Introduction_______
Welcome to CalTime, UC Berkeley’s standardized timekeeping system. This user guide is intended for exempt employees (i.e., salaried employees who are exempt from overtime). Exempt employees use CalTime to track leave (vacation, sick time, jury duty, leave without pay, etc.).

NOTE: Some exempt employees have currently been excluded from CalTime. Examples would be:
- Certain departments who require project or grant tracking functionality
- Academic employees who do not accrue or track leave. However, academic employees who DO accrue leave are required to use CalTime.

Exempt Employee Responsibilities_______
For each monthly pay cycle, you are required to:

▶ enter any applicable leave time taken (non-worked hours)
▶ approve your timecard, at the end of each pay period, regardless of whether or not leave is taken

For additional information on the policies and responsibilities related to time reporting, leave accrual, and time record approval, please refer to the University of California’s Payroll Policy

Approval Requirement
Employees are required to approve their timecards for three reasons:

▶ Timecards are legal documents that must be completed and approved for each pay period.
▶ Approval of your timecard signifies that you are finished entering leave for the pay period and are submitting it for review by your supervisor.
▶ If you don’t approve your timecard, your manager / supervisor will not know that you have completed your timecard and will have to follow up with you to do so.

NOTE: Unlike previous timekeeping systems, CalTime has no submission step after approval; approval is submission. After approval, your timecard is visible to your supervisor.

Approval Deadline
The deadline for exempt employee timecard approval is the 1st calendar day following the just completed monthly pay cycle. If the sign-off date falls on a weekend or holiday, you need to approve your timecard on the last working day prior to the approval date.

By the 5th of each month, your supervisor will review your timecard for accuracy and approve it if the leave is correct. Once your timecard is approved, it is locked from further changes.
Getting Started

Access the CalTime Application

If you are using CalTime for the first time, you will need to access it via HTML. Access to the HTML site can be found at: HTML ACCESS POINT for Exempt Employees

If you have any problems using the HTML interface, please contact the CalTime Help Desk at:

- (510) 664-9000 (press 1 for IT, 2 for Application Support, and then 3 for CalTime)
- caltime@berkeley.edu (automatically generates a CalTime Help Desk ticket)

Training

Training information for exempt employees can be found in the Training section of the CalTime website. A variety of training resources are available, including:

- A 5-minute video on CalTime navigation, recording leave, and approving leave (highly recommended for new users)
- Training classes available
- Guides and job aids.

Introduction to the CalTime Interface

After successfully logging into CalTime, you will see the My Timecard screen. The timecard shows a row for each day of the month. The following figure shows the key components of the CalTime timecard.
## Components of the CalTime Timecard

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name, employee ID and a <strong>Time Period</strong> drop-list menu that allows you to access a particular time period and dates.</td>
</tr>
</tbody>
</table>
| 2 | Function bar with buttons:  
**Save Button**—saves entries made to the timecard  
**Approval Button**—approves timecard (A **Remove Approval** button will appear when the timecard has been approved.)  
Comments—**not used in CalTime**  
**Primary Account**—employee name and ID, supervisor  
**Totals Summary**—totals types of leave and leave amounts  
**Refresh**—refreshes the data displayed on the screen |
| 3 | **Date**, **Pay Code**, and **Amount** columns. |
| 4 | Note the **Pay Code** drop-list arrow menu; if you have leave, click it and select the appropriate leave type from its drop-list menu. |

### Exempt Employee Timecard Job Aids

Exempt Employee timecard job aids can be found [here](#). They show how to:

- Log In to CalTime
- Correct Leave and Leave Hours
- Log Multiple Leaves per Day
- Run and Print a Report
- Add Leave and Leave Hours
- Delete Pay Codes and Hours
- Approve and Unapprove Your Timecard