

CalTime: Timecard Approval for Employees using a computer

This job aid provides instructions on how to approve your timecard or remove your timecard approval.

Approving Time Card

1. If the timecard is complete and accurate click on "Approve."

TIMECARD Person & Id Cross001, Katie (009905001)

Time Period Range of Dates 6/22/2014 7/05/2014

Save **Approve** Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 6/22							
	Mon 6/23			8:00AM		4:30PM	8.5	8.5
	Tue 6/24			8:00AM		4:30PM	8.0	
	Tue 6/24			7:00PM		10:00PM	3.0	11.0
	Wed 6/25			3:00PM	:KB_NonEx_OTP 08 Eve	11:30PM	8.0	8.0

2. Once approved, a confirmation appears.

TIMECARD Person & Id Cross001, Katie (009905001)

Time Period Range of Dates 6/22/2014 7/05/2014

Approvals: 1 Timecard Approval by Employee (kcross001): 7/05/2014 2

Remove Approval Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 6/22							
	Mon 6/23			8:00AM		4:30PM	8.5	8.5
	Tue 6/24			8:00AM		4:30PM	8.0	
	Tue 6/24			7:00PM		10:00PM	3.0	11.0
	Wed 6/25			3:00PM	:KB_NonEx_OTP 08 Eve 30d	11:30PM	8.0	8.0

Removing Approval on Timecard

If you need to make changes to your timecard after approving it, you need to first remove your approval. If your supervisor has already approved your time you will need to notify your supervisor if your timecard needs to be edited.

3. To remove timecard approval, click on the "Remove Approval" button.
4. Once approval is removed, update your timecard and then click the "Approval" button.

TIMECARD Person & Id Cross001, Katie (009905001)

Time Period Range of Dates 6/22/2014 7/05/2014

Approvals: 1 Timecard Approval by Employee (kcross001): 7/05/2014

Remove Approval Primary Account Totals Summary Refresh

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