## Cal Supervisors: Time Approve Employee Timecards

Website:caltime.berkeley.eduEmail:caltimehelp@berkeley.eduSupport:510-664-9000 (1, 2, 3)

- 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

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			1	Time Period	Previous Pay Period			<ul> <li>Refresh</li> </ul>	
Action	s 🔻 Approvals 🔻								
Person ID	Person Name 1A	Employee Approval	Supervisor Approval	Who Approved Timecard	HCM Supervisor	Vacation	Sick	Leave without Pay	Other Pay Code
902028	Anderson, Nick				Frost28, Carolyn				
	Brickle Ginny				Frost28, Carolyn				
2	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.

#### Click **Approvals** > **Approve**.

- 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.

Cal	Time	GENERAL -	MY GE	NIES® -	MY INFO	RMATION -			Log C	Off   Change Passwor	d   Help
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*TIMECARD Last Calculated: 1:04PM Name & ID Briggs, Thomas  905028  9050 905028  9050 9050 9050 9050 9050 9050 9050 90											
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	Date	Pay Code		Amount	Approve		Out	Shift	Daily	Cumulative	
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4	Fri 7/05	Vacation Leave Taken	•	8.0					8.0	16.0	
A G	Sat 7/06		•							16.0	
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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 1<sup>st</sup> of every month.

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Actions	• Approvals •								_
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				

## Supervisors: Time Enter Leave & Approve Your Timecard

Website: caltime.berkelev.edu Email: caltimehelp@berkelev.edu Support: 510-664-9000 (1, 2, 3)

Log Off | Change Password | Help

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#### Log Off | Change Password | Help **Open Your Timecard** alTime GENERAL -MY GENIES® 🔻 MY INFORMATION My Timecard Timecard People Reports Click the MY INFORMATION tab My Reports LEAVE USAGE GENIE and select My Timecard. • Show Time Period Current Pay Period Refr

MY INFORMATION

Pay Code

Vacation Leave Taken

Vacation Leave Taken

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MY INFORMATION

Sick Leave Taken

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FMLA - Sick

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Actions 🔻 Amount 🛛 Accruals 👻 Approvals 👻 Reports 🔻

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CalTime

MY TIMECARD

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CalTime

🔂 Sat 5/25

🔄 Mon 5/27

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Date

### **Enter Leave**

- Ensure the **Time Period** field is 2 correct.
- Select the correct Pay Code from 3 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.



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

#### 5 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	Exit	CalTime
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#### For PC users:

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

#### For Mac users:

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



### Mac:



4	Click Save.
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### Approve Your Timecard

# Click the Approvals drop-down

MY TIMECARD Name & ID Frost28, Carolyn 901028 Time Period Previous Pay Period • Save Actions 🔻 Amount Accruals Approvals 5 Approve Date Pay Code Out Out Shift Daily Cumulative Xt Remove Approval Thu 5/23 🗙 🛓 Fri 5/24 8.0 8.0 8.0 Vacation Leave Taken X 1 Sat 5/25 8.0 🗙 📥 Sun 5/26 8.0 📥 Mon 5/27 16.0 Memorial Dav 8.0 8.0 X 🔄 Tue 5/28 16.0 X 🕹 Wed 5/29 16.0 🗙 去 Thu 5/30 16.0

Name & ID

Out

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Frost28, Carolyn

Out

Time Period Previous Pay Period

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901028

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