

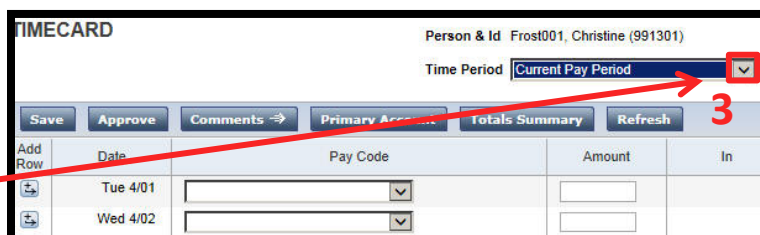
1. Log in to CalTime. (See the job aid, “Logging in to CalTime.”)
2. Click the **My Timecard** link.



**NOTE:** The location of the link will vary, depending on your role.

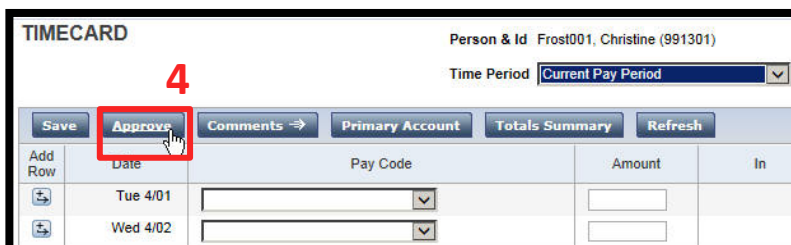
3. **Current Pay Period** is the default **Time Period** in the **My Timecard** view.

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



4. Click the **Approve** button.

**NOTE:** The message, “Timecard approval by . . .”, will appear every time you click **Approve**.



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

