

Supervisors' Electronic Time Sheet Approval Instructions

1. Go to website: <http://caiwebadmin.communityaction.com>
2. Type in user name: First Name
3. Type in password - 1234 for all until you change your password
4. Click on Employee Approvals
List of all staff
5. Click on to Approve as appropriate
6. To view employee's timesheet, click on Employee Maintenance
7. Click on Pay Records
8. Select Name from List
9. Check carefully for the following:
Dates (pay period)
of hours
Pay type –**REGULAR**
Function – Professional Development Hours - **PRODEV**
10. Click on **Add, Edit or Delete**
11. Click on **Save**
12. Click on **Close**
13. Click on **LOGOUT**