

CalTime

Non-Exempt Employee-Initiated Reduction in Time (ERIT) Supplemental Guide

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Introduction

This is a supplemental guide for employees participating in the Employee-Initiated Reduction in Time (ERIT) program. This guide should be used in conjunction with the comprehensive non-exempt user guide that covers all non-exempt timekeeping responsibilities. These guides, along with other training materials (job aids and tutorials), can be found in the [Training section of the CalTime website](#).

Time Entry

Time Entry for Non-Exempt Employees on ERIT

If you participate in the Employee-Initiated Reduction in Time (ERIT) program, time worked should be entered as usual. However, in addition, you will need to use the ERIT pay code to cover hours up to your pre-ERIT work hour levels. For example, if you reduce your hours from 100% to 50%, you would enter time worked of 4 hours and then enter 4 additional hours using the ERIT pay code. Note: For ERIT employees who have the varying schedules (e.g., you work different work schedules for certain days of the week), your time entered and the hours entered against ERIT should vary according to your schedule.

The entry of the ERIT pay code ensures that you continue to accrue vacation and sick leave at their pre-ERIT levels.

Non-Exempt ERIT Employee - Entering Time

<ol style="list-style-type: none"> 1. Ensure that you are in the correct pay period. Current Pay Period is the default. If you need to access the Previous Time Period, select it from the Time Period dropdown list. 	
<ol style="list-style-type: none"> 2. Enter your "In" and "Out" for time worked. 3. Then click on the "Add a Row" icon. 	

Non-Exempt ERIT Employee - Entering Time

4. The CalTime system will present a timecard with an extra row for entering the ERIT Pay Code.

5. Click on the Pay Code dropdown for the second row that was added.

TIMECARD Person & Id Matthews, Eli (009909000)
Time Period Current Pay Period 7/06/2014 - 7/19/2014

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift Daily
	Sun 7/06						
	Mon 7/07			7		11	
	Mon 7/07						
	Tue 7/08						

6. From the Pay Code dropdown list, select “ERIT – Empl. Reduction in Time” (highlighted in blue in the accompanying figure).

TIMECARD Person & Id Matthews, Eli (009909000)
Time Period Current Pay Period 7/06/2014 - 7/19/2014

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift Daily
	Sun 7/06						
	Mon 7/07			7		11	
	Mon 7/07	<ul style="list-style-type: none"> Vacation Leave Taken Sick Leave Taken Alternate Holiday Taken Bereavement-Sick Leave Taken Callback Worked Comp Time Off Court Time Worked ERIT-Empl. Reduction In Time FMLA-LWOP 					
	Tue 7/08						
	Wed 7/09						
	Thu 7/10						
	Fri 7/11						
	Sat 7/12						

7. Add the 4 hours in the “Amount” field.

8. Then click the “Save” button.

TIMECARD Person & Id Matthews, Eli (009909000)
Time Period Current Pay Period 7/06/2014 - 7/19/2014

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift Daily
	Sun 7/06						
	Mon 7/07			7		11	
	Mon 7/07	ERIT-Empl. Reduction In Time	4	7			
	Tue 7/08						

9. After saving, the word “Timecard” will change from orange to black.

10. CalTime will show that the “Timecard successfully saved”.

11. The “Daily” total should add up to 8 hours because this is the full time pre-ERIT hour work level.

TIMECARD Person & Id Matthews, Eli (009909000)
Time Period Current Pay Period 7/06/2014 - 7/19/2014

Timecard successfully saved on: 7/11/2014 1:28PM

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift Daily
	Sun 7/06						
	Mon 7/07	ERIT-Empl. Reduction In Time	4.0				
	Mon 7/07			7:00AM		11:00AM	4.0 8.0
	Tue 7/08						

Holiday Entry

For holidays, non-exempt employees will receive a holiday credit based on the number of hours of work in the previous 2 pay period cycles. For example, an employee on ERIT who works 75% of the time in the previous 2 pay period will get 6 hours of holiday pay. On that holiday, they will need to enter 2 hours using the ERIT pay code to reach their full time pre-ERIT hour work level.

Leave and Pay Code Entry

Leave Entry for Employees on ERIT

Employees participating in the Employee-Initiated Reduction in Time (ERIT) program should enter leave for the number of hours they would have worked if they were not on leave. For example, if under the ERIT program, you reduced your hours worked from 100% to 75%, you would enter 6 hours of vacation leave and then enter 2 additional hours using the ERIT pay code. If you have a varying schedule (different work schedules for certain days of the week), any leave entered should be based on what you were scheduled to work on that day, along with the appropriate ERIT hours.

Resources

CalTime Support

For help using the CalTime system or to report any CalTime system issue, please submit a help request to the CalTime Help Desk by sending an email to: caltime@berkeley.edu

CalTime Training

Training information for non-exempt employees can be found in the [Training section of the CalTime website](#). A variety of training resources are available, including:

- On-line Tutorials
- Guides and job aids
- Training classes, both hands-on and demonstrations