

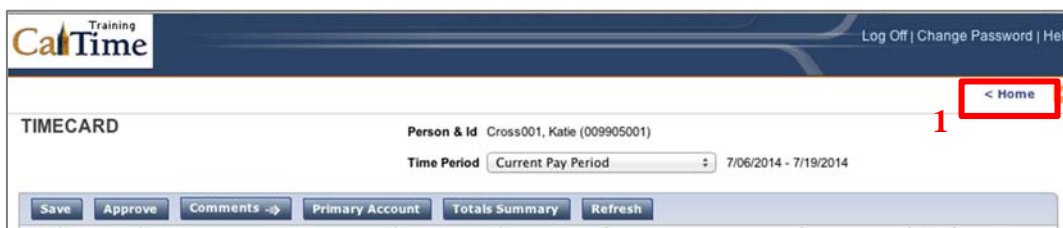
CalTime: For employees, viewing the time detail report

The purpose of this job aid is to provide instructions on how to:

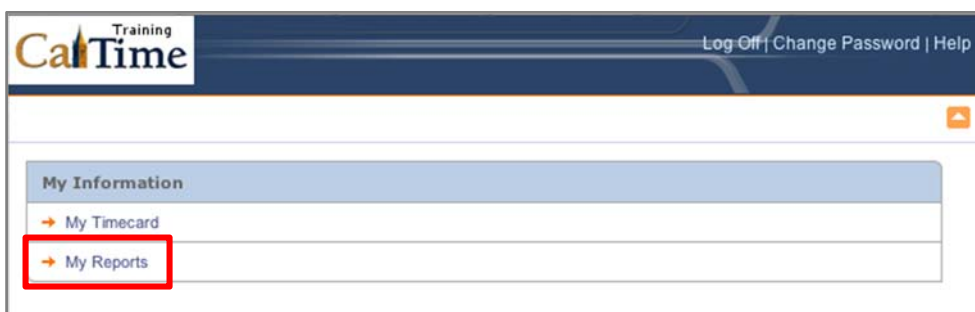
- View the Time Detail report (report showing all the hours on your timesheet for any given period of time)

Viewing the Time Detail Report

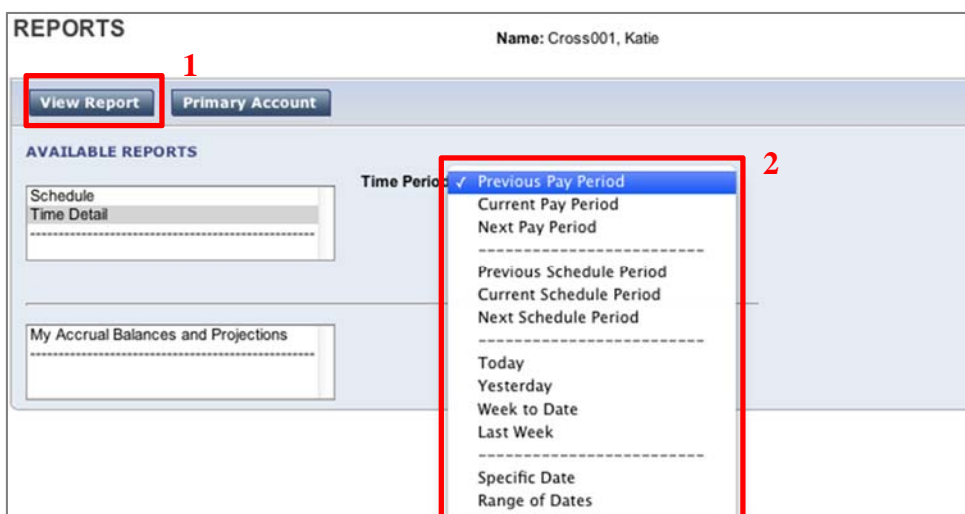
1. Go to the Home screen shown.
2. Depending on where you are within the CalTime application, you can click on "Home" to get to the home screen.



3. From the home screen, click on "My Reports"



4. Select the Time Period from the dropdown list for the period you wish to view.
5. Then click the View Report button.



Viewing the Time Detail Report Continued...

6. The top portion of the report shows the time entry and any leave. It also shows work rule transfers performed by your supervisor.

7. The bottom portion of the report shows the totals for overtime, comp time, regular time and shift differential for the period of time you selected.

Time Period: Previous Pay Period
Dates: 6/22/2014 - 7/05/2014

Printed: 7/10/2014

Name: Cross001, Katie
Primary Account(s):

ID: 009905001
5/22/2014 - forever

Pay Rule: KB_NonEx_OTP 08 Day 30d
-/-/009915001/009905001/Training Set 001/-

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Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	(\$)	Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Sun 6/22											0:00
Mon 6/23		8:00AM		4:30PM	CD				8:30	8:30	
Tue 6/24		8:00AM		4:30PM					8:00		
Tue 6/24		7:00PM		10:00PM					3:00	19:30	
Wed 6/25		3:00PM		11:30PM					8:00	27:30	
Thu 6/26		8:00AM		4:30PM					8:00	35:30	
Fri 6/27		8:00AM		4:30PM					8:00	43:30	
Sat 6/28										43:30	
Sun 6/29										43:30	
Mon 6/30		8:00AM		4:30PM					8:00	51:30	
Tue 7/01		8:00AM		4:30PM					8:00	59:30	
Wed 7/02		8:00AM		4:30PM					8:00	67:30	
Thu 7/03		8:00AM		4:30PM					8:00	75:30	
Fri 7/04	[Independence Day]							0:00		75:30	
Sat 7/05										75:30	
Totals						0.00		0:00	75:30	75:30	

Account Summary	Pay Code	Money	Hours
-/-/009915001/009905001/Training Set 001/-			
	Overtime Premium		3:30
	Regular		72:00
	Shift Diff Evening		8:00
Pay Code Summary			
Pay Code	Money	Hours	
	Overtime Premium		3:30
	Regular		72:00
	Shift Diff Evening		8:00
Totals		0.00	83:30

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