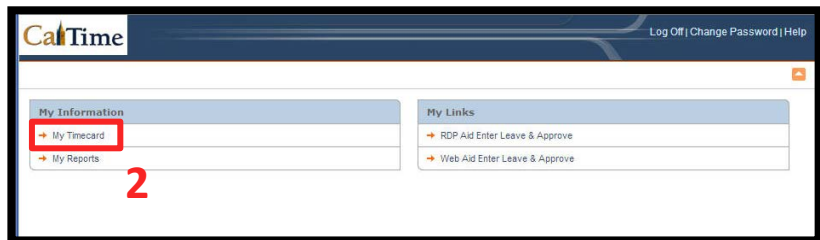


You may need to remove approval to your timecard to add, edit, or delete leave and leave hours. Best practice is to add leave codes and hours as you take them, and then approve at the end of the pay period.

Once your supervisor has approved your timecard, if it needs editing, your supervisor must first remove his/her approval before any you can remove yours and make changes.

1. Log in to CalTime. (See the job aid "Logging In to CalTime" for log-in steps.)
2. Click **My Timecard**.



3. If you are removing approval from a timecard for the **Current Pay Period**, go to **Step 4**.



If you are removing approval from a timecard on the 1st day of the next pay period for the **Previous Pay Period**, do the following:

- Go to the **Time Period** drop list, click the drop-list arrow, and select **Previous Pay Period**.

NOTE: Always verify you are entering data and approving the correct date range.

The **Remove Approval** button only appears when a timecard has been approved.

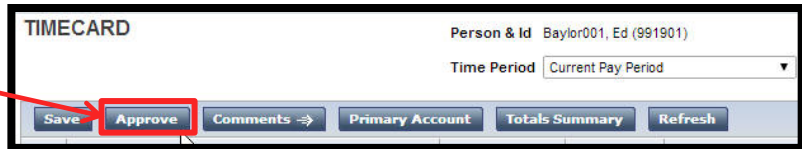
4. Click the **Remove Approval** button.



The message, "Approval Removed at . . ." appears whenever approval has been removed.



Now the **Approve** button has reappeared.



TIMECARD

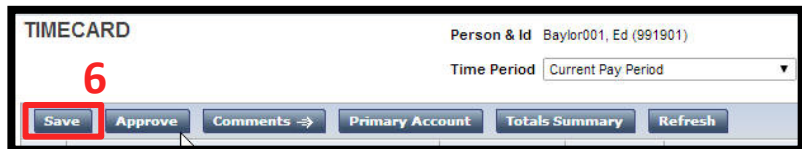
Person & Id Baylor001, Ed (991901)

Time Period Current Pay Period

Save Approve Comments → Primary Account Totals Summary Refresh

5. Make the necessary edits to your timecard.

6. Click **Save**.



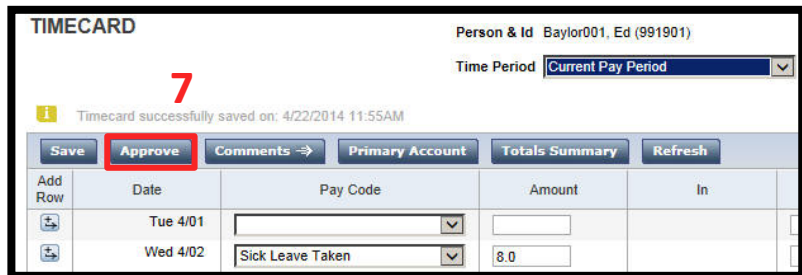
TIMECARD

Person & Id Baylor001, Ed (991901)

Time Period Current Pay Period

Save Approve Comments → Primary Account Totals Summary Refresh

7. Click **Approve**.



TIMECARD

Person & Id Baylor001, Ed (991901)

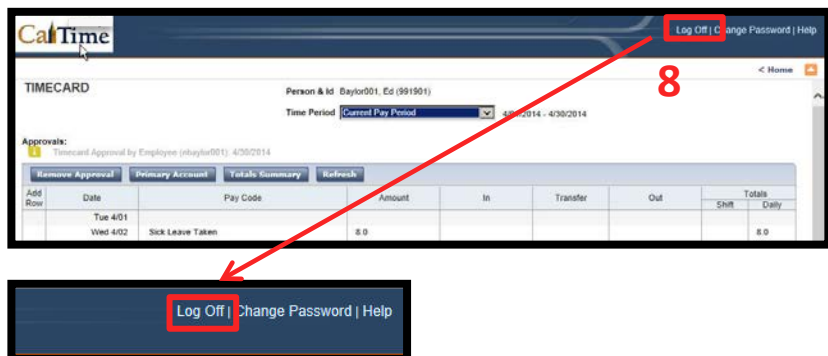
Time Period Current Pay Period

Timecard successfully saved on: 4/22/2014 11:55AM

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In
	Tue 4/01			
	Wed 4/02	Sick Leave Taken	8.0	

8. Click **Log Off** when done.



CalTime

TIMECARD

Person & Id Baylor001, Ed (991901)

Time Period Current Pay Period

Approvals:

Timecard Approval by Employee (baylor001) 4/22/2014

Remove Approval Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Shift	Totals
	Tue 4/01							Daily
	Wed 4/02	Sick Leave Taken	8.0					8.0

Log Off | Change Password | Help