Delayed Access to CalTime: High-Level Process Map

1. Provide CalTime manual timesheet overview to employee (according to method of time entry)
   - First Contact/HRP

2. Send manual timesheet to employee via email
   - First Contact/HRP

3. Record and submit timesheet to supervisor
   - Employee

4. Enter timesheet into CalTime
   - Supervisor

5. Update CalTime or perform manual PPS entry
   - Timekeeper

6. Process Pay
   - Central Payroll

Employee
CSS
Dept.
Central Payroll

CalTime or
PPS

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