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.	Cal Time Log Off Change Password Help								
 Depending on where you are within the CalTime application, you can click on "Home" to get to the home screen. 	TIMECARD Person & Id Cross001, Katie (009905001) Time Period Current Pay Period 2 7/06/2014 - 7/19/2014 Save Approve Comments () Primary Account Totals Summary Refresh								
 From the home screen, click on "My Reports" 	Cal Time								
	My Information → My Timecard → My Reports								
4. Select the Time Period from the dropdown list for the period you wish to view.	REPORTS Name: Cross001, Katie								
5. Then click the View Report button.	AVAILABLE REPORTS Schedule Time Detail My Accrual Balances and Projections My Accrual Balances and Projections Specific Date Range of Dates								

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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 Primary Account(, Katie (s): 5/22	ID: 0099050 2/2014 - fore	01 ver -/-	/-/009915001	Pay Rul 1/0099050	e: KB_NonEx 001/Training S	_OTP 08 Da Set 001/-	ay 30d	6	
Date	Apply To	In Punch	ln Exc	Out Punch	Out Exc	(\$)Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Sun 6/22 Mon 6/23 Tue 6/24 Wed 6/25 Thu 6/26 Fri 6/27 Sat 6/28 Sun 6/29 Mon 6/30 Tue 7/01 Wed 7/02 Thu 7/03	1	8:00AM 8:00AM 7:00PM 3:00PM :KB_NonEx 8:00AM 8:00AM 8:00AM 8:00AM 8:00AM 8:00AM	COTP	4:30PM 4:30PM 10:00PM 11:30PM 08 Eve 30d 4:30PM 4:30PM 4:30PM 4:30PM 4:30PM	CD			8:30 8:00 8:00 8:00 8:00 8:00 8:00 8:00	0:00 8:30 27:30 35:30 43:30 43:30 43:30 59:30 67:30 75:30	
Fri 7/04 Sat 7/05	[Independence Day]						0:00		75:30 75:30	
Fotals						0.00	0:00	75:30	75:30	
Account Summar	y Pay Code						Mone	у	Hours	
/-/-/009915001/009905001/Training Set 001/- Overtime Premium Regular Shift Diff Evening					7				3:30 72:00 8:00	
ay code Summa	Pay Code						Mone	у	Hours	
	Overtime Pre Regular Shift Diff Ever	mium ning							3:30 72:00 8:00	
lotals							0.0	0	83:30	