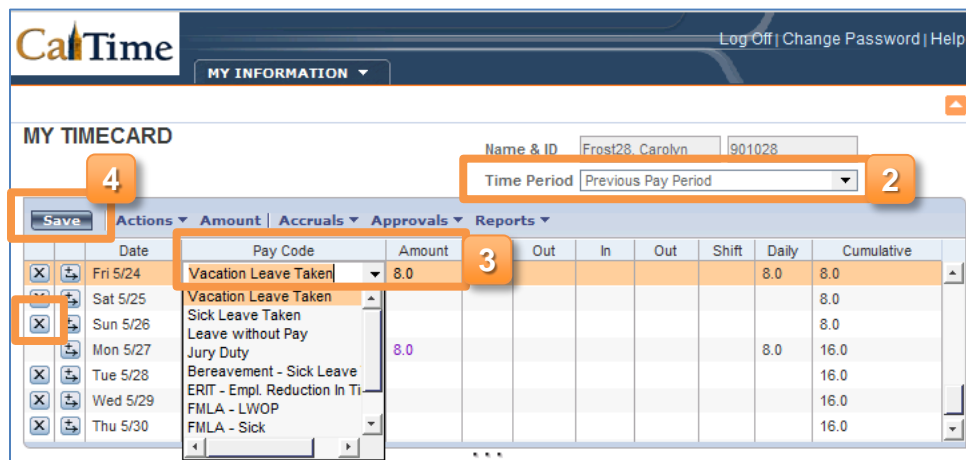


Enter Leave

- 2 Ensure the **Time Period** field is correct.
- 3 Select the correct **Pay Code** from the drop-down and type in the hours in the **Amount** field for each day leave was taken.

TIP: If you make a mistake, click the **X** button to the left of the date to clear all data from that row.

- 4 Click **Save**.

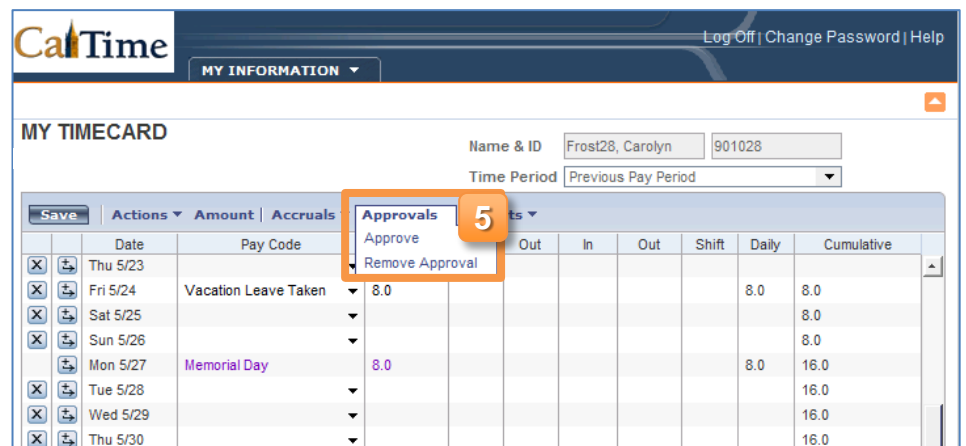


Approve Your Timecard

You must approve your timecard by the first of the month, even if you have no leave to report.

- 5 Click the **Approvals** drop-down and select **Approve**.

To Make Changes After Approval:
 You are not able to edit your timecard after it's approved. If needed, ask your Supervisor to remove his/her approval first. You can then remove your approval, edit your timecard, and then re-approve.



Exit CalTime

For PC users:

- A Click the **X** button on the top-right of the application window.

For Mac users:

- B Hold down **Command + Q** or select **RDC > Quit RDC** from the Application menu bar on the top left of your screen.

