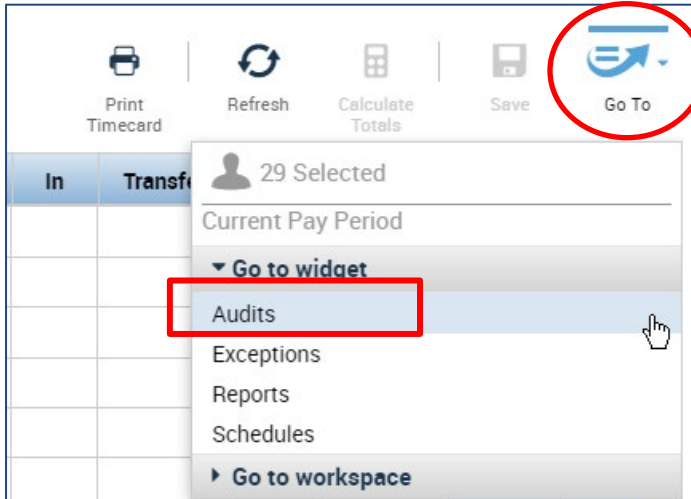


# CalTime: Audits: log of employee edits and adjustments

## ACCESS AUDITS

From the **Manage My Department Tab**, to the right is a blue panel, if you click on **Audits**, you will be taken to a screen to view any adjustments to an employee's timecard for a specified pay period(s). Note you can also select audits from the **Go To icon** available on the **Timecards Tab**.



## VIEW EMPLOYEE LOG OF ADJUSTMENTS

The screen will default to the current pay period and a list of any edits made to the employees timecard. You can select different employees by clicking on the employees name field or scroll through employees by clicking on the forward or backwards arrow displayed below.



**Note: If you hover your mouse over any of the fields, you will see the full field displayed.**

**Date:** Associated Timecard Date

**Time:** The time you started or ended your shift

**Type:** The type of edit that was made

**Account:** If a special job or friendly name was used

**Pay code:** The type of pay code used to categorize leave taken

**Amount:** Amount of hours associated with the Pay code used for leave taken

**Work Rule:** Will notate a work rule transfer

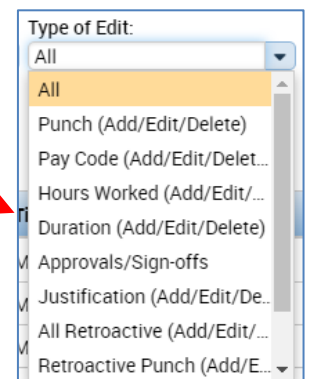
**Override:** This field indicates that the time was an in punch or and out punch

**Comment:** Comments can be inserted by timekeepers or supervisors only

**Edit Date:** This is the date the timecard was edited

**User:** This field indicates who made the edit to the timecard

**Data Source:** Timecard Editor

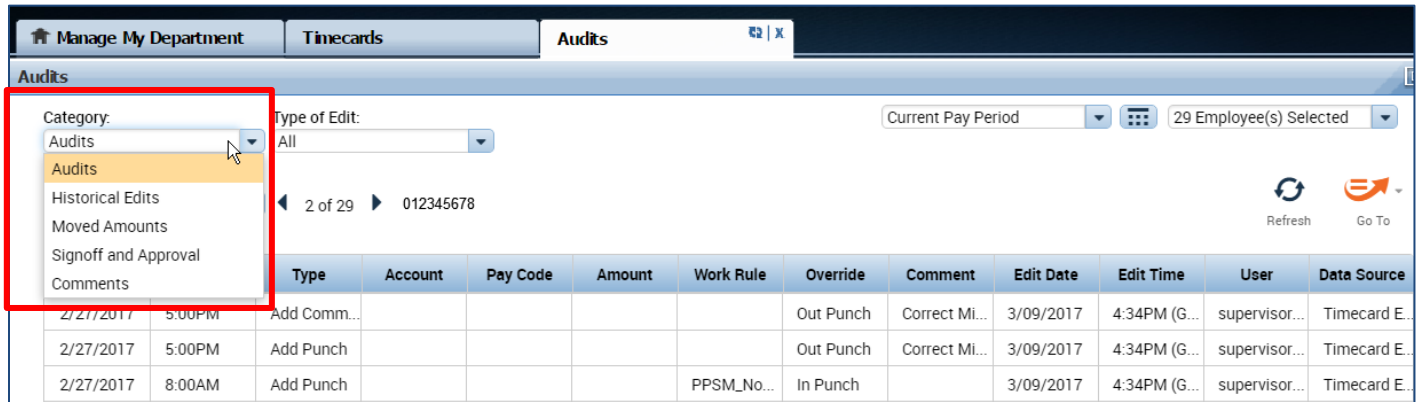


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## FILTER TYPE OF EDITS OR ADJUSTMENTS

You also have the ability to click the drop down arrow under **Type of Edit**. This will open up a list of types of edits if you are interested in only looking at the audit trail for Pay Codes, punches, etc.

The **Category Field** drop down list shows Historical Edits, Moved Amounts, Sign-off and Approvals and Comments if you want to filter for specific changes made to the employees timecard.



The screenshot displays the 'Audits' section of the CalTime interface. At the top, there are navigation tabs for 'Manage My Department', 'Timecards', and 'Audits'. Below the tabs, the 'Audits' header includes a 'Category:' dropdown menu (highlighted with a red box), a 'Type of Edit:' dropdown menu, a 'Current Pay Period' dropdown, and a '29 Employee(s) Selected' dropdown. The 'Category' dropdown menu is open, showing options: 'Audits', 'Historical Edits', 'Moved Amounts', 'Signoff and Approval', and 'Comments'. The 'Audits' option is selected. Below the dropdowns, there are 'Refresh' and 'Go To' buttons. A table of audit entries is visible, with columns for Type, Account, Pay Code, Amount, Work Rule, Override, Comment, Edit Date, Edit Time, User, and Data Source. The table shows three rows of data, including entries for 'Add Comm...', 'Add Punch', and 'In Punch'.

Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
					Out Punch	Correct Mi...	3/09/2017	4:34PM (G...	supervisor...	Timecard E...
					Out Punch	Correct Mi...	3/09/2017	4:34PM (G...	supervisor...	Timecard E...
				PPSM_No...	In Punch		3/09/2017	4:34PM (G...	supervisor...	Timecard E...