



ALERT: A timecard is a legal document. It is always advisable that the *employee* make any needed changes. In the event you need to make a change, written permission should be obtained.

1. Log in to CalTime. (See the job aid, “Logging in to CalTime.”)
2. To add leave to *your* timecard, click **My Timecard** (under the **My Information** tab.).
—OR—

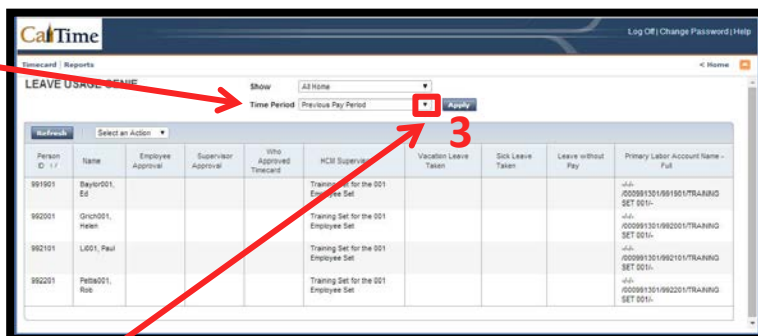


To add leave to an *employee's* timecard, click the **Leave Usage Genie** link under **My Genies**

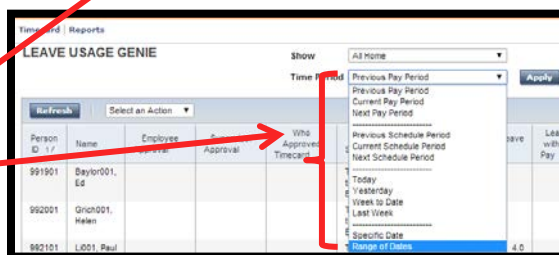
3. **Previous Pay Period** is the default **Time Period** in the **Leave Usage Genie**.

—OR—

Current Pay Period is the default **Time Period** under **My Timecard**.



NOTE: If you need a different time period, click the **Time Period** drop-list arrow, and select the appropriate time frame.



Possible dates from which to choose in the **Time period** drop-list.

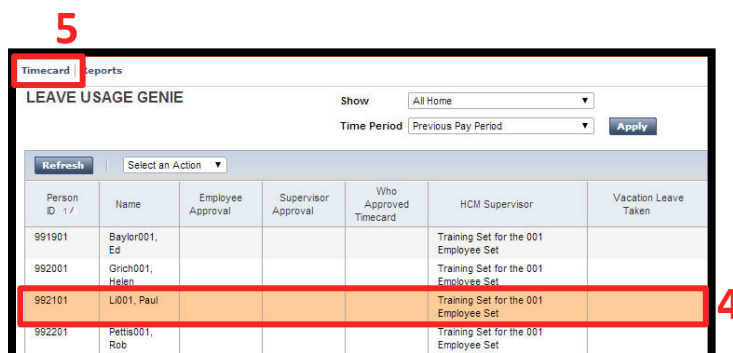
Supervisor's User Guide (Exempt Employees—Web): How to Add Leave

To add leave to **your** timecard, do **Steps 6–12**.

To add leave to an **employee's** timecard, do **Steps 4–12**.

4. Click the name of the employee for whom you want to add leave.

5. Click the **Timecard** link.

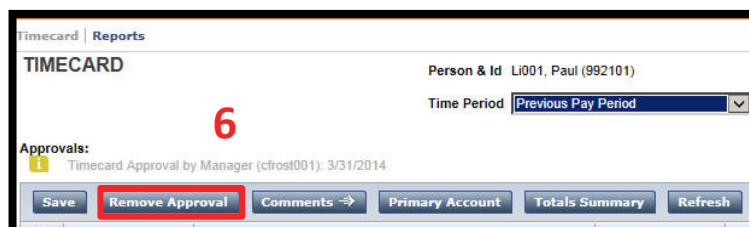


Person ID	Name	Employee Approval	Supervisor Approval	Who Approved Timecard	HCM Supervisor	Vacation Leave Taken
991901	Baylor001, Ed				Training Set for the 001 Employee Set	
992001	Orich001, Helen				Training Set for the 001 Employee Set	
992101	L001, Paul				Training Set for the 001 Employee Set	
992201	Pettis001, Rob				Training Set for the 001 Employee Set	

If the timecard has not yet been approved, go to **Step 7**.

If it has been approved, remove approval from the timecard.

6. Click the **Remove Approval** button.



Person & Id: L001, Paul (992101)

Time Period: Previous Pay Period

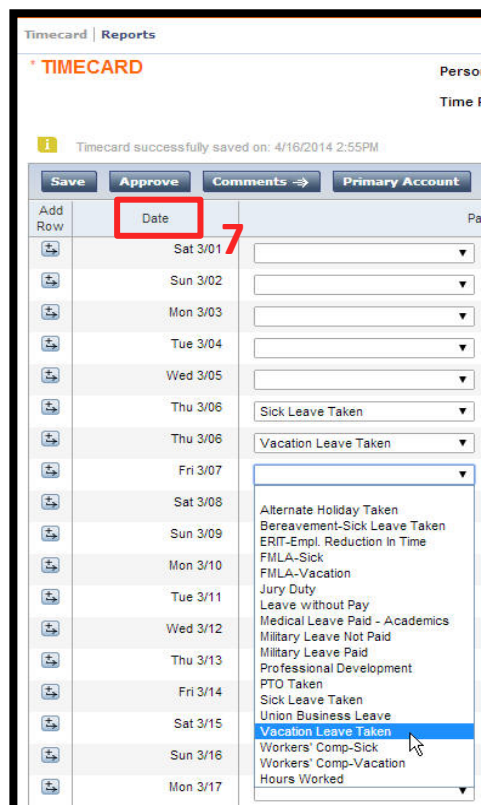
Approvals:

1 Timecard Approval by Manager (cfrost001): 3/31/2014

Buttons: Save, Remove Approval, Comments, Primary Account, Totals Summary, Refresh

7. Locate the correct date in the **Date** column.

8. Click the drop-list arrow in the **Pay Code** column, and select the appropriate leave code.



TIMECARD

Timecard successfully saved on: 4/16/2014 2:55PM

Buttons: Save, Approve, Comments, Primary Account

Add Row	Date	Pay Code
	Sat 3/01	
	Sun 3/02	
	Mon 3/03	
	Tue 3/04	
	Wed 3/05	
	Thu 3/06	Sick Leave Taken
	Fri 3/07	Vacation Leave Taken
	Sat 3/08	
	Sun 3/09	
	Mon 3/10	
	Tue 3/11	
	Wed 3/12	
	Thu 3/13	
	Fri 3/14	
	Sat 3/15	
	Sun 3/16	
	Mon 3/17	

Pay Code List:

- Alternate Holiday Taken
- Bereavement-Sick Leave Taken
- ERIT-Empl. Reduction In Time
- FMLA-Sick
- FMLA-Vacation
- Jury Duty
- Leave without Pay
- Medical Leave Paid - Academics
- Military Leave Not Paid
- Military Leave Paid
- Professional Development
- PTO Taken
- Sick Leave Taken
- Union Business Leave
- Vacation Leave Taken
- Workers' Comp-Sick
- Workers' Comp-Vacation
- Hours Worked

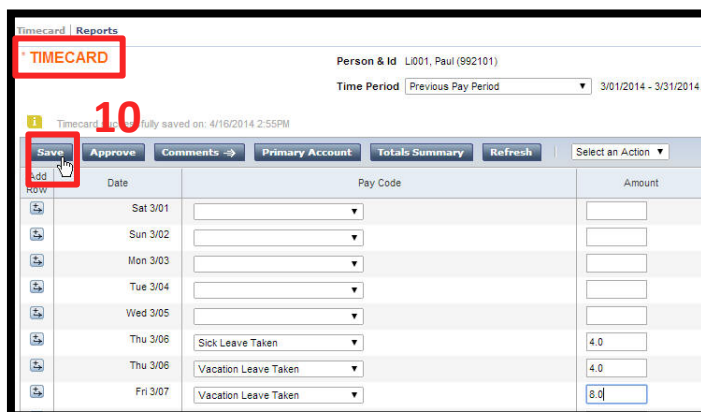
ACCEPTABLE FORMAT	EXAMPLE	INTERPRETATION BY CALTIME
Colon (:)	7:30	seven-and-a-half hours (7:30 hours)
Decimal	6.5	six-and-a-half hours (6:30 hours)
Leading zero	07, 05:30, 06.5, 8.0	7:00, 5:30, 6:30, and 8.0 hours

9. Click the **Amount** cell next to the leave code you selected, and enter the amount of leave taken.



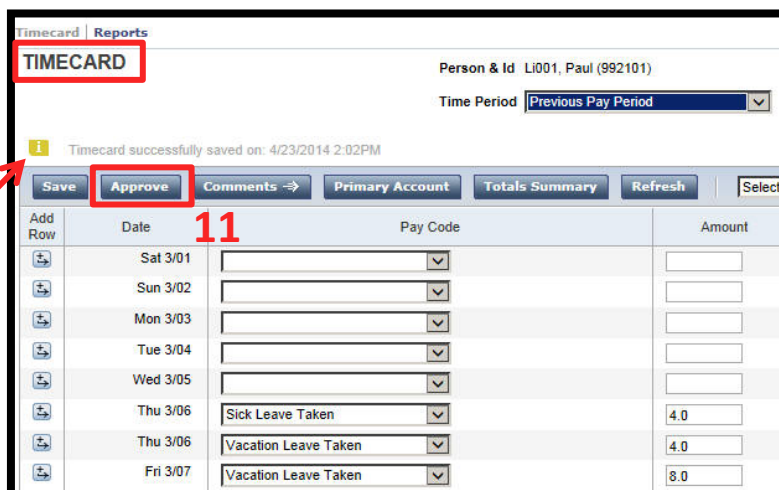
9

10. Click the **Save** button.



11. Click **Approve** to approve the timecard.

NOTE: The word **TIMECARD** changes from orange to black when you click **Save**. The message, "Timecard successfully saved . . .", will appear after you click **Save**.



12. Click the **Home** link to return to the **Leave Usage Genie** to work on another employee

—OR—

Click **Log Off** to end your session in CalTime.



12

