The following are Timekeeper procedures for the review and resolution of the CalTime Error Report for exempt employees. This report is generated from the 1st to the 16th of the month for activity of the prior month. For example, error reports generated from March 1 to March 16 cover February activity. The CalTime Error Report compares data between CalTime and HCM/PPS and determines if there are discrepancies. Any errors found will be displayed in the report. Timekeepers are responsible for:

- Researching these errors
- Determining their cause
- Ensuring the appropriate action is taken either in CalTime, Human Capital Management (HCM) system or Payroll Personnel System (PPS) to correct the error

Errors on the CalTime Error Report are best handled daily. If unresolved, errors will appear again on the next day’s report. All errors must be corrected before the payroll processing deadline otherwise the transaction will not post to the Payroll system.

**Overview – Major Process Steps**

1. Access and Download the Report
2. Research the Error
3. Ensure the Proper Corrections are made

Access to the report will be set up for each timekeeper. To perform these procedures, you will need:

- PPS Access (at least view access)
- HCM Access (at least view access)
I. Access and Download the Report

To access the CalTime Error Report:

a. Access Blu: [https://blu.is.berkeley.edu/psp/blupd90/EMPLOYEE/EMPL/h/](https://blu.is.berkeley.edu/psp/blupd90/EMPLOYEE/EMPL/h/) and login (upper left hand corner of the Blu homepage).

b. Once logged in, click the People tab on the menu bar. Links to the CalTime Error Report can be found within the Jobs Tools section (bottom left in the figure below)

![CalTime Error Report](image)

If the CalTime Error Report is does not appear in the Job Tools list, contact the Help Desk to set up proper access to your reports.

Note

In addition to the CalTime Error Report, there are also links to CalTime Valid Reports, which lists all the valid transactions that will be extracted from CalTime and passed to PPS for processing. The Valid Reports are audit trail reports that can be used to check whether a transaction was processed. There are “Current” and “Archive” versions of both the CalTime Error Report and the Valid Report.

c. To open the report, click on the CalTime Error Report link (that is labeled as current). You may wish to highlight and copy the report into an Excel spreadsheet so you can make notes on the report. The report information will only display errors for employees in the Home Department you have access to. See sample report below:
The CalTime Error Report will provide:

- Employee information - Name, ID, Home Department
- Leave information – Paycode, Hours Taken, Timesheet Date
- Error information – Error code, reason and description

The CalTime Error Report is generated by comparing CalTime data against HCM and PPS data. For every leave transaction in CalTime, the report will determine if an active appointment, distribution and DOS (Description of Service) code of REG (regular pay) exist in HCM or PPS. Any discrepancies will be included in the error report.

There are 3 potential errors that may result:

- **Error Code 1 - Missing employee ID.** CalTime has a transaction for an employee who does not exist in either HCM or PPS. This error is highly unlikely, but possible

- **Error Code 2 – No REG Distribution.** CalTime only processes leave transactions using distributions with a DOS code of REG (the leave is processed using a DOS code of VAX or SKX). This error will occur if there is a transaction in CalTime for an employee with no REG distribution.

- **Error Code 3 - Invalid Date Range.** An employee must have an active distribution for the period in which leave is reported.
II. Research the Error

Use the following table to determine the steps necessary to correct a particular error:

<table>
<thead>
<tr>
<th>Error Code and Reason</th>
<th>Research Steps</th>
<th>Corrective Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Error Code 1 – Missing employee ID:</strong></td>
<td>• Look at the employee set-up in HCM/PPS and determine if there is an error in the set-up</td>
<td>• Set up or correct the employee’s profile in HCM and PPS</td>
</tr>
<tr>
<td>CalTime has a pay record for an employee who does not exist in either HCM or PPS</td>
<td>• If no employee record is found, verify the employee information with the department</td>
<td></td>
</tr>
<tr>
<td><strong>Error Code 2 – No REG Distribution:</strong></td>
<td>• Review HCM/PPS for incorrect DOS code set-up</td>
<td>• Correct the DOS code in HCM as appropriate or remove the leave code in HCM</td>
</tr>
<tr>
<td>Triggered if HCM or PPS has a DOS code other than REG</td>
<td>• Verify the employee’s DOS code set-up with the department</td>
<td></td>
</tr>
<tr>
<td><strong>Error Code 3 – Invalid Date Range:</strong></td>
<td>• Determine if the employee was on active status for the date range. Is this a new or terminated employee? If so, ensure that the start or termination dates are entered correctly in PPS or HCM</td>
<td>• For start date errors, correct the error in HCM, which will also correct the dates in PPS</td>
</tr>
<tr>
<td>Employee’s leave was not in an active date range</td>
<td>• If the employee is terminated, validate that the employee entered leave for the correct date period.</td>
<td>• For termination date errors, make corrections in HCM</td>
</tr>
</tbody>
</table>

III. Ensure the Proper Corrections are made

Based on the information gathered from your research of HCM, PPS, CalTime and the error report, ensure that the appropriate corrections are made. Timekeepers with proper HCM or PPS access may enter corrections on their own. If you do not have access or permission to make the necessary corrections, notify your contact for the system (PPS or HCM) where action is required.

Until the correction is made, the error will continue to appear on successive error reports until the item is resolved. Once corrected, the error will no longer appear on the error report. You may also use the most current CalTime Valid Report within the payroll cycle to see if the corrected (vacation or sick) leave transactions are shown.

All corrections must be made before the payroll cut-off for the (vacation or sick) leave transaction to be processed into PPS. If you are depending on another individual to make the correction for you, ensure that they are aware of the payroll cut-off deadline. Actively coordinate the correction of the error to ensure that it is corrected in a timely manner.

If the error is not corrected and the payroll cut-off has passed, you will need to process the leave in PPS.

Questions

If you have questions or need assistance with the research and resolution of an error, please contact the Help Desk at (510) 664-9000 and press 3 for CalTime or email caltimehelp@berkeley.edu.