CalTime ^s

Under certain circumstances, a row can be added to a workday in a timecard, *e.g.*, so that two in-out entries can be made for that day, or so a day can be divided into a worked day with leave taken.

In the event of an emergency, a supervisor may be called upon to make necessary adjustments to a nonexempt employee's timecard. The following demonstrates how to add a row when an employee has both worked and taken leave on the same day.

- Log in to CalTime. (See the job aid "All_Logging In to CalTime" for log-in steps.)
- Centeral
 Hy Gesise(R)

 + Reports
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 Timecard Ecceptions
 Hy Information

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 Hy Information

 Web Ad Approve Employee Leave
 Hy Web Ad Enter Leave & Approve

 Web Ad Enter Leave & Approve
 Hy Web Ad Enter Leave & Approve
- 2. Click Timecard Exceptions Genie.
- Show will default to All Non-Exempt Home, and Time Period will default to Current Pay Period.

If the pay period has ended, select **Previous Pay Period** from the **Time Period** drop list, and click the **Apply** button.

 Select the employee whose timecard needs an additional row.

CalTime											
Timecard Schedu	le Reports										
TIMECARD E	XCEPTIONS	All Non-Exempt Home									
			Time Period	Previous Pay Period	Apply						
Refresh	Select an Action			Next Pay Period Previous Schedule Period							
Employee ID	Name 17	Home Department	Title Code	Current Schedule Period Next Schedule Period	Early In						
009901002	Anderson002, Nick	AZCSS	4722C	Yesterday							
009902002	Brickle002, Paula	FJPPS	4919U	Week to Date							
009903002	Briggs002, Thomas	FOREC	5332C								
009904002	Carter002, Rick	FTRAN	7583U	Specific Date Range of Dates							
009905002	Cross002, Katie	AZCSS	4722C	Trange of Balloo							



5. Click Timecard.



 Locate the correct date which in this example will be Tue 7/22—and click the Add a Row button.

(Call	Training								
Timecard Schedule Reports										
TIMECARD Person & Id Brickle002, Paula (009902002)										
				I	Time Period Previo	ous Pay Period	7/20/2014 - 8/02/2	014		
Save Approve			Comments ⇒ Pr	ima ry A ccoun	t Totals Sum	mary Refresh	Select an Action 🗸			
	Add Row	Date	Pay Code		Amount	In	Transfer	Out		
	±,	Sun 7/20		~			<u></u> ۹			
		Mon 7/21		~		7:00AM	Q	3:30PM		
	ten -	Tue 7/22		~		7:30AM	٩	2:00PM		
	5	Wed 7/25	Sick Leave Taken	~	8.0		٩			

 Observe that there are now two rows for Tue 7/22.

	mile									
imecard	Schedule Re	ports								
TIMECARD Person & Id Brickle002, Paula (009902002)										
			Time Period Previ	ous Pay Period	7/00/2014 8/02/2					
			Time Period [Previ	ous Fay Fellou	1/20/2014 - 6/02/2	J14				
Save	Approve	Comments 🔿 Primary Accou	unt Totals Sum	mary Refresh	Select an Action 🗸					
Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal Shi			
±.	Sun 7/20	×			٩					
±.	Mon 7/21	V		7:00AM	٩	3:30PM	8.0			
₽ 7	Tue 7/22			7:30AM	٩	2:00PM	6.0			
	7									

 Add the Pay Code, Sick Leave Taken, to the second row for Tue 7/22.

8

Cal	Time					\prec			
Timecard TIMEC	imecard Schedule Reports TIMECARD Person & Id Brickle002, Paula (009902002) Time Period Previous Pay Period 7/20/2014 - 8/02/2014								
Save	Approve	Comments ⇒ Primary Accour	nt Totals Sum	mary Refresh	Select an Action				
Add Row	Date	Pay Code	Amount	In	Transfer	Out			
5	Sun 7/20	✓			Q				
±,	Mon 7/21	✓		7:00AM	Q	3:30PM			
±,	Tue 7/22	✓		7:30AM	Q	2:00PM			
t,	Tue 7/22				٩				
±,	Wed 7/23	Sick Leave Taken	8.0		٩				
5	Thu 7/24	Bereavement-Sick Leave Taken		9:55AM	٩	3:30PM			
±,	Fri 7/25	FMLA-Sick		7:00AM	٩	3:30PM			
±.	Sat 7/26	Jury Duty			٩				
±	Sun 7/27	Medical Leave Paid - Academics			٩				
5	Mon 7/28	Military Leave Paid Professional Development		7:00AM	٩	3:30PM			
5	Tue 7/29	Project Tracking PTO Taken		7:01AM	٩	3:30PM			
±,	Wed 7/30	Union Business Leave Workers' Comp-Sick		7:00AM	٩	3:31PM			
±	Thu 7/31	Workers' Comp-Vacation Hours Worked		6:58AM	٩	3:30PM			
-	51004								



Supervisor of Non-Exempt Employees (Web): Splitting a Shift (Add a Row)

9. Add the sick leave Amount.

CalTimo

C	a	lime								
Tim	iecar	d Schedule Re	ports							
٢	IME	CARD		Person & Id Brickle002, Paula (009902002)						
					Time Period	Previous Pay Per	iod	~		
I	Save	2 Approve	Comments ⇒	Primary Account	t Totals S	Summary	Refresh	Selec		
A R	dd	Date	Pay (Code	Amount	In	1	٦		
C	\$	Sun 7/20		~						
0	±→	Mon 7/21		~		7:00AM				
C	\$	Tue 7/22		~		7:30AM				
(\$	Tue 7/22	Sick Leave Taken	~	2.0					

 Click Save to store the changes to the timecard.

	Cal	lime			
	Timecard	Schedule Re	ports		
	TIMEC	ARD		Person & Id Brickle	002, Paula (00990200
.0	Save	Approve	Comments - > Primary Accour	Time Period Previo	ous Pay Period
	Add Row	Date	Pay Code	Amount	In
	t.	Sun 7/20	✓		
	t.	Mon 7/21	~		7:00AM
	t.	Tue 7/22			7:30AM
	t.	Tue 7/22	Sick Leave Taken	2.0	

- NOTE: A message appears stating that the timecard has been saved.
- NOTE: A Shift total of 6.0 appears that sums the worked hours minus a 30-minute meal deduction. The Daily Total equals 8.0 hours, which includes the 2.0 hours of Sick Leave Taken.

Cal	Time						\prec	Log Off Ch	ange P	assword
Timecard	Schedule Re	ports								< Home
TIMEC	ARD		1	Person & Id Brickle	e002, Paula (009902002))				
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-	Mon 7/21		~		7:00AM	٩	3:30PM		8.0	8.0
۵.	Tue 7/22	Sick Leave Taken	~	2.0		٩				
t,	Tue 7/22		~		7:30AM	٩	2:00PM		6.0	8.0
۵.	Wed 7/23	Sick Leave Taken	\checkmark	8.0		٩				8.0
Ż.	Thu 7/24		~		9:55AM	٩	3:30PM		5.5	5.5
۵.	Fri 7/25		~		7:00AM	٩	3:30PM		8.5	8.5
ż,	Sat 7/26		~			٩				
۵.	Sun 7/27		~			٩				
t,	Mon 7/28		~		7:00AM	٩	3:30PM		8.0	8.0
۵.	Tue 7/29		~		7:01AM	٩	3:30PM		8.0	8.0
ż,	Wed 7/30		~		7:00AM	٩	3:31PM		8.0	8.0
t,	Thu 7/31		~		6:58AM	٩	3:30PM		8.0	8.0
t .	Fri 8/01		~		7:00AM	٩	3:29PM		8.0	8.0
t,	Sat 8/02		~			٩				
									Tota	al: 78.0



 Click Home to return to access to the Genies and Reports, or click Log Off to end your CalTime session.

Ca	Time						\prec	Log Off ha	nge Pa	issword			
Timecar	Timecard Schedule Reports												
TIMECARD Person & Id Brickle002, Paula (009902002)													
	Time Period Previous Pay Period 7/20/2014 - 8/02/2014												
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Row	Date	Pay Code		Amount	In	Transfer	Out	No Meal	Shift	Daily			
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츠	Tue 7/22		~		7:30AM	۹.	2:00PM		6.0	8.0			
۵.	Wed 7/23	Sick Leave Taken	V	8.0		٩				8.0			
±,	Thu 7/24		V		9:55AM	۹.	3:30PM		5.5	5.5			
٤.	Fri 7/25		V		7:00AM	۹.	3:30PM		8.5	8.5			
Ż,	Sat 7/26		~			٩							
٤.	Sun 7/27		~			٩							
Ż,	Mon 7/28				7:00AM	٩	3:30PM		8.0	8.0			
±.	Tue 7/29		~		7:01AM	٩	3:30PM		8.0	8.0			
ż,	Wed 7/30		V		7:00AM	٩	3:31PM		8.0	8.0			
t,	Thu 7/31				6:58AM	٩	3:30PM		8.0	8.0			
ż,	Fri 8/01				7:00AM	٩	3:29PM		8.0	8.0			
t,	Sat 8/02					٩							
		,			·				Total	: 78.0			