

## Employee Timecard Layout

Understanding your timecard

Approve Timecard  
Remove Timecard Approval

Print Timecard  
Opens Printer friendly version of timecard

Refresh  
Refreshes timecard after timecard has been saved

Save  
Saves your edit or timecard action

Calculate Totals  
Allows you to select a range of dates by entering a Start Date and an End Date.

Handle  
This **handle** appears at the bottom of your timecard. If you click on the handle, you may view your hour **Totals** and leave **Accruals**

Calculate Totals  
Calculate the total hours adjusted on your timecard prior to saving. These hours will appear in the Totals section at the bottom of your timecard

Record Timestamp  
The **My Timestamp** section and **Record Timestamp** button only appears for RealTime employees that use a computer and must record time at the beginning and end of their shift.

**Who do these timecard columns apply to?**

Column Headers	Description	Biweekly paid employee with a Reader or Tutor job and a student assistant job
 	<p><b>Plus sign</b> will enable you to add a second row to the existing day  <b>X sign</b> will allow you to delete your time entry for that day (real time employee may only delete pay codes and must contact a supervisor to edit start and stop times).</p>	<p align="center">✓</p>
<b>Date</b>	Calendar Date and Day of the week (For Example, Sun 2/26)	<p align="center">✓</p>
<b>Pay Code</b>	List of pay codes that are typically used to categorize your time off from work. These codes vary based on your access to CalTime.	<p align="center">✓</p>
<b>Amount</b>	Enter the amount of hours corresponding to the Pay Code selected. Hour must be entered to the nearest quarter hour. For Example, 7.25, 7.5, 7.75, 8	<p align="center">✓</p>
<b>In</b>	Enter your start time of your shift. Shortcut tip: You can enter 8:00am as 8a or 5:00pm as 5p.	<p align="center">✓</p>
<b>Transfer</b>	Used by Employees that have multiple jobs. Select the job aka (friendly name) that is applicable to the shift you are recording time.	<p align="center">✓</p>
<b>Out</b>	Enter the time your shift ended. Shortcut tip: You can enter 8:00am as 8a or 5:00pm as 5p. You do not need to clock out for lunch. CalTime will automatically grant an hour for lunch for employees that work over five consecutive hours.	<p align="center">✓</p>
<b>In</b>	Additional Column provided for employees that have multiple jobs. Enter your start time of your shift.	<p align="center">✓</p>
<b>Transfer</b>	Used by Employees that have multiple jobs. Select the job aka (friendly name) that is applicable to the shift you are recording time.	<p align="center">✓</p>
<b>Out</b>	Additional Column provided for employees that have multiple jobs. Enter the time your shift ended.	<p align="center">✓</p>
<b>Schedule</b>	Employees who have a schedule setup in CalTime will see their schedule appear here. This is an optional column that is not applicable to all employees however it is available to all employees.	<p align="center">✓</p>
<b>Shift</b>	A total sum of your hours for the day will appear after you have either clicked on “Calculate Totals” and/or saved your timecard.	<p align="center">✓</p>
<b>Daily</b>	A total sum of your hours for the day will appear after you have either clicked on “Calculate Totals” and/or saved your timecard.	<p align="center">✓</p>
<b>Pay Period</b>	A running total sum of your hours for the pay period as each day goes by will appear after you have either clicked on “Calculate Totals” and/or saved your timecard.	<p align="center">✓</p>

## Timecard Totals Appear at the bottom of the timecard

The **Totals** feature allows you to view your timecard totals. You have the following options:

**All:** All hours summed for entire pay period

**Shift:** Hours totaled by shift

**Daily:** Your hours summed by day (requires clicking on applicable row on timecard)

**Period to Date:** This will sum all hours up to the date you have clicked on your timecard

My Timecard

Loaded: 11:36 AM Current Pay Period

Approve Timecard | Print Timecard | Refresh | Calculate Totals | Save

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+ x	Sun 2/...												
+ x	Mon 2...			8:00AM		5:00PM					8.0	8.0	8.0
+ x	Tue 2/...	Vacati...	8.0									8.0	16.0
+ x	Wed 3...			8:00AM		5:00PM					8.0	8.0	24.0
+ x	Thu 3/...			8:00AM		5:00PM					8.0	8.0	32.0
+ x	Fri 3/03			8:00AM		5:00PM					8.0	8.0	40.0

Totals Accruals

All All

Account	Pay Code	Amount
RS-LIFEGUARD SCRA/-/	Regular	32.0
RS-LIFEGUARD SCRA/-/	Vacation Leave Taken	8.0

- All
- All
- Shift
- Daily
- Period to Date

Note: Employees in Reader and tutor job titles are typically not eligible for vacation or sick leave. As a result, the Accruals tab (which display sick and vacation balances) is not applicable to you.