If in-scope for CalTime, record hours worked and leave; approve timecard or complete manual timesheet.

Process Paycheck

Paycheck available on payday

Run CalTime report, contact supervisor for error corrections if applicable

Review timecard for accuracy. Revise with supervisor/employee

Revise with supervisor/employee

Review timecard for accuracy, make edits in CalTime or timesheet and approve

If new information is provided after sign off, determine if pay is impacted

If pay is impacted, correct pay and edit timesheet.

Edit based on best available information and sign off

Payroll

Process Paycheck

Central Campus

Supervisor

Timekeeper

Process Guide

Employee

CSS

CalTime Biweekly Processing: High-Level Process Map

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