

# CalTime: Editing Employee Time and Pay Codes and Amounts

## EDITING EMPLOYEE TIME

1. Select the correct time period.
2. Select the row for the date you want to add time and enter the start time in the "In" field.
3. Enter the end time for the completion of the shift.
4. Click **Save**.

**Note:** Please remember to add a or p for AM or PM. Acceptable formats include **8a** or **8:30a**.

The screenshot shows the 'Tinecards' interface for 'Copeland, Bob'. The 'Current Pay Period' dropdown is highlighted in red. The 'Save' button in the toolbar is also highlighted in red. The table below shows the time entry for Tuesday, with '8:00AM' and '5:00AM' entered in the 'In' and 'Out' columns respectively, both highlighted in red.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+	Sun 2/...												
+	Mon 2...												
+	Tue 2/...			8:00AM		5:00AM							
+	Wed 3...												
+	Thu 3/...												
+	Fri 3/0...												

5. Click **Refresh**, the hours for the Shift and Daily Totals will display.

The screenshot shows the 'Tinecards' interface after clicking 'Refresh'. The 'Refresh' button in the toolbar is highlighted in red. The table below shows the time entry for Tuesday, with '8:00AM' and '5:00AM' entered in the 'In' and 'Out' columns. The 'Shift' and 'Daily' columns now display '20.0' for the Tuesday row, which is highlighted in red.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+	Sun 2/...												
+	Mon 2...												
+	Tue 2/...			8:00AM		5:00AM					20.0	20.0	20.0

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## Adding and Removing Timecard rows for Multiple Entries in a Day

### Adding and Removing Timecard Rows for Multiple Entries in a Day

The timecard by default only has one row set up for each day of the pay period with two sets of “In” and “Out” boxes for entry. It may be necessary to add rows to a day to accommodate additional entries. For example, the employee may:

- Work on multiple jobs in one day
- Work a partial day and need to enter partial day leave
- Work on multiple projects in a day that must be tracked
- Clock out for lunch (for a 30-minute lunch rather than the employees normal 60-minute lunch)

1. **TO ADD A ROW** Click the Plus symbol and this will open a new row for the same day.  
*In the Example below, the employee worked 8am-12pm and took an hour for lunch. After lunch they went home sick for the rest of the day. To add the sick time, they added a row to their timecard for that same day and selected the Sick Leave Taken Pay Code and entered 4 hours in the Amount column.*
2. **TO REMOVE A ROW** Click the X symbol for the row you wish to delete

Note: Remember to save your change by clicking on the Save Icon which will be highlighted in orange.

The screenshot shows the CalTime Timecards interface for Copeland, Bob. The table displays timecard entries for the period from Sun 2/26 to Wed 3/01. The entry for Tue 2/28 shows a pay code of 'Sick Leave Taken' with an amount of 4.0. The 'Save' icon in the top right toolbar is highlighted with a red box.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+ X	Sun 2/26												
+ X	Mon 2/27												
+ X	Tue 2/28			8:00AM		1:00PM					20.0	20.0	20.0
+ X		Sick Leave Taken	4.0										
+ X	Wed 3/01												20.0

## Editing Pay Codes and Amounts (i.e. Recording Leave Taken)

1. Access the employees Timecard
2. Ensure that you are in the correct pay period.
3. Click on the Pay Code drop list arrow for the day you wish to enter leave.  
Note: You can expand columns by holding down the left button on your mouse while clicking on the pay code column line to make the column wider
4. From the dropdown list, select the pay code that categorizes the time you worked or leave you wish to report.

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The screenshot shows the CalTime Timecards interface for employee Copeland, Bob. A dropdown menu is open for the Pay Code column on the row for Tuesday, 2/28. The menu lists several options: Please Choose (highlighted in orange), Vacation Leave Taken, Sick Leave Taken, PTO Taken, Administrative Leave with Alternate Holiday Taken, Bereavement-Sick Leave, Callback Worked, Call In, and Charge Nurse Diff. The Amount column for this row contains the value 4.0. The interface also shows navigation buttons like View, Approve Timecard, Sign Off, Print Timecard, Refresh, Calculate Totals, Save, and Go To.

## 5. Record Hours

### Acceptable Formats for Entering Pay Code Amounts

Acceptable Format	Example	Interpretation by CalTime
Leading zeros (optional)	07	7 hours
	08:30 (8 hours, 30 minutes)	8.5 hours
Colon	7:30	7.5 hours
Decimal	8.5	8.5 hours

## 6. Click Save

In this example below, the employee entered sick leave. On Tuesday, the employee worked until 1pm and then went home sick for the rest of the day. To account for the sick leave, the pay code Sick Leave Taken and four hours was recorded.

- To change the pay code or amount, go to the applicable row on the timecard corresponding to the date you wish to adjust and select a different pay code and enter the correct hours in the Amount column. Click the Save icon highlighted in Orange.

The screenshot shows the CalTime Timecards interface with the Save button highlighted in orange. The Pay Code column for the row on Tuesday, 2/28, now contains 'Sick Leave Taken' and the Amount column contains '4.0'. The interface also shows the Save button highlighted in orange, along with other navigation buttons like View, Approve Timecard, Sign Off, Print Timecard, Refresh, Calculate Totals, and Go To.

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## Deleting Pay Codes

1. Go to the Pay row for the applicable day of the week. Click on the **X** icon and the hours for that day will be removed.
2. To edit the amount of hours, simply click on the cell and change the hours. You may also edit the pay code by clicking in the cell under the pay code column and selecting a different pay code.
3. Click the **“Save”** icon at top right of timecard.

The screenshot shows the CalTime Timecards interface for employee Copeland, Bob. The interface includes a navigation bar with 'Manage My Department' and 'Timecards' tabs. Below the navigation bar, there are fields for the employee name, a page indicator (1 of 29), a timecard ID (012345678), and a 'Loaded' timestamp (2:46 PM). There are also dropdown menus for 'Current Pay Period' and 'All Home'. A toolbar contains icons for 'View', 'Approve Timecard', 'Sign Off', 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save' (highlighted in red), and 'Go To'. Below the toolbar is a table with the following data:

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+ X	Sun 2/26												
+ X	Mon 2/27												
+ X	Tue 2/28			8:00AM		1:00PM					20.0	20.0	20.0
+ X		Sick Leave Taken	4.0										
+ X	Wed 3/01												20.0

## Leave Entry for employees on alternative work schedules or Compressed 4/10 Workweeks

Employees with Alternative Work Schedules or Compressed workweeks should enter the number of their daily hours for vacation and full sick days. For example, if you work 10 hours a day for 4 days a week, you would enter 10 hours of leave (vacation, sick, etc.) per day.