CalTime
Frequent Activities – RealTime Terminal

Components of the CalTime Terminal

1. **Badge Reader** – Employees swipe their Cal1 Card through the badge reader to punch in and out, and to authenticate for other actions.

2. **Indicator Lights** – Indicator light will flash to green to indicate that the card was read successfully. The light will flash red if the card read is unsuccessful.

3. **Soft Keys** – Touch the icon on the screen to view information:

   - **View My Timecard –** Displays time and leave entered on your timecard, as wells as job transfers
   - **View My Schedule –** Displays your schedule, including start and end times for upcoming shifts. *Note:* Not all employees have schedules. Creation of schedules is a departmental decision.
   - **View My Total Hours –** Provides a summary of the various hours worked (Regular Time, Overtime, Shift Differential)
   - **View My Leave Balances –** Displays totals of accrued leave balances (Vacation, Sick, Comp Time, etc.)
   - **Transfer –** Used to transfer your time entered to another job (if you have more than one), contract or grant.
   - **Type S Transfer (only available to specific departments)** – Special transfer type that is used charge hours based on location, event or some other criteria.
   - **Approve My Timecard –** May not be used in your department.

4. **Home Button** – Use to return to the main terminal screen shown above.

5. **Languages –** Allows you to display information in other languages. Supported languages include English, Spanish, Cantonese, and Mandarin.

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Recording a Punch	
1. Slide your Cal1 ID card (with the magnetic strip facing away) through the card reader. **2.** If the punch is successful, the indicator light will flash green and you will hear a single tone.	
3. The terminal will also display an "Accepted: Punch" message.	**Accepted: Punch** Badge ID: 2460048 Tue Sep-30-2014, 11:34 AM
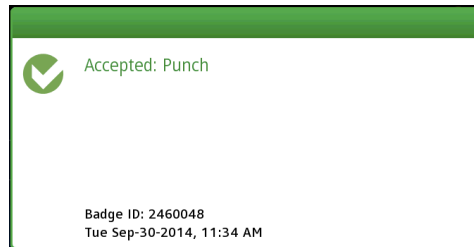
Punch Error Messages

If your punch is rejected, the indicator light flashes red. Look for the error message on the terminal display:

- Error Reading Badge – You may have swiped improperly. Try again.
- Unknown Home Employee – See your supervisor.
- Rejected Punch – You are attempting to punch too soon after your previous punch. You need to wait for 1 minute before you can perform another punch.
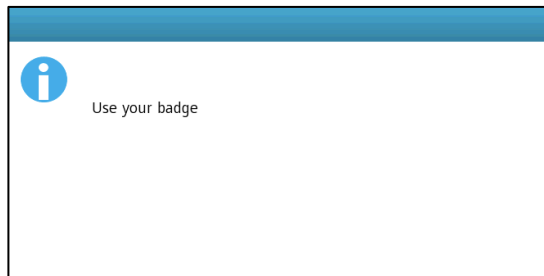
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View Your Timecard

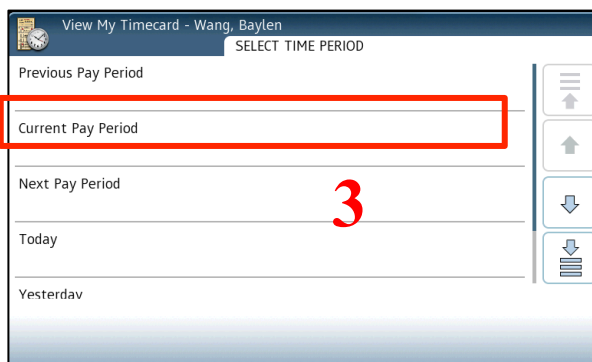|	
1. Press the **View My Timecard** soft key.	
An instruction message appears. **2.** Swipe your ID Card.	
You may view your timecard from the previous, current or next pay period. Or you can view your timecard for the current day or yesterday. **3.** Tap your finger on **Current Pay Period.**	

View Your Timecard

CalTime displays a calendar of the current pay period.

4. Tap your finger on any of day within the pay period.

View My Timecard - Wang, Baylen

9/28/2014 - 10/11/2014 | Total: 25.1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29 ⚠ 8.25	30 ⚠ 2.25	1 ⚠ 6.5	2 ⚠ 8.1	3	4

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6	7	8	9	10	11

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5. Use the scroll bar to display the information you wish to review.

This timecard shows:
- An In punch at 8:54am to LIB-MRC-SCHWOCH//////
- A transfer to another job, LIB-MRC-SCHWOCH-L////// at 2:10pm to 5:08pm

Using CalTime rounding, your start time is 9:00am and your end time was 5:15pm. One hour was automatically deducted for lunch. Your total hours worked is 7.25 hours.

9/28/2014 - 10/11/2014 | Total: 35.6

Fri 10/03	8:54AM 2:10PM Transfer ;LIB-MRC-SCHWOCH////// E Late In	**5**
	2:10PM 5:08PM Transfer ;LIB-MRC-SCHWOCH-L////// E Late Out Shift Total: 7.25	
	Daily Total: 7.25	
Mon 10/06	Unexcused Absence	
Tue 10/07	Unexcused Absence	

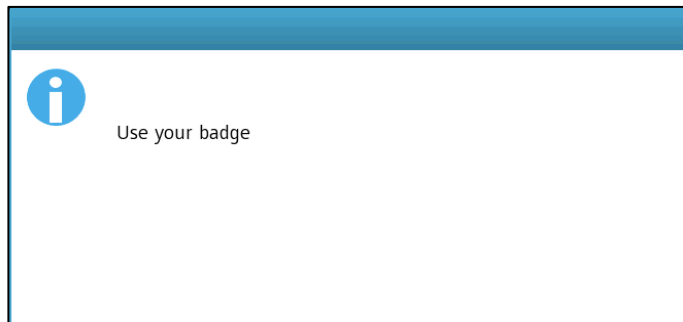Note: An "Unexcused Absence" message is only displayed for employees with a CalTime schedule.

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View My Leave Balances

1. Press the **View My Leave Balance** soft key.	
An instruction message appears. **2.** Swipe your ID Card.	Use your badge
You can view your balances as of any date. **3.** Touch the highlighted date on the calendar to view your balances as of "today".	
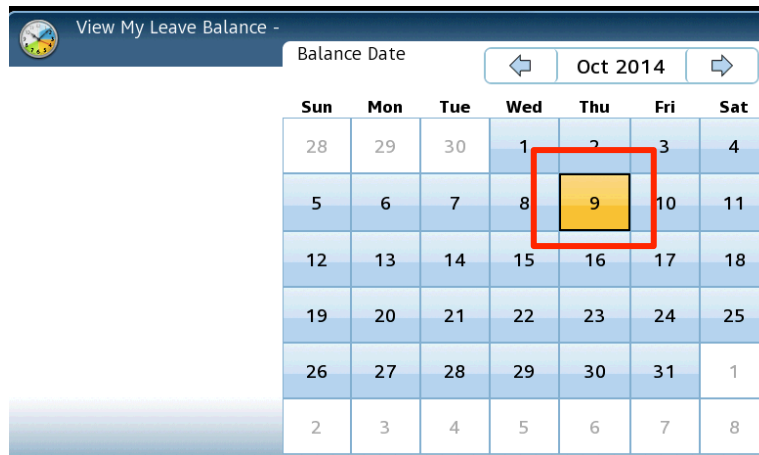
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View My Leave Balances

CalTime displays your vacation maximum and your leave balances.

4. If necessary, scroll through the list using the scroll bar.

View My Leave Balance	
10/09/2014	
Vacation Maximum	350.0 Hours
Comp Time	0.0 Hours
Vacation	92.0 Hours
Sick Leave	80.0 Hours

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