

Non-Exempt AnyTime Employee User Guide



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Introduction

Welcome to CalTime, UC Berkeley's timekeeping system. This manual is a step-by-step user guide for Non-Exempt AnyTime employees. Using a PC or Mac, an AnyTime employee can enter start, stop and transfers (between jobs) of time worked into their CalTime timecard at **any time during and up to the end of a given pay period**. In CalTime, using your computer, you can:

- Access your timecard from any computer
- Enter the time (hours) you've worked, and any time off (leave) you have taken
- Approve your timecard at the end of each pay period
- See your overtime and shift differential
- Access your vacation, sick leave, and comp time balances

If you are unsure if you are an Anytime Employee, please refer to the section entitled "Determine How You Will Report Your Time" in the **Non-Exempt Employee Getting Started Guide**.

Non-Exempt AnyTime Employee Responsibilities and Deadlines



As of November 1, 2014, non-exempt employees will transition to a biweekly pay cycle and factor leave accruals, which is a new method of calculating vacation and sick leave accruals. More information on the transition and factor leave accrual can be found at: <u>http://controller.berkeley.edu/non-exempt-employee-transition</u>

The biweekly pay cycle is a 2-week period that starts on Sunday at 12:00 am and ends on the second Saturday at 11:59 pm. For each biweekly pay cycle, you are required to:

- Record your start and stop times
- Record time worked against the proper job (if you have multiple jobs), contract or grant
- Enter any applicable leave time taken (non-worked hours)
- Approve your timecard by the employee approval deadline

Approval Requirement

NOTE:

Timecards must be completed and approved for each pay period. Approval of your timecard signifies you are finished with timecard entry for the pay period. 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.

Approval Deadline

The deadline for approval is the employee's last work day of the biweekly pay period (which closes on Saturday at 11:59 pm.) For example, if your last day worked is Friday, you should review and approve your timecard by the end of the day Friday. Please note that the approval deadline may shift due to holidays. You will be notified if the approval deadline changes for a particular pay period. Approval deadlines are posted at caltime.berkeley.edu

By the end of the day on Monday following the biweekly pay period close, your supervisor will review your timecard for accuracy and approve it if no adjustments need to be made. Once your supervisor approves your timecard, it is locked from further changes.



You can save time at the end of the biweekly pay period by recording your start and stop times daily, rather than at the end of the biweekly pay period.

TIP:



The Basics

Log in to CalTime

| Using Internet Explorer, Firefox, or Safari, go to the CalTime website (http://caltime.berkeley.e du/), and click on the Access button. Note: Google Chrome is not supported at this time. | CalTime Ber] Home acces | xeley 38 VOVEMBER 1 TRAN | SITION TRAINING HEL | P ABOUT CONTACT US | |
|---|---|---|--|---|--|
| From the Access CalTime page, click on the Access Online button. Note: RDP access for PC and MAC Users are for Supervisors and Timekeepers | There are two ways of accessing Call For Remote Desktop Protocol (RDP and use it to log in to the system. Clic the PDF with downloading instruction With web-based (HTML) access , yo Click on the Access Online button be | ur computer's desktop Time: you can use a Remote De access, you need to download k on the PC or Mac RDP button s below the button. u can access CalTime from alm ow and then bookmark the link atibility: For PC users, Internet E | esktop Protocol (RDP) or the web d an access application called a F below to download the appropria ost any computer, at any time, as for future use. You will be asked to explorer is the preferred browser. | Protocol (RDP) or the web (HTML) (HTML). Remote Desktop Protocol (RDP) to your desktop the RDP to your computer's desktop. Please see is long as you are using a compatible web browser. to authenticate your CalNet credentials before you For Mac users, we recommend Firefox or Safari. WEB ACCESS (HTML): Access Online | |
| 3. Complete the CalNet authentication process. | | CalNet Authen | Tication Service | | |



| CalTime opens to the My Information screen | CalTime | Log Off Help |
|--|---|----------------|
| that allows you to access your timecard or reports. | Mr. T. f | |
| In the upper right-hand corner of any of the CalTime screens, you can: Log Off to exit CalTime Access Help information provided by our CalTime software vendor | My Information → My Timecard → My Reports | |
| | | |

Accessing Your Timecard

| To access your timecard, click on " My Timecard ". | Cal Time |
|---|---|
| | My Information → My Timecard → My Reports |

Log Out of CalTime

| From any screen within CalTime, you can log off by clicking on " Log Off " in the upper right-hand corner of the screen. | CalTin | Log Off Help |
|---|----------|--|
| | | < Home |
| | \wedge | ALERT: |
| | | Do not just close your "window" to exit CalTime. You need to Log Off to properly exit CalTime. |



Introduction to the CalTime Timecard

The timecard contains rows for each day of the biweekly pay period. The figure below shows the key components of the CalTime timecard along with a description.

| Comp | onents o | f the CalTime Timecard | | | | | | |
|------------|----------|------------------------------|---------------|----------------|--------------|-------------------|---|---------------|
| TIME | CARD | | Person & Id C | ross001, Katie | (009905001) | | | 1 |
| 2 | | 1 | Time Period | Current Pay P | eriod ‡ 7/20 |)/2014 - 8/02/201 | 4 | |
| Sav | e Appro | ve Comments .=> Primary Acco | ount Totals | Summary | Refresh | | | |
| Add Row | Date | Pay Code | Amount | In | Transfer | Out | | tals Daily |
| ÷. | Sun 7/20 | \$ | | | | ۹ 🛛 | 3 | |
| ±, | Mon 7/21 | (| | | | Q | | |
| +1 | Tue 7/22 | \$ | | 4 | | ٩ | | |

1. Person & ID and Time Period – Employee name, ID, and a **Time Period** dropdown that allows you to access a particular time period and date range. In this example, Katie Cross001 is the employee and her Employee ID is 009905001. The **Time Period** dropdown defaults to the Current Pay Period.

- 2. Function bar with buttons and down menus:
 - Save Button Saves entries made to the timecard
 - Approve Button Approves your timecard for the pay period
 - **Comments Button** Allows you to add comments to time or leave entered. The available comments are predefined and are accessible from a dropdown list.
 - Primary Account Employee's CalTime account information: Employee's primary job, HCM supervisor and Employee ID
 - Totals Summary Provides a summary of the various hours worked (Regular Time, Overtime, Shift Differential)
 - Refresh Used to refresh timecard information after new data is entered

3. "In" and "Out" times and Transfers – Any time entered or transfers done appear in the respective "In", "Out" and "Transfer" columns.

4. Pay Codes and Amount - Any leave taken is entered directly into the timecard using Pay codes and their associated hours used.



Time Entry

Employee Entering Time

AnyTime employees can enter start times, stop times and transfers (between jobs) into their CalTime timecard at any time during and up to the end of a given pay period.

Note: Employees are restricted from making any entries 60 days in advance.

| Employee Entering Tir | ne |
|--|--|
| From the Timecard screen, ensure that you are accessing the correct time period. Select the row for the | 4 1 Person & Id Matthews001, Eli (9909001) 5 Time Period Current Pay Period 7/20/2014 - 8/02/2014 Save Approve Primary Account Totals Summary Refresh Add Date Pay Code Amount In Transfer Out |
| day you want to add time and enter your start time in the " In " field. Note: Please remember to add A or P for AM or PM. Acceptable formats | Add Row Date Pay Code Amount In Transfer Out Internationality Sun 7/20 Image: Constraint of the state o |
| include 8a or 8:30a 3. Enter the end time for the completion of the shift. 4. In the upper left corner, the word "Timecard" appears in orange to indicate that your entries have not been saved. 5. Click Save. | |
| 6. After saving, the word " Timecard " changes from orange to black. | TIMECARD 6 Person & Id Matthews001, Ei (9909001) Time Period Current Pay Period 7/20/2014 - 8/02/2014 I Timecard successfully saved on: 7/22/2014 2:17PM 7 Save Approve Primary Account Totals Summary Refresh 8 9 |
| 7. A confirmation message appears. 8. Click Refresh. 9. Your hours for the Shift and Daily Totals | Add Row Date Pay Code Amount Transfer Out Totals Shift Sun 7/20 Image: Sun 7/20 |
| display. | |



Accounting for Lunch



ALERT:

You will **not** need to clock in and out for lunch. CalTime is set up to automatically deduct 30 or 60 minutes for lunch after 6 hours of work. However, if you clock out before 6 hours are worked, the automatic lunch deduction will not be applied.

The automatic lunch deduction is based on your pay rule assignment. If you wish to change your automatic lunch deduction, contact your supervisor.

Skipped or Changed Lunches

You are expected to take your lunch as scheduled and to obtain your supervisor's approval before changing your lunch. If you skip your lunch, you need to work with your supervisor to ensure that the automatic lunch deduction is cancelled for that day. Likewise, if you change your lunch, they will need to adjust your timecard to ensure that the proper lunch is noted on the timecard.

NOTE:

By law, you are required to take a lunch of at least 30 minutes after 5 hours of work.

Review your timecard to verify that your supervisor has followed through with the meal deduction cancellation. The following is an example of how your timecard would appear after your supervisor has cancelled the automatic meal deduction:

| Reviewing Your Timecard for a Skipped Lunch | | | | | | | | |
|---|------------|----------|----------------------------|--------------|--|----------|---------|-----------------------|
| Once adjusted, your "Shift" and "Daily" totals now show no deductions | TIME | CARD | | _ | nchez001, Raul (009 urrent Pay Period | | 16/2014 | < Home |
| from the total hours | Sav | e Appro | ve Comments 🔿 Primary Acco | unt Totals S | ummary Ref | resh | | |
| worked. | Add Row | Date | Pay Code | Amount | In | Transfer | Out | Totals Shift Daily |
| | ⇒ | Sun 8/03 | * | | | ۹۹ | | |
| In addition, there's a red | ⇒ | Mon 8/04 | \$ | | 8:00AM | Q | 5:00PM | 9.0 9.0 |
| box on the " Out " punch. | ⇒ | Tue 8/05 | * | | | ٩ | C | ancel Deduction |
| If you hover your cursor | ±, | Wed 8/06 | \$ | | | ٩ | | |
| over the red box, you | ±, | Thu 8/07 | | | | 0 | | |
| will see the note "Cancel Deduction". | | | | | | | | |



Entering Time If You Work Multiple Jobs, or on Contracts, or Grants

As a non-exempt employee, (if you have more than one job or if you work on contracts or grants) you will need to charge your time to different jobs, contracts or grants. Each could be tied to different funding sources or chartstrings.

Your Primary Job

In CalTime, each employee has a defined primary job, which comes from the Human Capital Management system (HCM). When you enter time, **CalTime will automatically charge the time against your primary job**, unless you direct CalTime to charge another job, contract or grant. Here are the steps to determine your primary job:

| Determining Your Primary Job | | | | |
|---|---|--|--|--|
| 1. To determine your Primary Job, click on the Primary Account button. | Home TIME STAMP Record Time Stamp Primary Account Wednesday, July 23, 2014 4:36PM (GMT -08:00) Pacific Time Transfer | | | |
| CalTime presents the Primary Account window. The primary job is composed of the department ID, job code, and employee record number. | Kronos Workforce Central(R) - Windows Internet Explorer PRIMARY ACCOUNT (Sanchez001, Raul beginning of time - 2/11/2009 - 4/-4/-4-4- | | | |

Friendly Names

As you can see in the example above, the primary job is a series of codes and IDs, which some employees may not recognize as a particular job. In many cases, departments replace the default primary job format (department ID, job code and employee record number) with a more recognizable or descriptive Friendly Name. e.g., Librarian Doe or CSS Assistant III. If you need help determining your primary job or deciphering job names or friendly names, consult with your supervisor.



ALERT: If you are an employee with multiple jobs, you must always use the Transfer function to select the job and then punch in. This ensures that you are charging your time to the proper job. The only time you do not select a job is when you punch out for lunch or punch out for the day. In that, you should just swipe your badge.

If you on one job and wish to charge your time to another job, you need to do another transfer.



The job transfer process is noted below.

Entering Time If You Work Multiple Jobs, or on Contracts, or Grants

| 1. Click on the | | |
|--|--|-------|
| "Search" icon. | TIMECARD Person & Id Matthews001, Eli (9909001) Time Period Current Pay Period 7/20/2014 - 8/02/2014 | |
| | | |
| | Imecard successfully saved on: 7/22/2014 2:17PM Save Approve Primary Account Totals Summary Refresh | |
| | Add Date Ray Code Amount In Transfer Out T | otals |
| | Row Date Pay Code Allount in Hanstein Out Shift | Daily |
| | Mon 7/21 | |
| | ★ Tue 7/22 | 8.0 |
| | | |
| 2. Select the drop-list arrow for Job . | RANSFER SELECTION COUNT Job None ‡ Job None ‡ Project None ‡ Supervisor ID None ‡ Supervisor ID None ‡ Training None ‡ ITraining None ‡ ORK RULE Image: Search | |
| | None ÷ | |
| | OK Cancel Primary Account | |



| Entering Time If You W | ork Multiple Jobs, or on Contracts, or Grants |
|---|--|
| 3. Select the job, contract or grant for the job shift that you are starting. Click "OK". Note: If you are unclear on which entry on the list to select for your job, contract or grant, complete your time entry first. Then, work with your supervisor to select the appropriate | TRANSFER SELECTION Account Job None -, - 0, 0 Project LIBRARIAN-DOE, LIBRARIAN-DOE Supervisor II LIBRARIAN-MOFFIT, LIBRARIAN-MOFFIT Search for Employee ID Search Troi many entries Try limiting search Training None ‡ |
| select the appropriate entry. | LL7 None + WORK RULE None + OK Cancel Primary Account |
| 4. The job, contract or grant will appear in the " Transfer " field. | TIMECARD Person & Id Matthews, Eli (009909000) Time Period Current Pay Period 7/20/2014 - 8/02/2014 5 Timecard successfully saved on: 7/23/2014 10:29AM Save Approve Primary Account |
| 5. Then click on the "Save" button. | Save Approve Primary Account Totals Summary Add Row Date Pay Code Amount In Transfer Out Image: Totals Sun 7/20 + - - - - - - Image: Sun 7/20 + - - - - - Image: Sun 7/20 + - - - - - Image: Sun 7/20 + - - - - - Image: Sun 7/20 + - - - - - Image: Sun 7/20 + - - - - - Image: Sun 7/20 + - - - - - Image: Sun 7/20 + - - - - - Image: Sun 7/20 + - - - - - Image: Sun 7/20 + - - - - - Image: Sun 7/20 + - - - - - Image: Sun 7/20 + - - - - - Image: Sun 7/20 + - - - - - <tr< td=""></tr<> |

Project Tracking

CalTime can be used to track hours worked by an employee on projects. Employees would use the "Transfer" functionality to associate hours worked to a particular project. CalTime only provides tracking of time. A separate web application pulls the tracked hours from CalTime to produce reports of project hours worked. This report can then be used for management reporting or recharges, etc.

NOTE:

Enter your project hours on a daily basis, or throughout the day to ensure the accuracy of the reported hours and to save time at the end of the month.



Recording Project Tracking Hours

| 1. From the Timecard screen, ensure that you are accessing the | TIMECARD Person & Id Matthews001, Eli (009909001) | < | | | | | | | |
|---|--|---|--|--|--|--|--|--|--|
| correct time period. | Time Period Current Pay Period 7/20/2014 - 8/02/2014 | | | | | | | | |
| 2. Enter your "In" time | Save Approve Primary Account Totals Summary Refresh | | | | | | | | |
| for the project. 3. In the Transfer | Add Row Date Pay Code Amount In Transfer Out | - | | | | | | | |
| column, click on the | Sun 7/20 : | | | | | | | | |
| "Search" icon | Mon 7/21 ↔ 2 8a 8a 3 Q | | | | | | | | |
| | Image: Tue 7/22 Image: Tue | | | | | | | | |
| | € Wed 7/23 + | | | | | | | | |
| | | | | | | | | | |
| 4. Access the Project | TRANSFER SELECTION | | | | | | | | |
| dropdown menu. | ACCOUNT | | | | | | | | |
| | Job None ÷ | | | | | | | | |
| | | | | | | | | | |
| | Location None ÷ | | | | | | | | |
| | Project | | | | | | | | |
| | Supervisor ID None | | | | | | | | |
| | Search for Employee ID Search | | | | | | | | |
| | Employee ID Too many entries | | | | | | | | |
| | Try limiting search. | | | | | | | | |
| | LL6 None ¢ | | | | | | | | |
| | | | | | | | | | |
| | LL7 None ÷ | | | | | | | | |
| | WORK RULE | | | | | | | | |
| | None + | | | | | | | | |
| | | | | | | | | | |
| | OK Cancel Primary Account | | | | | | | | |
| | | | | | | | | | |



| Recording Project Tracking Hours | | | | | | |
|--|---|-----------------------|--|--|--|--|
| 5. Select the project that you are starting. | TRANSFER SELECTION | | | | | |
| Then click " OK " | Job None | | | | | |
| 6. Then click the "Save" button to save your "In" time and the selected project. | TIMECARD Person & Id Matthews001, Eli (009909001) Time Period Current Pay Period 7 Save Approve Primary Account Totals Summary Refresh Add Date Pay Code Amount In Transfer Sun 7/20 ÷ Mon 7/21 ÷ <td>V/20/2014 - 8/02/2014</td> | V/20/2014 - 8/02/2014 | | | | |
| 7. Once you have completed your time working on that project, enter your "Out" time. 8. Then click the "Save" button to save your "Out" time. | TIMECARD Person & Id Matthews001, Ei (009909001) Time Period Current Pay Period 7/ Time Period Current Pay Period 7/ Save Approve Primary Account Totals Summary Refresh Add Date Pay Code Amount In Transfer Sun 7/20 2 8:00AM //AS - BHappy//// Su True 7/22 2 0 0 Wed 7/23 0 0 0 | 20/2014 - 8/02/2014 | | | | |

Creating New Rows in the Timecard for Multiple Entries in a Day

The timecard by default only has one row set up for each day of the pay period with one set of "In" and "Out" boxes for entry. It may be necessary to rows to a day to accommodate additional entries. For example, you may:



- Work on multiple jobs in one day
- Work a partial day and need to enter partial day leave
- Work on multiple projects in a day that must be tracked
- Clock out for lunch (for a 60-minute lunch rather than your normal 30-minute lunch)

| Adding a Row on the T | imecard | | | | | | | | |
|---|---|--|---|--|-----------|-----------|-----------------------|---|--|
| In this example, you are taking a 60-minute lunch. You have logged in and out for 4 hours of | TIMECARD Person & Id Matthews, Eii (009909000) Time Period Current Pay Period 7/06/2014 - 7/19/2014 Timecard successfully saved on: 7/11/2014 5:09PM Timecard successfully saved on: 7/11/2014 5:09PM | | | | | | | | |
| work. | Save Approve | Primary Account Totals Sur | nmary Refre | esh In | Transfer | Out | Totals | | |
| To enter your time for the remainder of the day, you will need to add a row. | Row Date 1Sun 7/06 (Mon 7/07 (Tue 7/08 (Wed 7/09 (| + ay coue + ay coue | | 8:00AM | | 12:00PM | Shift Daily | | |
| To add a new row, click the "Add a row" button. | | | | | | | | | |
| 2. Note the additional row for Monday, 7/07. | TIMECARD | Primary Account Totals Sum | Person & Id Matthews, Eli (009909000) Time Period Current Pay Period 7/06/2014 - 7/19/2014 Summary Refresh | | | | | | |
| | Add Date | Pay Code | Amount | In | Transfer | Out | Totals Shift Daily | | |
| | 去 Sun 7/06 | \$ | | | ٩ | | | | |
| | Mon 7/07 | \$ | | 8:00AM | <u></u> م | 12:00PM | 4.0 4.0 | | |
| | | + | | | ۹ | | | | |
| | | + | | | م م | | | | |
| | 🚖 Thu 7/10 | ¢ | | | | | | | |
| 3. Enter your hours for | TIMECARD | | _ | atthews, Eli (009909 Current Pay Period | | //19/2014 | | 7 | |
| the remainder of the | 4 | | | | | 10.2011 | | | |
| day. 4. Then click " Save ". | Add Dete | | | | Transfer | 0.4 | Totals | | |
| THEI CICK Dave . | Row Date | Pay Code | Amount | In | Transfer | Out | Shift Daily | / | |
| | 立 Mon 7/07 | • | | 8:00AM | | 12:00PM | 4.0 4.0 | | |
| | ː Mon 7/07 | ÷) | | 1:00p | Q | 5p | 3 | | |
| | tue 7/08 | \$ | | | ۹ | | | | |
| | | | | | | | | | |



Adding a Row on the Timecard

| 5. After saving, the word "Timecard " will change from orange to black. | TIME | CARD | 5 | Time Period | atthews, Eli (00990) Current Pay Perioc | | /19/2014 | | |
|---|-----------------|----------|--------------------------------|-------------|--|----------|----------|-----|------------|
| 6. CalTime will show "Timecard successfully | i Sav Add | Appro | ove Primary Account Totals Sur | | | Tranfo | 0.4 | | 7 otals |
| saved". | Row | Date | Pay Code | Amount | In | Transfer | Out | | Daily |
| 7. The "Shift" and | | Sun 7/06 | \$ | | | ٩ | | L . | |
| "Daily" totals for | ≛ | Mon 7/07 | \$ | | 8:00AM | <u>م</u> | 12:00PM | | |
| Monday, 7/7 will show | ≛, | Mon 7/07 | \$ | | 1:00PM | <u>م</u> | 5:00PM | 8.0 | 8.0 |
| the 8 hours worked | ≛ | Tue 7/08 | \$ | | | ٩ | | | |
| | | | | | | | | | |

Adding Comments For Time Entered

Comments can be added to any pay code or time entry (in punch, out punch or pay code amount). Comments are predefined and are accessible from a dropdown list. You may use a comment when it is pertinent to your situation. Comments, while available, are not required.

NOTE:

To add comments when entering leave, please refer to the section entitled "Adding Comments For Leave Entered".

| Adding Comments For Time Entered | | | | | | | | | |
|----------------------------------|------------|--------------|--------------------------------------|---------------|---------------------|--------------------|-----------|-------|-----------------|
| In this example, you | | | | | | | | < Hom | e 🧧 |
| came in late after voting | TIME | CARD | | Person & Id M | atthews006, Eli (00 | 9909006) | | | |
| in a local election. You | | | | Time Period | Current Pay Perio | d \$ 8/03/2014 - 8 | /16/2014 | | |
| voted from 8 am to 9 | | | | | | | | | |
| am. | | Timecard suc | cessfully saved on: 8/07/2014 4:36PM | | | | | | |
| | Sav | /e Appro | ove Comments 🔿 Primary Acc | ount Totals | Summary Ro | efresh | | | |
| 1. To add a comment to | Add Row | Date | Pay Code | Amount | In | Transfer | Out | | Totals Daily |
| an "In" entry, click on the | ±, | Sun 8/03 | \$ | | | Q | | | Daily |
| "Comments" button | ±, | Mon 8/04 | ÷ | | 8:00AM | | 4:30PM | 8.0 | 8.0 |
| after you have entered | ± | Tue 8/05 | | | | | 4.001 101 | 1 | |
| your 8:00 am arrival | ÷ | | \$ | | 8a | ٩ | | | |
| • | (F) | Wod 8/06 | | | | | | 1 | |
| time. | | | | | | | | | |



| Adding Comments F | or Time Entered |
|--|--|
| 2. The "Comments" dialog box appears. Available comments are shown on the left. | COMMENTS Name: Matthews006, Eli Tue 8/05 8a (in-punch) |
| | Available Comments Selected Comments Blood Organ donations Correct for Missed Punch Image: Selected Comments Duplicate Punches Image: Selected Comments Image: Selected Comments Employee Adjustment Image: Selected Comments Image: Selected Comments Employee Forgot to Punch In Image: Selected Comments Image: Selected Comments Employee Forgot to Punch Out Image: Selected Comments Image: Selected Comments Schedule Change Image: Selected Comments Image: Selected Comments Schedule Change Image: Selected Comments Image: Selected Comments Image: Supervisor Adjustment Image: Selected Comments Image: Selected Comments Image: Selected Comments Image: Selected Comments Image: Selected Comments Image: Schedule Change Image: Selected Comments Image: Selected Comments Image: Schedule Change Image: Selected Comments Image: Selected Comments Image: Schedule Change Image: Selected Comments Image: Selected Comments Image: Schedule Change Image: Selected Comments Image: Selected Comments Image: Schedule Change Image: Selected Comments Image: Selected Comments Image: Schedule |
| 3. Select the appropriate comment from the available comments window. | COMMENTS Name: Matthews006, Eli Tue 8/05 8a (in-punch) |
| 4. Click on the right arrow icon to select the comment. | Available Comments Correct for Missed Punch Duplicate Punches Employee Adjustment Employee Forgot to Punch In Employee Forgot to Punch Out Removing Scheduled Hours Schedule Change Supervisor Adjustment Umekeeper Adjustment Voting |



| Adding Comments F | or Time Entered |
|---|--|
| 5. The voting comment now appears in the Selected Comments box. 6. Click the OK button. | COMMENTS Name: Matthews006, Eli Image: Tue 8/05 & a (in-punch) 5 Available Comments Selected Comments Bood Organ donations Voting Correct for Missed Punch Image: Selected Comments Duplicate Punches Image: Selected Comments Employee Adjustment Image: Selected Comments Employee Forgot to Punch In Image: Selected Comments Image: Schedule Change Image: Selected Comments Schedule Change Image: Selected Comments Image: Supervisor Adjustment Image: Selected Comments Image: Selected Comments Image: Selected Comments Image: Sel |
| 7. When you return to your timecard view, you will see a Comments icon next to the "In" field. Hover your pointer over the icon to display the comment. This comment is also visible to your supervisor and timekeeper. | TIMECARD Person & Id Matthews006, Eli (009909006) Time Period Current Pay Period ‡ Save Approve Comments → Primary Account Totals Summary Refresh Add Row Date Pay Code Amount In Trans ★ Sun 8/03 ‡ |
| | Wed 8/06 Voting |
| 8. Enter the "Out" time of 9 am. 9. Click on the "Add Row" icon to add a new row for the same day. | Home TIMECARD Person & Id Matthews006, Eli (009909006) Time Period Current Pay Period 8/03/2014 - 8/16/2014 I Timecard successfully saved on: 8/07/2014 4:49PM Save Approve Comments -> Add Date Pay Code Amount In Transfer Out Sun 8/03 = = = Tue 8/05 = 8:00AM = - Image: Tue 8/05 = 8:00AM = - |



| Adding Comments For Time Entered | | | | | | | | | |
|---|------------|----------|----------------------------|--------|--|----------|--------|--------|-------|
| 10. In the new row, enter your " In " time for your start time. | TIME | CARD | | _ | atthews006, Eli (009 Current Pay Period | | | < Home | |
| 11. Continue with the | Sav Add | ve Appro | ve Comments 🔿 Primary Acco | Amount | Summary Ret | Transfer | Out | Т | otals |
| completion of your time | Row | | Fay Code | Amount | | | Out | Shift | Daily |
| entry for the remainder | | Sun 8/03 | \$ | | | ٩ | | | |
| of the day. | ≛ | Mon 8/04 | \$ | | 8:00AM | ٩ | 4:30PM | 8.0 | 8.0 |
| | ±, | Tue 8/05 | \$ | | 8:00AM | <u>م</u> | 9:00AM | 1.0 | 1.0 |
| | ±, | Tue 8/05 | \$ | | 9am | ٩ | | | |
| | | | | | | | | | |

Deleting Comments Entered

| Deleting Comments Entered | | | | | | | | |
|--|------------|----------|--|--------------------------|-------------|--|-------|--|
| To delete the comment, click comment icon. | TIME | CARD | | | _ | atthews006, Eli (009 Current Pay Perioc | , | |
| | i Sav | | essfully saved on: 8/07/201 ve Comments → | 4 5:06PM Primary Acco | ount Totals | Summary Re | fresh | |
| | Add Row | Date | Pay Code | | Amount | In | Tran | |
| | | Sun 8/03 | | \$ | | | | |
| | | Mon 8/04 | | \$ | | 8:00AM | 1 | |
| | ± | Tue 8/05 | | * | | 8:00AM | | |



| Deleting Comments E | ntered | |
|--|--|----------|
| 2. The Comments dialog box appears. | COMMENTS Name: Matthews006, Eli | |
| Click on the Left arrow icon to select the comment. Click OK. | Tue 8/05 8:00AM (in-punch) 2 Available Comments Selected Comments Blood Organ donations Voting Correct for Missed Punch Image: Selected Comments Duplicate Punches Image: Selected Comments Employee Adjustment Image: Selected Comments Employee Forgot to Punch In Image: Schedule Change Supervisor Adjustment Image: Schedule Change Supervisor Adjustment Image: Supervisor Adjustment Timekeeper Adjustment Image: Supervisor Adjustment | |
| 5. The comment is deleted and the comment icon is no longer visible. | < Home <table> * TIMECARD Person & Id Matthews006, Eii (009909006) Time Period Current Pay Period \$ 8/03/2014 - 8/16/2014 Save Approve Comments ->> Primary Account Totals Summary Refresh</table> | |
| 6. Click the Save button. | Add Row Date Pay Code Amount In Transfer Out Image: Total Shift Total Sun 8/03 + - <td></td> | |
| | | .0 .0 |

How Overtime, Comp Time, Shift Differential and Meal Deductions are Determined

Within CalTime, a pay rule profile is set up for every non-exempt employee. The work rule is a set of parameters defined for each employee. For example, your work rule profile defines:

- Comp Time versus Overtime How and at what rate an employee is paid overtime
- Shift Type Day, Evening, Night, or Weekend
- Shift Length 8, 10 or 12 hours per shift
- Meal Deduction 00, 30 or 60-minute meal deduction. The 00 meal deduction is only available for eligible unions.

These parameters apply specific payroll rules to shifts to determine how employee hours accumulate and the pay rate that is applied to those hours. CalTime will use these parameters to automatically determine:

- Whether you will receive comp time or overtime
- When overtime is applicable (after 8 hours worked, etc.)
- What your overtime rate is (time and a half, double overtime, comp time double, etc.)
- Whether you will receive shift differential (shift differential evening, shift differential night, etc.)
- Your automatic meal deduction
- Whether you are eligible for meal perquisites



Coordination with Your Supervisor on Schedule Changes, Callback, On-Call and Lunch Changes

Since CalTime calculates how you will be paid based on your pay rule profile, any time your schedule deviates from that profile, your supervisor must perform changes (work rule transfers, adjustments to the lunch deduction) to ensure that you are paid correctly. For example, work rule transfers or adjustments by the supervisor are necessary when:

- You work a different shift that qualifies for shift differential pay. e.g., night shift instead of day shift
- You are called back to work additional hours
- You are on-call for additional hours
- You skip your lunch

Reviewing Your Timecard

It is recommended that you check your timecard frequently to ensure that your hours have been entered correctly and that any potential overtime, comp time, shift differentials, etc. is properly recorded. If you find errors, work with your supervisor to resolve the problem. It is best to resolve problems throughout the pay period rather than waiting until pay period close.

NOTE:

For detailed instructions on how to review your timecard, please refer to the section entitled "Reviewing Your Timecard".

Leave and Pay Code Entry

Employee Entering Leave

CalTime uses pay codes to keep track of the leave time and other non-worked time that is entered in the timecard. Examples of pay codes include:

- Vacation Leave Taken
- Sick Leave Taken
- Jury Duty

It is important that hours are tracked to the correct pay code so that your leave balances are correct.



TIP:

You may wish to enter leave into CalTime as you become aware of it, rather than wait until the end of the pay period. For example, if you are taking vacation in the current pay period, enter it into CalTime before you go. If you have taken sick leave, enter it upon your return to work.

Acceptable Formats for Entering Pay Code Amounts

| Acceptable Format | Example | Interpretation by CalTime |
|--------------------------|-----------------------------|---------------------------|
| Leading zeros (optional) | 07 | 7 hours |
| | 08:30 (8 hours, 30 minutes) | 8.5 hours |



| Colon | 7:30 | 7.5 hours Note: If you enter an amount without a colon, CalTime interprets your entry as is, which may be a much larger amount than you meant. For example, if you enter 730 (without the colon), CalTime interprets that as 730 hours, which will exceed the daily hours limit. |
|---------|------|--|
| Decimal | 8.5 | 8.5 hours |

| Entering Leave | |
|--|--|
| Ensure that you are in the correct pay period. Click on the Pay Code drop-list arrow for the day you wish to enter leave. | Log Off Change Password Help Centring TIMECARD Person & Id. Cross065, Katle (009905065) 1 Time Period Dulte Dulte Period Dulte Dulte Period Dulte Totals Row Date Period Amount In Transfer Out Shift Daily Sun 104 V G G.SuAM G SJOPM 8.0 8.0 Wed 107 V G 6:SUAM G SJOPM 8.0 8.0 |
| 3. From the drop-down list, select the pay code for the leave you wish to report. In this case, we have selected "Vacation Leave Taken". | Log Off J Change Password J Help Change Password J Help IMACOMPT TIMECARD Person & Id Cross065, Katie (009905065) Time Period Current Pay Period III (04/2015 - 1//7/2015 Save Approve Comments Primary Account Totals Summary Refresh Add Pay Code Amount In Transfer Out Totals Sink Leave Taken 6:30AM 3:30PM 8.0 8.0 Sink Leave Taken 6:30AM 3:30PM 8.0 8.0 Weid 107 Mon 1/05 Meetion Leave Taken 6:30AM 3:30PM 8.0 8.0 Sink Leave Taken 6:30AM G.30AM |
| 4. Enter the number of leave hours taken in the amount field. 5. In the upper left corner, the word "Timecard" appears in orange to indicate that your entries have not been saved. | Log Off Change Password Help Log Off Change Password Help Mon Comments Co |



Entering Leave

6. Click Save.

7. After saving, the word **"Timecard**" will change from orange to black.

8. CalTime will show that the "Timecard successfully saved".

| CalTime | | | | | Logic | Off Change F | |
|--|--------------------------------|---------------------|----------------------|-----------------------|-------|----------------|-----------------|
| | | | | | | | < Hon |
| TIMECARD 7 | | Person & Id Cross06 | 5, Katie (009905065) | | | | |
| | | Time Period Current | Pay Period | 1/04/2015 - 1/17/2015 | | | |
| Timecard successfu | Ily saved on: 1/08/2015 8:00AM | 0 | | | | | |
| | | | | | | | |
| Save Approve | Comments ⇒ Primary Accou | nt Totals Summ | ary Refresh | | | | |
| Save Approve | | | ary Refresh | Transfer | Out | | Totals |
| Add Row 6 Date | Pay Code | Totals Summ | | Transfer | Out | Shift | Totals Daily |
| Save Approve Add Row 6 Date Sun 1/D4 Sun 1/D4 | | | | Transfer | Out | | |
| Add Row 6 Date | Pay Code | Amount | | | Out | | |

Employee Deleting Leave

In the event that leave was entered on the wrong day or you decided to not take the leave, you may need to entirely delete leave already entered.

| Deleting Leave | |
|--|--|
| 1. Ensure that you are in the correct pay period. | |
| 2. Go to the Pay Code cell for the line with the pay code that needs to be deleted. Click on the drop-down list arrow. | Control of the part of |



Deleting Leave

| 3. Select the blank row at the top of the pay code list (shown as a gray or blue bar). | Timecard successful Save Approve Add Date Save Sun 1/04 Save Tue 1/06 Save Tue 1/06 Save Tue 1/08 Save Tue 1/08 Save Tue 1/08 Save Tue 1/08 | Person & Id Cross065 Time Period Current Amount 8.0 8.0 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 | | ▼ 1/04/2015 - 1/17/2015 Transfer Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q | | | Cotals Co |
|---|--|---|------------|--|--------------------------|---------------------|---|
| 4. In the corresponding amount field, delete the hours entered by highlighting the amount and either backspacing or deleting. | CarTime | Person & Id Cross065, Fine Period Current P t Totals Summar Amount 8.0 | | IJ04/2015 - 1/17/2015 Transfer Q Q Q | Log Off Out 3.30PM | < | ssword Help K Home K Home K Home K A Home K |
| Click Save. After saving, the word "Timecard" will change from orange to black. CalTime will show that the "Timecard successfully saved". | TIMECARD 6 | Amount | Pay Period | I/04/2015 - 1/17/2015 Transfer | Out 3:30PM 3:30PM | 5hift 8.0 8.0 | Totals Daily 8.0 8.0 |



Employee Changing/Correcting a Pay Code or Leave Hours

If a pay code is incorrect, you can change the pay code to another one. For example, if you originally planned a vacation day, but were sick instead, you can change the pay code.

NOTE:

If you wish to entirely delete leave already entered, refer to the previous section entitled "Employee Deleting Leave".

| Change/Correct a Pay Co | de or Leave Ho | ours | | | | | | |
|--|---|---|---|----------------------------|---|---------------------------|--|--------------------------------------|
| 1. Ensure that you are in | TIMECARD | | rson kild CrossD65, H ne Period <mark>(Current Pa</mark> | | 1/04/2015 - 1/17/2015 | | | ^ |
| the correct pay period. | Save Approve Add Row Date E Sun 1/04 E Mon 1/05 E Tue 1/06 E Wed 1/07 | Comments Primary Account Pay Code Vacation Leave Taken V V | | 6:30AM 6:30AM | | Out - 3:30PM 3:30PM | Totals Shift D 8.0 8.1 8.0 8.1 | Daily D |
| 2. Select the Pay Code using the drop-list arrow for the line with the pay code that needs to be corrected. | TIMECARD Timecard successfull Save Approve | | Person & Id Cross06 Fime Period Current | Pay Period | 1/04/2015 - 1/17/201 | 5 | | ^ |
| | Add Row Date Sun 1/04 Sun 1/04 Sun 1/05 Sun 1/05 Sun 1/06 Sun 1/07 Sun 1/07 Sun 1/07 Sun 1/08 Fri 1/09 Sun 1/11 Sun 1/11 | Pay Code | Amount | 6:30AM 6:30AM 6:30AM | Transfer Q< | 3:30PM 3:30PM | 8.0 8.0 | Totals Daily 8.0 8.0 8.0 |
| 3. From the Pay Code drop-down list, select the appropriate pay code. | | | rson & Id Cross065, me Period Current P | ay Period | 1/04/2015 - 1/17/2015 | | | ^ |
| | Add Row Date Sun 1/04 Mon 1/05 Sun 1/05 | Pay Code | Amount | In 6:30AM | Transfer | Out 3:30PM | 8.0 | 8.0 |
| | Wed 1/07 Thu 1/08 Fri 1/09 Sat 1/10 | Betaaverliefi-Sick Leave Faker Comp Time Off Court Time Worked ERIT-Empl, Reduction In Time FRILALWOO FRILA-Vacation | | 6:30AM 6:30AM | م م م م | 3:30PM | 8.0 | 8.0 |



| Change/Correct a Pay Code | e or Leave Hours | | | | | |
|--|---|-------|--|--|--|--|
| 4. If needed, modify the hours in the Amount field. | *TIMECARD Person & Id Cross065, Katie (009905065) Time Period Current Pay Period ✓ | | | | | |
| | I Timecard successfully saved on: 1/08/2015 8:38AM Save Approve Comments ⇒ Primary Account Totals Summary Refresh | | | | | |
| | Add Row Date Pay Code Amount In Image: Superstance of the second s | | | | | |
| | Image: Mon 1/05 Sick Leave Taken Image: 8.0 Image: Tue 1/06 Image: Mon 1/05 Sick Leave Taken Image: 8.0 | | | | | |
| 5. Click Save. | TIMECARD 6 Person & Id Cross065, Katie (009905 | 5065) | | | | |
| 6. After saving, the word "Timecard" will change from orange to black. | Time Period Current Pay Period Timecard successfully saved on: 1/08/2015 8:46AM | | | | | |
| 7. CalTime will show that the "Timecard successfully saved". | Save Approve Comments ⇒ Primary Account Totals Summary Refres Add 5 Date Pay Code Amount In | sh | | | | |
| | Row Sun 1/04 Image: Control of the cont | | | | | |
| | top Mon 1/D5 Sick Leave Taken 8.0 top Tue 1/06 Image: Comparison of the second sec | | | | | |

Creating New Rows in the Timecard for Multiple Entries in a Day (Example involving Leave Entry)

In some situations, you may need to add a row to accommodate more entries for a day. Previous examples involving time entry are covered in the previous section on "Creating New Rows in the Timecard for Multiple Entries in a Day". Here is another example involving leave entry. In this scenario, you are working a partial day and then taking sick time for a doctor's appointment.



| Adding | a Timeca | rd Row for | [•] Additional | Entripe |
|--------|----------|------------|-------------------------|---------|
| Adding | a mineca | | Additional | LIIUICS |

| Ensure that you are in the correct pay period. Current Pay Period is the default. If you need to | TIMECARD | | т | me Period C | tthews, Eli (0099) urrent Pay Peric | , | /06/2014 - 7/1 | 19/2014 | < Ho | me 🤼 |
|---|---------------------------|-----------------------|--------------|-------------------------------------|--|------------------|----------------|-------------|-------|----------------|
| access the Previous Time | Save Appro | ove Primary Account | Totals Summa | ary Refre | sh | | | | | |
| Period, select it from the | Add Date | Pay Code | | Amount | In | Transfer | | Out | Shift | otals Daily |
| Time Period drop list. | 🛬 Sun 7/06 | | ÷ | | | | ٩ | | | |
| 2. You enter time worked | 🕁 Mon 7/07 | 2 | \$ | | 8:00AM | | ٩ | 12:00PM | | |
| from 8 to 2:30pm. Since you | 🕁 Mon 7/07 | | \$ | | 1:00PM | | Q | 5:00PM | 8.0 | 8.0 |
| have worked more than 6 hours, CalTime applies the | 去 Tue 7/08 | | \$ | | 8:00AM | | Q | 2:30PM | 6.0 | 6.0 |
| automatic lunch deduction. | 🕁 Wed 7/09 | | \$ | | | | <u> </u> | | | |
| | | | | | | | | | < Ho | me 🔼 |
| 3. To add your sick time, | TIMECARD | | P | areon & Id Ma | tthews, Eli (0099 | 19000 | | | | - |
| you need to add a new row. | | | | _ | urrent Pay Perio | , | /06/2014 - 7/1 | 9/2014 | | |
| Click on the " Insert Row " | | | | | | | | | | |
| button to the left of the | Save Appro | Primary Account | Totals Summa | ary Refre | sh | | | | | |
| appropriate date. | Add Date | Pay Code | | Amount | In | Transfer | | Out | Shift | otals Daily |
| | 5 Sun 7/06 | | ÷ | | | | ٩ | | | |
| | Mon 7/07 5 Mon 7/07 | | ÷ [| | 8:00AM | | Q | 12:00PM | 8.0 | 8.0 |
| | Mon 7/07 Tue 7/08 | | + | | 1:00PM 8:00AM | | Q | 5:00PM | 6.0 | 6.0 |
| | Wed 7/09 | | ÷ | | 8:UUAM | | Q | 2:30PM | 0.0 | 0.0 |
| | | | ÷ | | | | 4 | | | |
| CalTime will add a new row for the same day. You can now enter the | TIMECARD | ve Primary Account To | | & Id Matthews, I wriod Current I | , | ÷) 7/06/2014 - 7 | /19/2014 | < Home | | |
| second leave for that day in | Add Date | Pay Code | Amo | unt | In | Transfer | Out | Totals | | |
| the new row. Click on the Pay Code drop-list arrow to | Row Sun 7/06 | | ÷) | | | ٩ | | Shift Daily | | |
| select the appropriate leave. | 🕁 Mon 7/07 | | • | 8:00A | M | ٩ | 12:00PM | | | |
| | (±.) Mon 7/07 | (| | 4,000 | | 2 | 5-00754 | 80 80 | | |
| | 🕁 Tue 7/08 | 4 | \$ | 8:00A | M | ٩ | 2:30PM | 6.0 6.0 | | |
| | | | | | | <u>्</u> | | | | |
| | 达 Wed 7/09 | 5 | \$ | | | Q | | | | |
| | | | | | | | | | | |



| Adding a Timecard Row fo | or Ad | ditiona | I Entries | | | | | | |
|---|------------------|----------|---|---------------|---|--|-----------|----------|------------|
| 6. From the Pay Code dropdown list, select the | TIME | CARD | | _ | latthews, Eli (009909 Current Pay Period | | /19/2014 | | |
| appropriate leave. | Sav | Appro | ve Primary Account Totals Sur | nmary Refr | esh | | | | |
| | Add | Date | Pay Code | Amount | In | Transfer | Out | Tota | ils |
| | Row | Sun 7/06 | ÷ | | | Q | | Shift Da | aily |
| | ±, | Mon 7/07 | ÷ | | 8:00AM | | 12:00PM | | |
| | ±, | Mon 7/07 | * | | 1:00PM | | 5:00PM | 8.0 8 | 3.0 |
| | ±, | Tue 7/08 | + | | 8:00AM | | 2:30PM | 6.0 6 | 5.0 |
| | ±, | Tue 7/08 | • | | 0.007 107 | | 2.001 11 | | |
| | ± | Wed 7/00 | Vacation Leave Taken | | | | | | |
| | t. | Thu 7/10 | Sick Leave Taken | | | | | | |
| | ± | Fri 7/11 | Bereavement-Sick Leave Taken Callback Worked | | | | | | |
| | | | | | | ų | | | |
| | | | | | | | | | |
| | · TIM | ECARD | | Person & Id M | fatthews, Eli (009909 | 2000) | | | |
| 7. Enter the leave hours taken in the amount field. | | | | _ | Current Pay Period | - | /19/2014 | | |
| | Sav | ve Appro | ve Primary Account Totals Sur | nmary Refr | esh | | | | |
| | Add Row | Date | Pay Code | Amount | In | Transfer | Out | F Total | is aibu |
| | ± | Sun 7/06 | \$ | | | ٩ | | Shint Da | iny |
| | ≛ | Mon 7/07 | \$ | | 8:00AM | ٩ | 12:00PM | | |
| | ±. | Mon 7/07 | ÷ | | 1:00PM | Q | 5:00PM | 8.0 8 | .0 |
| | ±, | Tue 7/08 | \$ | | 8:00AM | Q | 2:30PM | 6.0 6 | .0 |
| | ±, | Tue 7/08 | Sick Leave Taken \$ | 2 | | ٩ | | | |
| | ±. | Wed 7/09 | \$ | | | | | | |
| | | | | | | `````````````````````````````````````` | | | |
| 8. Click Save. | TIME | ECARD | 9 | _ | Matthews, Eli (009909 | | | | |
| 9. After saving, the word | | | | Time Period | Current Pay Period | d \$ 7/06/2014 - 7 | 7/19/2014 | | |
| "Timecard" will change from orange to black. | i Sa | | cessfully saved on: 7/14/2014 4:14PM | mmary Refr | - | | | _11 | |
| 10. CalTime will show that | Add | Dat | Pay Code | Amount | In | Transfer | Out | Tota | |
| the "Timecard successfully | Row | Sun 7/06 | + ay code | | | Q | 54 | Shift Da | aily |
| saved". | t, | Mon 7/07 | | | 8:00AM | | 12:00PM | | |
| 11. Your "Shift" and "Daily" | ± | Mon 7/07 | ÷ | | 1:00PM | | 5:00PM | 8.0 8 | 3.0 |
| totals account for 8 hours. | 1 1 1 1 | Tue 7/08 | ÷ | 2.0 | 1.00FW | | 3.00FW | | |
| | ± | Tue 7/08 | Sick Leave Taken \$ | 2.0 | 8:00AM | Q | 2:30PM | 6.0 8 | 3.0 |
| | | 100 1100 | \$ | | 0.UUAM | <u>ل</u> | 2:30PM | 0.0 0 | — |

Removing the Added Row Used for Leave Entry

These are procedures for removing the added row used for leave entry. In the example where we originally entered sick time for a doctor's appointment, the appointment was cancelled.

^{⊠ &}lt;u>caltime@berkeley.edu</u>



| Removing One of the Mult | iple Leave Entries | | | |
|--------------------------------|--|---|----------------------------|-----------------------|
| | TIMECARD | Person & Id Matthews, Eli (009909 Time Period Current Pay Period | , | |
| | | ummary Refresh | | |
| | | | | Totals |
| 1. Ensure that you are in | Row Date Pay Code | Amount In | Transfer Out | Shift Daily |
| the correct pay period. | · · · · · · · · · · · · · · · · · · · | | ۹ L۹ | |
| | • • • • • • • • • • • • • • • • • • • | 8:00AM | Q 12:00PM | |
| | €⇒ Mon 7/07 ÷ | 1:00PM | Q 5:00PM | 8.0 8.0 |
| | Tue 7/08 Sick Leave Taken + | 2.0 | ٩ | |
| | ★ Tue 7/08 | 8:00AM | Q 2:30PM | 6.0 8.0 |
| | | | | |
| | TIMECARD | Person & Id Matthews, Eli (00990 | 9000) | |
| | | Time Period Current Pay Period | d \$ 7/06/2014 - 7/19/2014 | |
| | | | | |
| 2. Go to the Pay Code cell | Timecard successfully saved on: 7/14/2014 4:14PM | | | |
| for the line with the pay code | Save Approve Primary Account Totals S | | | Totals |
| that needs to be deleted. | Row Date Pay Code | Amount In | Transfer Out | Shift Daily |
| Click on the drop-down list | € Sun 7/06 ÷ | | ٩ | |
| arrow. | 😫 Mon 7/07 📫 | 8:00AM | Q 12:00PM | |
| | 🔹 Mon 7/07 🔅 | 1:00PM | 5:00PM | 8.0 8.0 |
| | Tue 7/08 Sick Leave Taken + | 2.0 | <u>م</u> | |
| | 🔹 Tue 7/08 | 8:00AM | Q 2:30PM | 6.0 8.0 |
| | | | | |
| | TIMECARD | Person & Id Matthews, Eli (00990 | 19000) | |
| | | Time Period Current Pay Perio | | |
| | | Time Period Current Pay Perio | 100/2014 - 1/13/2014 | |
| | i Timecard successfully saved on: 7/14/2014 4:14PM | | | |
| | | ummary Refresh | | |
| 3. Select the blank row at | Add Date Pay Code | Amount In | Transfer Out | Totals Shift Daily |
| the top of the pay code list | 🔹 Sun 7/06 🗘 | | ٩٩ | |
| (shown as a blue bar) | € Mon 7/07 ÷ | 8:00AM | Q 12:00PM | |
| | Mon 7/07 Vacation Leave Taken | 1:00PM | Q 5:00PM | 8.0 8.0 |
| | → Tue 7/08 ✓ Sick Leave Taken | 2.0 | Q | |
| | Tue 7/08 Alternate Holiday Taken Bereavement-Sick Leave Taken | 8:00AM | Q 2:30PM | 6.0 8.0 |
| | Wed 7/09 Callback Worked Comp Time Off | | ۹ | |
| | | | | |



| Removing One of the Mul | tiple | Leave | Entries | | | | | | |
|--|------------|------------------------|--|-------------|---|----------|----------|-------|-----------------|
| | °ті | MECARD | cessfully saved on: 7/14/2014 4:14PM | | Matthews, Eli (00990 Current Pay Perio | , | /19/2014 | | |
| 4. Select the hours in the | s | ave Appro | ove Primary Account Totals Su | nmary Rei | fresh | | | | |
| Amount field and use the delete or backspace button to erase the amount. | Add | | Pay Code | Amount | In | Transfer | Out | | Fotals Daily |
| | ± | Sun 7/06 | (*) | | | ٩ | | Shirt | Daily |
| | ±, | Mon 7/07 | \$ | | 8:00AM | ٩ | 12:00PM | | |
| | t. | Mon 7/07 | \$ | | 1:00PM | <u>م</u> | 5:00PM | 8.0 | 8.0 |
| | ±. | Tue 7/08 | ÷ | 2.0 | | ٩. | | | |
| | ±. | Tue 7/08 | \$ | | 8:00AM | ٩ | 2:30PM | 6.0 | 8.0 |
| Click Save. After saving, the word "Timecard" will change from orange to black. | | ECARD Timecard succ | 6 cessfully saved on: 7/14/2014 4:28PM ve Primary Account Totals Sum | Time Period | Aatthews, Eli (009909 Current Pay Period resh | | 19/2014 | | |
| 7. CalTime will show that | Add Row | Date 5 | Pay Code | Amount | In | Transfer | Out | Shift | otals Daily |
| the "Timecard successfully saved". | ±, | Sun 7/06 | \$ | | | ٩ | | | |
| | ±. | Mon 7/07 | \$ | | 8:00AM | ٩ | 12:00PM | | |
| 8. Enter changes to your timecard to account for the | ±, | Mon 7/07 | \$ | | 1:00PM | ٩ | 5:00PM | 8.0 | 8.0 |
| remainder of your day. | ±, | Tue 7/08 | \$ | | 8:00AM | ٩ | 2:30PM | 6.0 | 6.0 |
| | ±. | Wed 7/09 | () | | | Q | | | |

Leave Entry for Employees on Alternative Work Schedules or Compressed 4/10 Workweeks

Employees with Alternative Work Schedules or Compressed workweeks should enter the number of their daily hours for vacation and full sick days. For example, if you work 10 hours a day for 4 days a week, you would enter 10 hours of leave (vacation, sick, etc.) per day.

Adding Comments For Leave Entered

Comments can be added to any pay code or time entry (in punch, out punch or pay code amount). The available comments are predefined and are accessible from a dropdown list. You may use a comment when it is pertinent to your situation. Comments, while available, are not required.

NOTE:

To add comments when entering time, please refer to the section entitled "Adding Comments for "Time Entered".



| Adding Comments F | or Leave Entered |
|---|--|
| In this example, you take sick leave to care for your sick child. | * TIMECARD Person & Id Matthews006, Eli (009909006) Time Period Current Pay Period \$ 8/03/2014 - 8/16/2014 Save Approve Comments ->> Primary Account Totals Summary Refresh |
| 1. To add a comment to the leave entry, click on the " Comments " button after you have entered leave amount. | Save Approve Comments ⇒ Primary Account Totals Summary Refresh Add Row Date Pay Code Amount In Transfer Out Sun 8/03 • • • • • • • Mon 8/04 • • • • • • • • Mon 8/04 • <td< td=""></td<> |
| Click on the appropriate comment (shown highlighted in blue) Then click on the right-pointing arrow. | COMMENTS Name: Matthews006, Eli Image: Matchews006 Sick Leave Taken 8.0 (pay code amount) Available Comments Adjust Sick Leave Adjust Sick Leave Adjust Vacation Usage Approve Adjust Holiday Pay Authorize Adjust Overtime Blood Organ donations Curtailment Emergency Leave Employee Adjustment Family Illiness Legal Leave |
| 4. CalTime will place the comment in the "Selected Comment" section. 5. Click "OK" | COMMENTS Name: Matthews006, Eli Wed 8/06 Sick Leave Taken 8.0 (pay code amount) 4 Available Comments Selected Comments Adjust Sick Leave Selected Comments Adjust Vacation Usage Image: Selected Comments Approve Adjust Holiday Pay Image: Selected Comments Authorize Adjust Overtime Image: Selected Comments Blood Organ donations Image: Selected Comments Curtailment Image: Selected Comments Employee Adjustment Image: Selected Comments Legal Leave Image: Selected Comments Military Caregiver Image: Selected Comments Image: Selected Comments Image: Selected Comments Image: Selected Comme |



Adding Comments For Leave Entered

| 6. When you return to your timecard view, you will see a Comments icon next to the "In" cell. | TIME | CARD | ve Comments | Primary Acco | | atthews006, Eli Current Pay Pe Summary | |
|---|--------------------------|---|-------------|--------------|--------|--|--|
| If you hover your mouse pointer over the icon, CalTime will display the "Family Illness" comment. | Add Row (±) (±) | Date Sun 8/03 Mon 8/04 Tue 8/05 Wed 8/06 Thu 8/07 Fri 8/08 Sat 8/09 | Pay Code | | Amount | In 8:00AM 8:00AM | |

Deleting Comments Entered

The steps for deleting a comment associated with a leave entry are the same as those for deleting comments associated with time entry. Please refer to the section entitled "Deleting Comments Entered" for more information.

Reviewing Your Timecard

| Reviewing Your Timec | ard | | | | | | | | |
|--|------------|---------------|-------------------------|----------------------------|-------------------|----------------------------------|---------|-------|-----------------|
| | TIMEC | ARD | | Person & Id Cross001 | , Katie (00990500 | 1) | | | |
| 1. From the Timecard, ensure that you are | | | 1 | Time Period Previou | s Pay Period | \$ 6/22/2014 - 7/05/2014 | | | |
| accessing the correct | Save | Approve | Comments → Primary Acco | ount Totals Summa | ary Refres | | _ | | |
| time period. | Add Row | Date Sun 6/22 | Pay Code | Amount | In | Transfer O | ut | | |
| | | | ± 1 | | | | | | |
| 2. Ensure all your "In" and "Out" punches are correct. | TIME | CARD | | Person & Id Time Period | | tie (009905001) ates ‡ 6/22/2 | 2014 | 7/2 | 2/2014 |
| correct. | Sav | ve Appro | ove Primary Account To | tals Summary R | efresh | | | | |
| | Add Row | Date | Pay Code | Amount | In | Transfer | Out | Shift | Fotals Daily |
| | ≛ | Sun 6/22 | | ÷ |] | ٩ | | | |
| | ±. | Mon 6/23 | | ÷ | 8:00AM | ٩ | 4:30PM | 8.5 | 8.5 |
| | ±. | Tue 6/24 | | ÷ | 8:00AM | ۹. | 4:30PM | 8.0 | |
| | ±. | Tue 6/24 | | \$ | 7:00PM | ۹. | 10:00PM | 3.0 | 11.0 |
| | ⇒ | Wed 6/25 | | ÷ | 3:00PM | ;KB_NonEx_OTP 08 Eve | 11:30PM | 8.0 | 8.0 |
| | | Thu 6/26 | | \$ | 8:00AM | ٩ | 4:30PM | 8.5 | 8.5 |
| | ± | Fri 6/27 | | ÷ | 8:00AM | ٩ | 4:30PM | 8.0 | 8.0 |



Reviewing Your Timecard

| 3. Check your "Shift" and "Daily" totals to ensure that they add up to the hours of expected | TIM | ECARD | | | Person & Id Time Period | | ttie (009905001) lates ‡ 6/2 | 2/2014 | 7/2 | 2/2014 |
|---|------------|----------|---------------------|-----------------|---|-------------|---------------------------------|-----------|----------|-----------------|
| work. | Sa | ve Appro | ove Primary Account | Totals Su | nmary Ret | fresh | | | | |
| 4. If you worked outside | Add Row | Date | Pay Code | | Amount | In | Transfer | Out | | Totals Daily |
| your regular schedule | ±. | Sun 6/22 | | \$ | | | Q | | | |
| (e.g., you worked night | ±, | Mon 6/23 | | \$ | | 8:00AM | Q | 4:30PM | 8.5 | 8.5 |
| instead of day), make | t. | Tue 6/24 | | \$ | | 8:00AM | Q | 4:30PM | 8.0 | |
| sure that your | ±, | Tue 6/24 | | \$ | | 7:00PM | ۹ | 10:00PM | 3.0 | 11.0 |
| supervisor has entered | ±, | Wed 6/25 | | \$ | | 3:00PM | KB_NonEx_OTP 08 Eve | 11:30PM | 8.0 | 8.0 |
| a work rule transfer that | t, | Thu 6/26 | | ÷ | | 8:00AM | q | 4:30PM | 8.5 | 8.5 |
| will give you the proper overtime and shift | ±, | Fri 6/27 | | + | | 8:00AM | | 4:30PM | 8.0 | 8.0 |
| differentials. | | | | | | | | | | |
| 5. If you see red boxes on your timecard, you may hover your cursor on the red box. CalTime | TIME | CARD | Primary Account | 7 Totals Sum | Person & Id C Time Period mary Refr | Range of Da | | 2014 | 7/22 | /2014 |
| will tell you what the | Add Row | Date | Pay Code | | Amount | In | Transfer | Out | | otals Daily |
| red box means. | ⇒ | Sun 6/22 | | \$ | | | ٩ | | | |
| 6. If you skipped a | ±, | Mon 6/23 | | \$ | | 8:00AM | Q | 4:30PM | 8.5 | 8.5 |
| lunch or took a longer | ±, | Tue 6/24 | | \$ | | 8:00AM | Q | 4:30PM | 8.0 | |
| lunch, make sure you | ⇒ | Tue 6/24 | | \$ | | 7:00PM | ٩. | 5 10:00PM | 3.0 | 11.0 |
| or your supervisor | ± | Wed 6/25 | | \$ | | 3:00PM | ;KB_NonEx_OTP 08 Eve | 11-20PM | 9.0 | |
| made the proper | ±, | Thu 6/26 | | \$ | | 8:00AM | Q | 4:30PM | 8.5 | 8.5 |
| adjustments. | ±, | Fri 6/27 | | \$ | | 8:00AM | | 4:30PM | ancel De | eduction |
| 7. To review your | ±, | Sat 6/28 | | ÷ | | | | | | |
| overtime, comp time, shift differential, etc., click on the " Totals Summary " button. | | | | | | | | | | |



Reviewing Your Timecard

| 8. CalTime displays a Totals Summary | TOTALS SUI | MMARY | Name: Cross0 | 01, Katie | | | | | | |
|--|--|--|--------------|-----------|--|--|--|--|--|--|
| window. 9. Review the Pay Code Summary section. Ensure that | ACCOUNT SUMMA | Time Period Range of Dates (6/22/2014 - 7/22/2014) ACCOUNT SUMMARY | | | | | | | | |
| the proper pay codes are used. 10. Review the (total) | Account | Pay Code | Money | Hours | | | | | | |
| | -/-/-/009915001/0 -/-/-/Parkinson00 | -/-//009915001/009905001/Training Set 001/- -/-/-/Parkinson001, Deborah/Cross001, Katie/Training Set for the 001 Employee Set/- | | | | | | | | |
| hours | | Overtime Double | | 0.5 | | | | | | |
| 11. If you find any discrepancies, notify | | Overtime Premium | | 8.5 | | | | | | |
| | | Regular | | 92.0 | | | | | | |
| your supervisor. | | Shift Diff Evening | | 8.0 | | | | | | |
| | PAY CODE SUMM | 9 Pay Code | Money | 10 Hours | | | | | | |
| | | Overtime Double | | 0.5 | | | | | | |
| | | Overtime Premium | | 8.5 | | | | | | |
| | | Regular | | 92.0 | | | | | | |
| | | Shift Diff Evening | | 8.0 | | | | | | |
| | Totals | | 0.00 | 109.0 | | | | | | |
| | OK Primary | Account | | | | | | | | |

Timecard Approval

Employee Timecard Approval

Before approving your timecard, review the time entry, job transfers, work rule transfers and leave entry for completeness and accuracy. Make any corrections that are necessary. Your supervisor may need to make certain corrections, especially if the corrections require work rule transfers (that only your supervisor can make).

NOTE:

For details on how to review your timecard, please refer to the section entitled "Reviewing Your Timecard".



After you finish your time entry, leave entry and review of your timecard, you need to approve it. Remember, approval of your timecard also signifies that you are finished with timecard entry for the pay period. Your approval is submission of your timecard and an indication to your supervisor that you are done with your timecard.

The deadline for timecard approval is the employee's last work day of the biweekly pay period (which closes on Saturday at 11:59 pm. For example, if your last day worked is Friday, you should review and approve your timecard by end of day Friday.

By the end of day on the Monday following the biweekly pay period close, your supervisor will review your timecard for accuracy and approve it if no adjustments need to be made. Once your supervisor approves your timecard, it is locked from further changes.



ALERT:

If you need to make leave entries or adjustments and your timecard is locked, notify your supervisor so that corrective action can be taken.

| Timecard Approval | | | | | | | | | | |
|--|----------------------|-------------------------|----------------|----------------------------|------------------------------|---------------------|--------|---------|------------|-----------------|
| 1. If the timecard is | TIMECARD | | | Person & Id | Cross001, Kat | ie (009905001) | | | | |
| complete and accurate | 1 | 1 | | | | tes ‡ | 6/22/2 | 2014 | 7/0 | 5/2014 |
| click on the " Approve " button. | Save Approve | Primary Account | Totals Sun | nmary Ret | resh | | | | | |
| button. | Add Date | Pay Code | | Amount | In | Transfer | | Out | Shift | Totals Daily |
| | 式 Sun 6/22 | | \$ | | | | Q | | | |
| | 🖾 Mon 6/23 | | \$ | | 8:00AM | | ٩ | 4:30PM | 8.5 | 8.5 |
| | tue 6/24 (| | \$ | | 8:00AM | | Q | 4:30PM | 8.0 | |
| | 🕁 Tue 6/24 | | \$ | | 7:00PM | | Q | 10:00PM | 3.0 | 11.0 |
| | 🕁 Wed 6/25 | | \$ | | 3:00PM | ;KB_NonEx_OTP 08 Ev | /e 🔍 | 11:30PM | 8.0 | 8.0 |
| 2. Once approved, a confirmation appears. | TIMECARD | | | Person & Id Time Period | Cross001, Kat Range of Da | | 6/22/2 | 2014 | 7/0 | 5/2014 |
| | Approvals: | al by Employee (kcross0 | 01): 7/05/2014 | 2 | | | | | | |
| | Remove Approval | Primary Account | Totals Sum | imary Ref | resh | | | | | |
| | Add Date | Pay Code | Amount | In | | Transfer | | Out | - Shift | Totals Daily |
| | Sun 6/22 Mon 6/23 | | | 8:00AM | | | 4:30P | | 8.5 | 8.5 |
| | Tue 6/24 | | | 8:00AM | | | 4:30P | | 8.0 | 0.0 |
| | Tue 6/24 | | | 7:00PM | 100.11 | 5 075 00 5 00 1 | 10:00 | | 3.0 | 11.0 |
| | Wed 6/25 | | | 3:00PM | ;KB_No | onEx_OTP 08 Eve 30d | 11:30 | РМ | 8.0 | 8.0 |

Employee Removing Timecard Approval

If you need to make changes to your timecard after approving it, you need to first remove your approval to unlock your timecard for the update. However, if your supervisor has already approved your time, your timecard is locked for changes. Notify your supervisor if your timecard needs to be edited.



Removing Timecard Approval

| To remove timecard approval, click on the | TIMI | ECARD | | | _ | ss001, Katie (009905001) nge of Dates ‡ | 6/22/2014 | 7/0 | 5/2014 |
|---|------------|----------|---|--------|-------------|--|-----------|-------|-----------------|
| "Remove Approval" button. | Appro | | val by Employee (kcrossi Primary Account | | nary Refres | | | | |
| 2. Once approval is | Add Row | Date | Pay Code | Amount | In | Transfer | Out | Shift | Totals Daily |
| removed, update your | | Sun 6/22 | | | | | | | |
| imecard and then click | | Mon 6/23 | | | 8:00AM | | 4:30PM | 8.5 | 8.5 |
| | | Tue 6/24 | | | 8:00AM | | 4:30PM | 8.0 | |
| he "Approval" button. | | Tue 6/24 | | | 7:00PM | | 10:00PM | 3.0 | 11.0 |
| | | Wed 6/25 | | | 3:00PM | ;KB_NonEx_OTP 08 Eve 30d | 11:30PM | 8.0 | 8.0 |

How to Add or Correct Entries for Prior Pay Periods (Historical Edits)

Once a pay period is closed and the timecard has been submitted to payroll for processing, any changes to that timecard would be considered Historical Edits. If you need to add or change entries for prior pay periods, contact your supervisor. Your supervisor will work with a timekeeper to make the necessary corrections. Historical edits may adjust your pay or leave balances, depending on the type of correction. Here are examples of when historical edits are necessary:

- Leave that was not recorded
- Leave recorded, but not taken
- Leave recorded incorrectly
- Time entry that required a work rule transfer (by the supervisor) to properly account for overtime, shift differential, etc.
- Missed time entry that was not corrected
- Time entry assigned to the wrong job (for employees with multiple jobs)

Generating Employee Reports

Time Detail Report – Timecard Information

The Time Detail Report shows the time and leave entered into the employee's timecard for a specified period of time. In addition, the report will show totals for overtime, comp time, shift differential, etc.

| Viewing the Time Deta | il Report | |
|--|--------------|--|
| 1. Go to the Home screen shown. | CalTime | Log Off Change Password Help |
| Depending on where you are within the | TIMECARD | < Home |
| CalTime application, you can click on " Home " to | | Person & Id Cross001, Katie (009905001) Time Period Current Pay Period 7/06/2014 - 7/19/2014 |
| get to the home screen. | Save Approve | Comments 🔿 Primary Account Totals Summary Refresh |



| Viewing the Time Deta | il Report |
|--|---|
| 2. From the home screen, click on "My Reports" | Training Log Off Change Password Help My Information • My Timecard • My Reports • My Reports |
| 3. Select "Time Detail " (highlighted in blue) | REPORTS Name: Cross001, Katie View Report Primary Account AVAILABLE REPORTS Schedule Time Detail My Accrual Balances and Projections |
| 4. Select the Time Period from the drop- down list for the period you wish to view. 5. Then click the View Report button. | Schedule Time Period Previous Pay Period Schedule Current Pay Period A My Accrual Balances and Projections Previous Schedule Period A My Accrual Balances and Projections Today Yesterday Week to Date Last Week Specific Date Range of Dates Specific Date Specific Date |



| Viewing | the | Time | Detail | Report |
|---------|-----|------|--------|--------|
| viewing | | | Detail | Report |

| 6. The top portion of the | | Time Period: Previous Pay Period Dates: 6/22/2014 - 7/05/2014 | | | | | | | | | |
|--|--|--|--------------------------------|-----------|----------------------------|------------|---------|--------------------------|----------------------|----------------------------------|---------|
| report shows the time entry and any leave. It also shows work rule | Name: Cross001, Primary Account(| | ID: 00990500 2/2014 - forev | | -/009915001 | - | _ | :_OTP 08 Da Set 001/- | iy 30d | | |
| transfers performed by your supervisor. | Date | Apply To | In Punch | ln Exc | Out Punch | Out Exc | (\$)Amt | Adj/Ent Amount | | Cum. Tot. Amount | Absence |
| 7. The bottom portion of | Sun 6/22 Mon 6/23 Tue 6/24 | | 8:00AM 8:00AM | | 4:30PM 4:30PM | CD | | | 8:30 8:00 | 0:00 8:30 | |
| the report shows the totals for overtime, comp | Tue 6/24 Wed 6/25 | | 7:00PM 3:00PM ;KB_NonEx | _ОТР (| | | | | 3:00 8:00 | 19:30 27:30 | |
| time, regular time, and shift differential. | Thu 6/26 Fri 6/27 Sat 6/28 Sun 6/29 | | 8:00AM 8:00AM | | 4:30PM 4:30PM | 6 | | | 8:00 8:00 | 35:30 43:30 43:30 43:30 | |
| | Mon 6/30 Tue 7/01 Wed 7/02 | | 8:00AM 8:00AM 8:00AM | | 4:30PM 4:30PM 4:30PM | | | | 8:00 8:00 8:00 | 51:30 59:30 67:30 | |
| | Thu 7/03 Fri 7/04 Sat 7/05 | [Independence Day] | 8:00AM | | 4:30PM | | | 0:00 | 8:00 | 75:30 75:30 75:30 | |
| | Totals | | | | | | 0.00 | 0:00 | 75:30 | 75:30 | |
| | Account Summary Account | / Pay Code | | | | | | Mone | / | Hours | |
| | -/-/-/009915001/0 | 09905001/Traini Overtime Pre Regular Shift Diff Eve | emium | | | 7 | | | | 3:30 72:00 8:00 | |
| | Pay Code Summa | ry Pay Code | | | | / | | Mone | <i>,</i> | Hours | |
| | | Overtime Pre Regular Shift Diff Ever | ar | | | | | | | 3:30 72:00 8:00 | |
| | Totals | | | | | | | 0.0 | D | 83:30 | |

Accrual Balances Report – Report of Comp Time, Sick and Vacation Balances

Accrual Balances Overview

The Payroll Personnel System (PPS) is the official record for accrual balances, sometimes referred to as leave balances. All leave balance data in CalTime is derived solely from PPS.

- On the Thursday following each biweekly pay period, PPS calculates the leave balance for every nonexempt employee and passes that information to CalTime.
- Accruals (Vacation and sick leave) earned are posted to PPS on the first of the month.
- Accruals earned will be included in the biweekly cycle that covers the first of the month. On the Thursday following this pay period, you will see your balance increased by the amount of vacation and sick leave earned.
- As comp time, vacation leave and sick leave are taken and enter into CalTime, CalTime balances will
 update immediately.



 Aside from accruals earned, in certain cases, there are changes to leave balance in CalTime via the information passed from PPS. For example if Leave without Pay, Catastrophic Leave, or Military Leave are taken, leave balances will be adjusted accordingly.

Viewing the Accrual Balance Report

NOTE:

The report is titled "My Accrual Balance and Projections". Please note that CalTime does not provide projections.

| Viewing the Accrual Ba | alance and Projections Report |
|--|--|
| 1. Go to the home | Cal Time Log Off Change Password Help |
| screen shown in step 2. Depending on where you are within the | < Home Carbon Contraction Cont |
| CalTime application, you can click on " Home " to get to the home screen. | Save Approve Comments → Primary Account Totals Summary Refresh Add Row Date Pay Code Amount In Transfer Out No Totals Meal Shift Daily Single Single Comments Single Single |
| | Cal Time |
| 2. From the home screen, click on "My Reports" | My Information → My Timecard → My Reports |
| 3. Select "My Accrual Balances and Projections" | C Home Cross001, Katie View Report Primary Account VALLABLE REPORTS Time Period Schedule Time Period Time Detail |
| | |



| Viewing the Accrual Ba | alance and Proje | ections Repo | ort | | | | | | |
|--|--|--------------|-----------------------------------|---|---|--|--|---|--|
| | REPORTS | | Name: Cross(| 001, Katie | | | | 7 | |
| 4. Enter the As Of date for your report by clicking on the calendar icon. | View Report Primary Account AVAILABLE REPORTS Time Period Specific Date ‡ Schedule Time Detail 4 My Accrual Balances and Projections As Of Image: Content of the second se | | | | | | | | |
| CalTime will present a calendar. From the calendar, select the As Of date. Then click on the "View Report" button. | REPORTS 6 | | Period Specific 13 20 27 | Ju 20 | Ivega Fri Fri State Sta | 2 Sat 5 12 19 26 2 | < Home | | |
| 7. CalTime will display the report. The various categories of leave balances are listed on the left. Vacation Maximum is also listed. 8. The "Period Ending Balance" column will show you the ending balance as of the date you selected. | MY ACCRUAL E PROJECTIONS Return Date Selected: 7/09/2014 Name: Cross001, Katie Accrual Code Accrual CTO Bank Period 1 Hour CTO Bank Period 2 Hour Sick Leave Hour Vacation Hour Vacation Hour | 4 | Pi | inted: 7/10/2014 : 009905001 Projected Takings 0:00 0:00 0:00 0:00 0:00 0:00 0:00 | | Projected Balance 0:00 0:00 0:00 40:00 80:00 0:00 | Balance w/o Proj. Credits 0:00 0:00 0:00 40:00 80:00 0:00 | | |



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 <u>Training section of the CalTime website</u>. A variety of training resources are available, including:

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