CalTime

# Non-Exempt AnyTime Employee User Guide

Updated 1/8/2015

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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

**NOTE:**
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: http://controller.berkeley.edu/non-exempt-employee-transition

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

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.

**TIP:**
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.

# The Basics

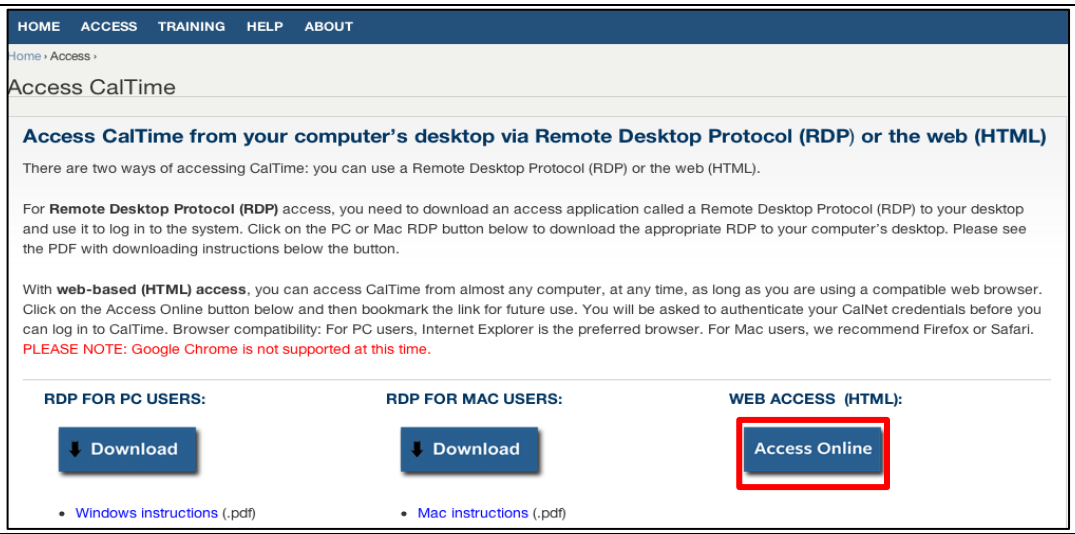
## Log in to CalTime

**1.** Using *Internet Explorer*, *Firefox*, or *Safari*, go to the CalTime website (http://caltime.berkeley.edu/), and click on the **Access** button.

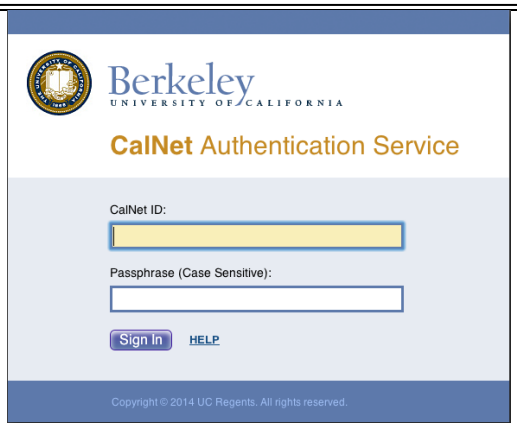
**Note:** Google Chrome is not supported at this time.

**2.** From the Access CalTime page, click on the **Access Online** button.

Note: RDP access for PC and MAC Users are for Supervisors and Timekeepers



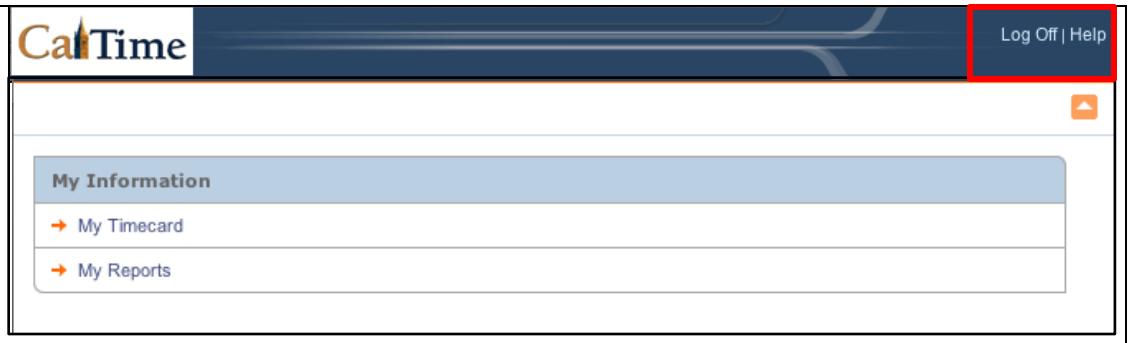

**3.** Complete the CalNet authentication process.



**4.** CalTime opens to the **My Information** screen that allows you to access your timecard or reports.

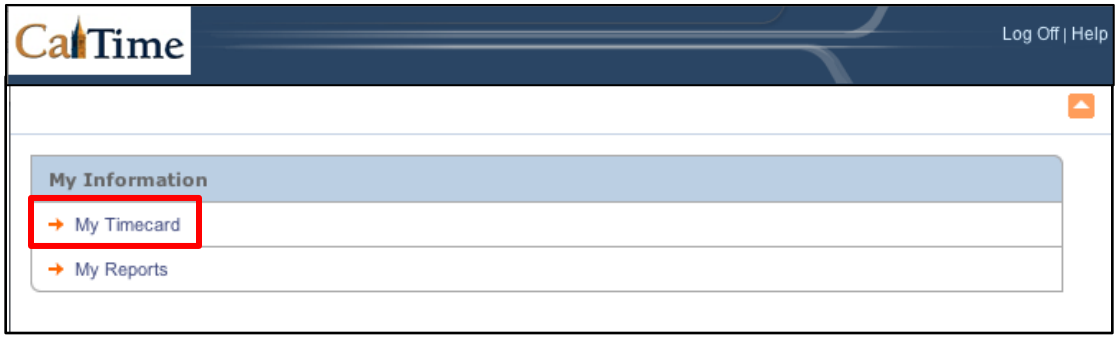
In the upper right-hand corner of any of the CalTime screens, you can:

- **Log Off** to exit CalTime
- Access **Help** information provided by our CalTime software vendor




## Accessing Your Timecard

To access your timecard, click on "**My Timecard**".




## 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.

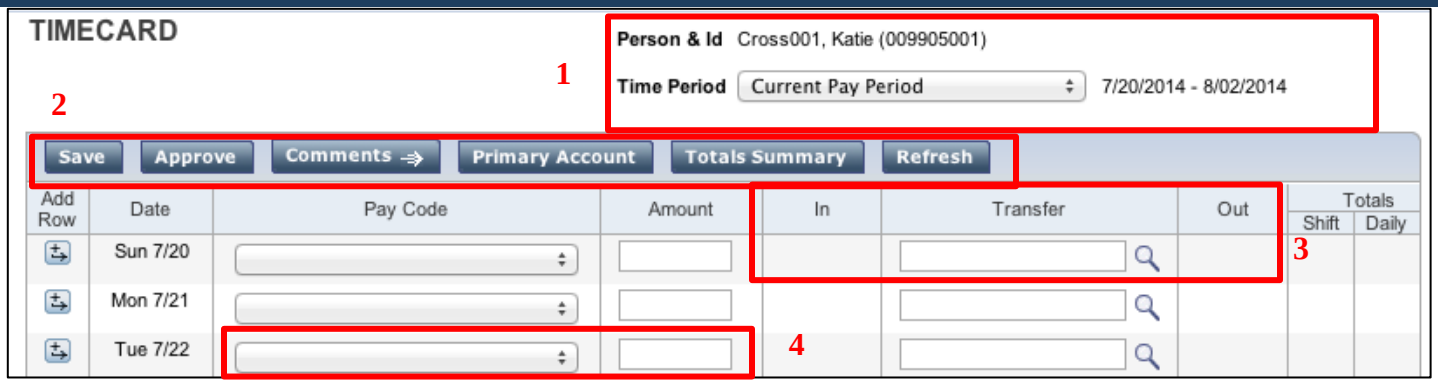
**ALERT:**

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.

### Components of the CalTime Timecard




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

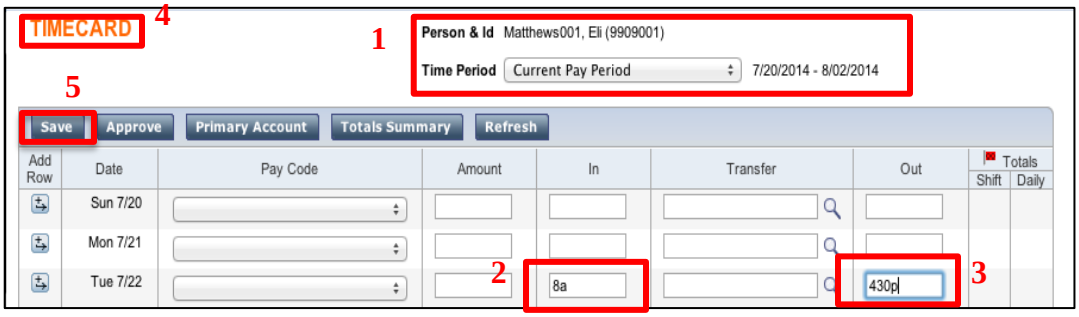
## Employee Entering Time

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.

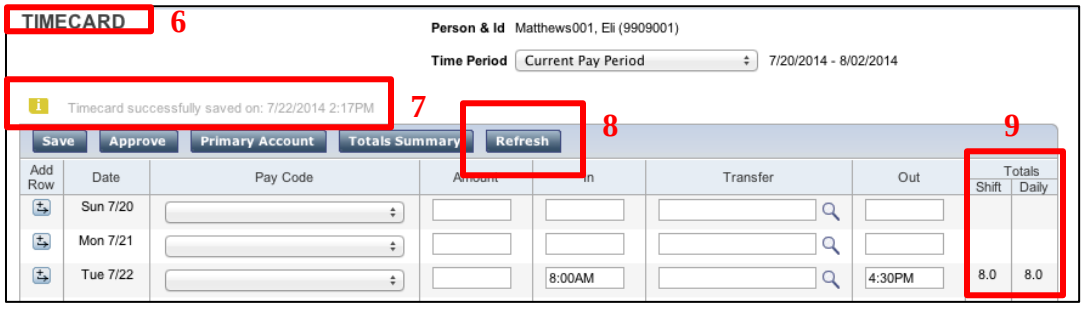
**Note:** Employees are restricted from making any entries 60 days in advance.

### Employee Entering Time

1. From the **Timecard** screen, ensure that you are accessing the correct time period.
2. Select the row for the 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 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.
7. A confirmation message appears.
8. Click **Refresh.**
9. Your hours for the **Shift** and **Daily** Totals 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.

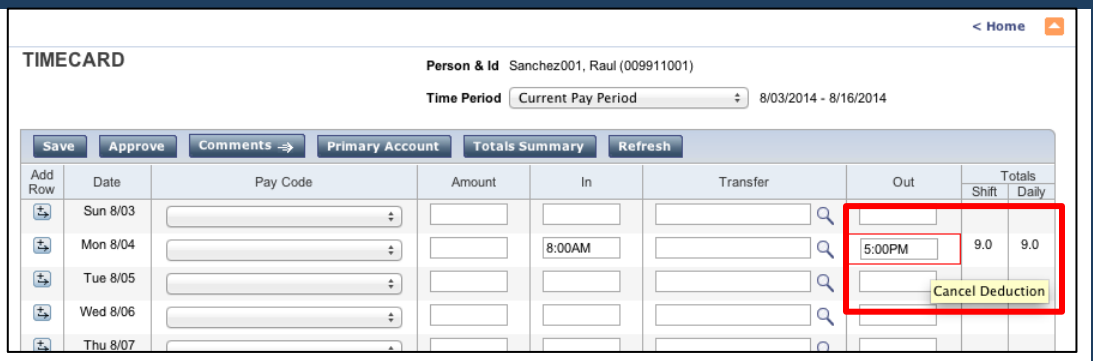
**NOTE:**
By law, you are required to take a lunch of at least 30 minutes after 5 hours of work.

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 from the total hours worked.

In addition, there's a red box on the "**Out**" punch. If you hover your cursor over the red box, you will see the note "**Cancel Deduction**".

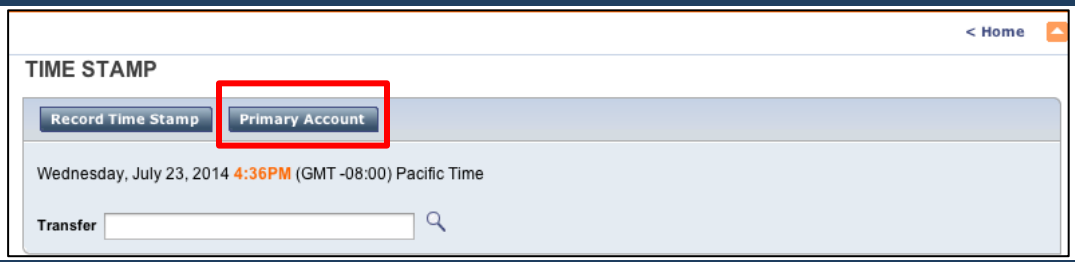
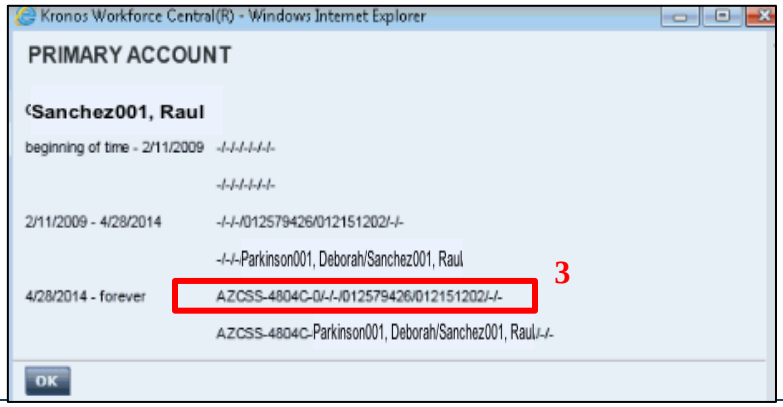


## Entering Time If You Work Multiple Jobs, or on Contracts, or Grants

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. |  |
| **2.** CalTime presents the **Primary Account** window.<br>**3.** The primary job is composed of the department ID, job code, and employee record number. |  |

### 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.

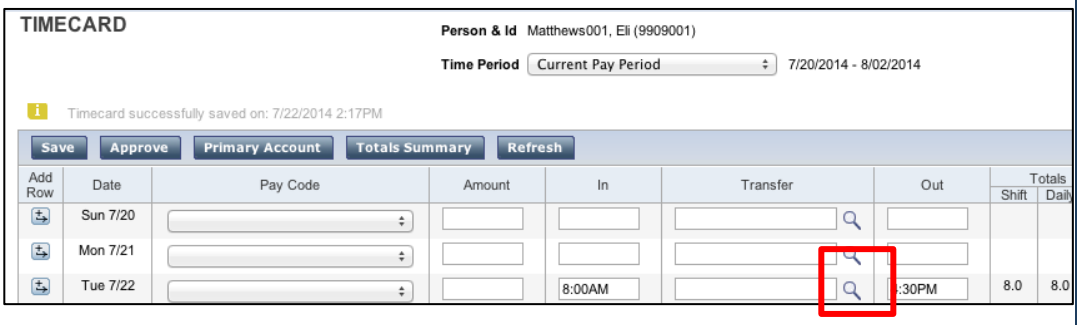
**ALERT:** *If you are an employee with multiple jobs, you must always use the Transfer function to select the job and then punch in.* This ensures that you are charging your time to the proper job. The only time you do not select a job is when you punch out for lunch or punch out for the day. In that,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

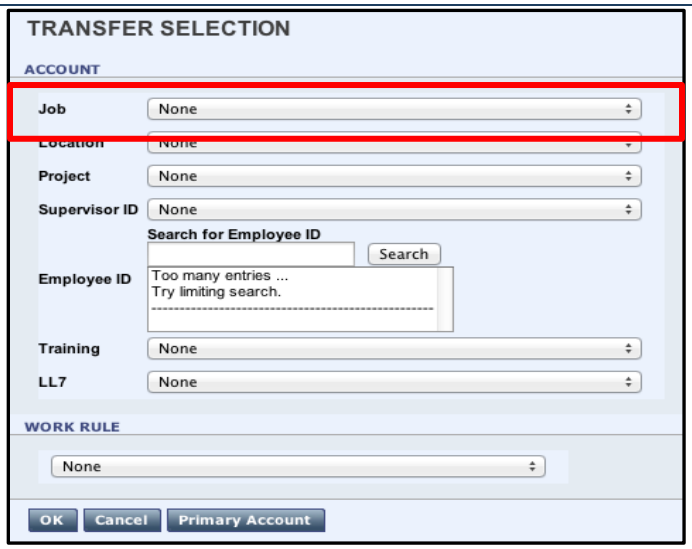
The job transfer process is noted below.

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

**1.** Click on the "**Search**" **icon**.



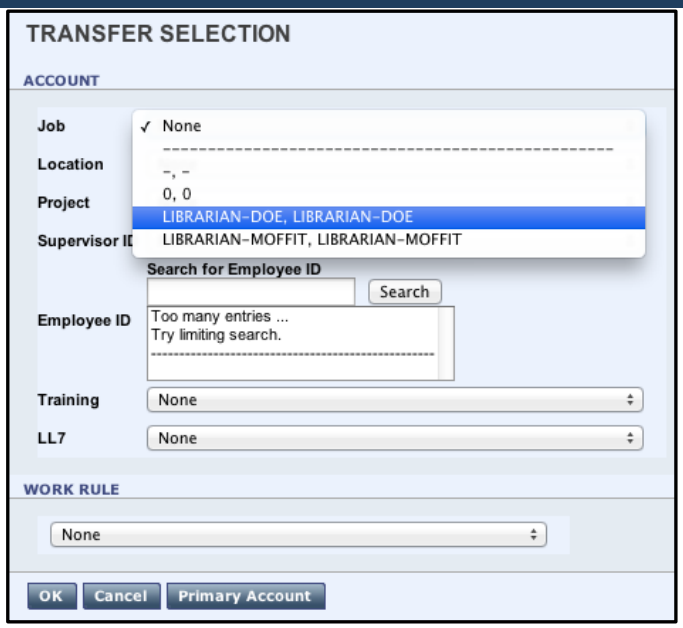

**2.** Select the drop-list arrow for **Job**.



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

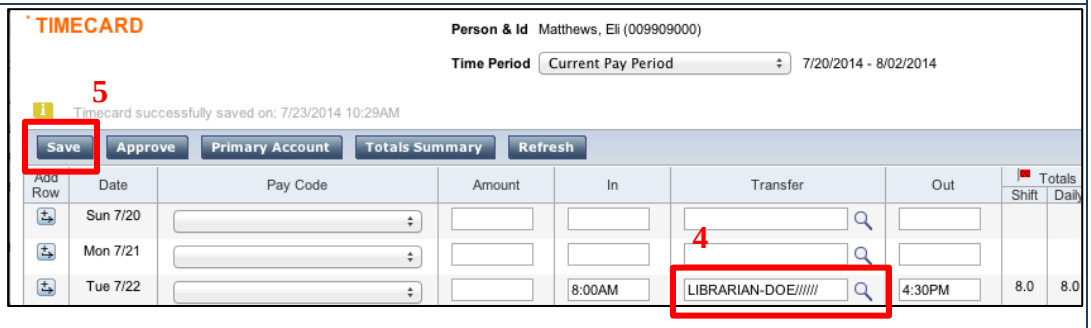
**3.** Select the job, contract or grant for the job shift that you are starting. Click "**OK**".

**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 entry.




**4.** The job, contract or grant will appear in the "**Transfer**" field.

**5.** Then click on the "**Save**" button.



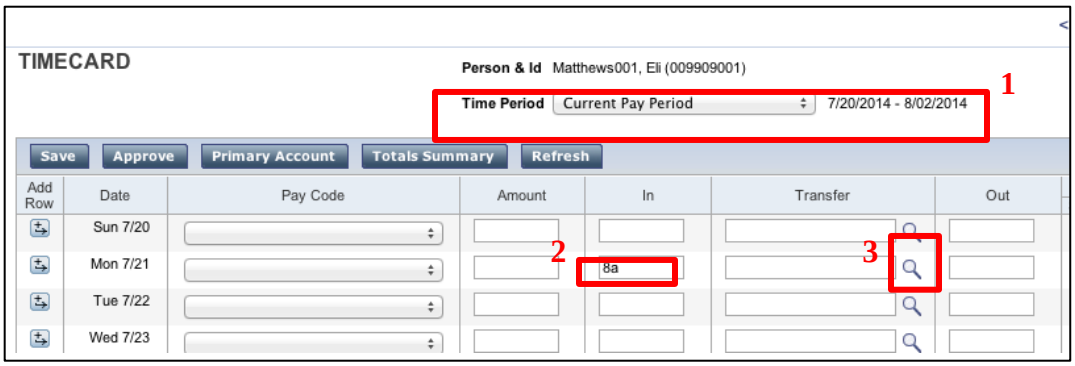

## Project Tracking

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

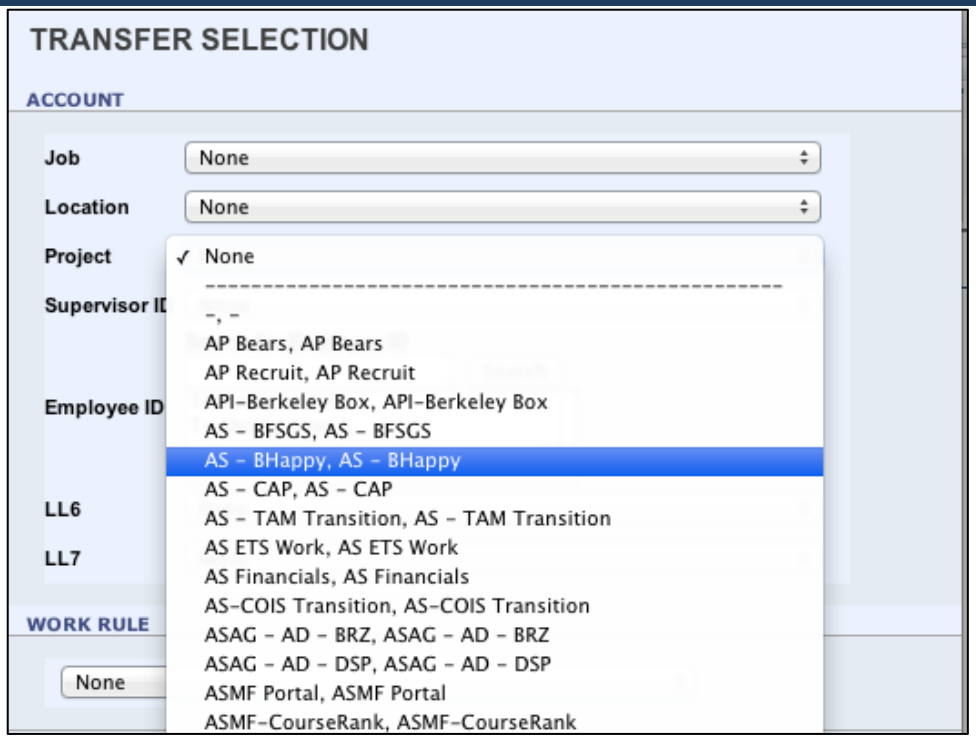
**1.** From the **Timecard** screen, ensure that you are accessing the correct time period.
**2.** Enter your "**In**" time for the project.
**3.** In the **Transfer** column, click on the "**Search**" **icon**



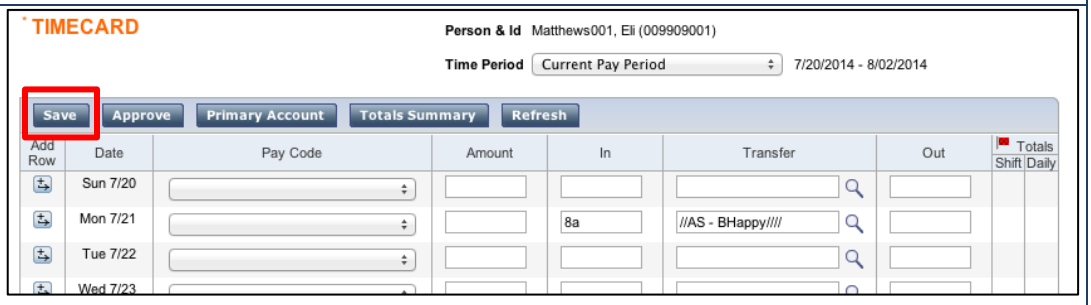

**4.** Access the **Project** dropdown menu.

## Recording Project Tracking Hours

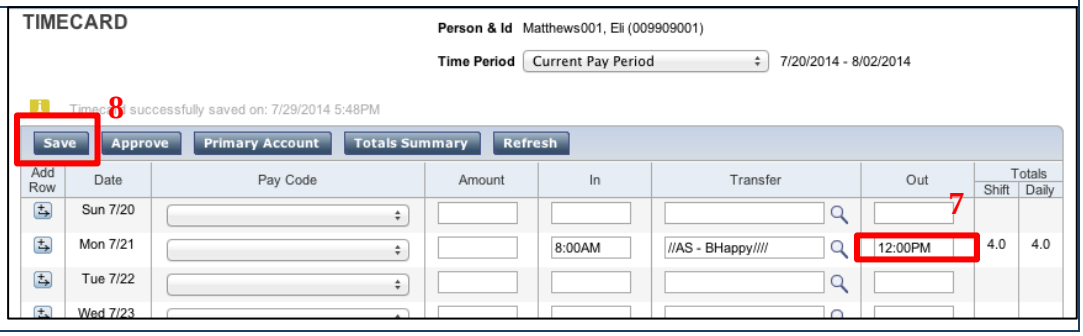
**5.** Select the project that you are starting. Then click "**OK**"




**6.** Then click the "**Save**" button to save your "In" time and the selected project.




**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.




### 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:

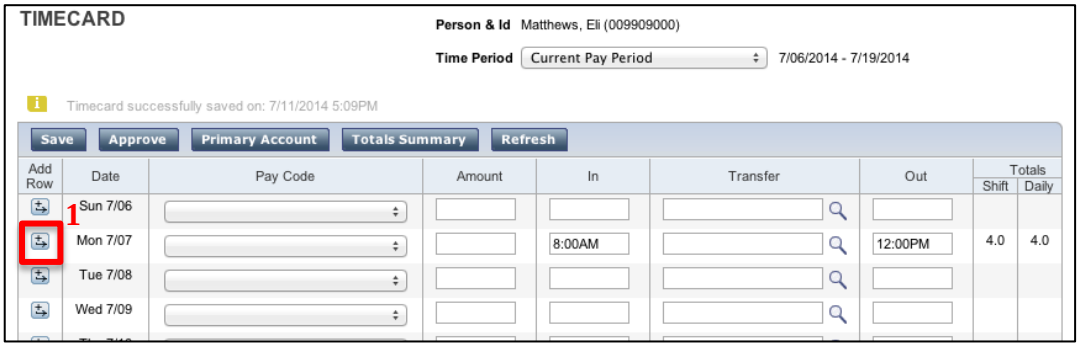
- Work on multiple jobs in one day
- Work a partial day and need to enter partial day leave
- Work on multiple projects in a day that must be tracked
- Clock out for lunch (for a 60-minute lunch rather than your normal 30-minute lunch)

## Adding a Row on the Timecard

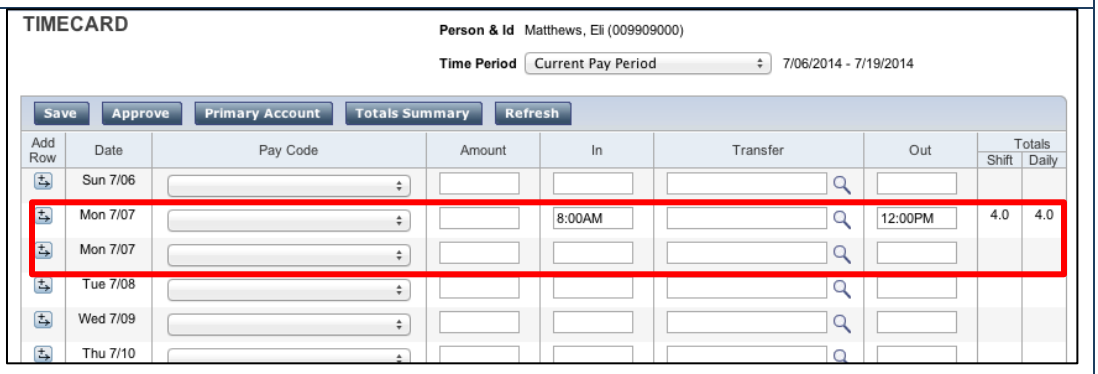
In this example, you are taking a 60-minute lunch. You have logged in and out for 4 hours of work.

To enter your time for the remainder of the day, you will need to add a row.

**1.** To add a new row, click the "**Add a row**" button.

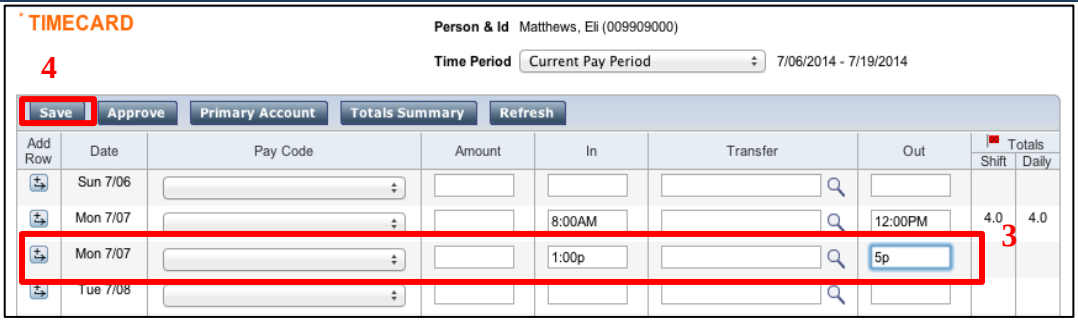



**2.** Note the additional row for Monday, 7/07.




**3.** Enter your hours for the remainder of the day.

**4.** Then click "**Save**".

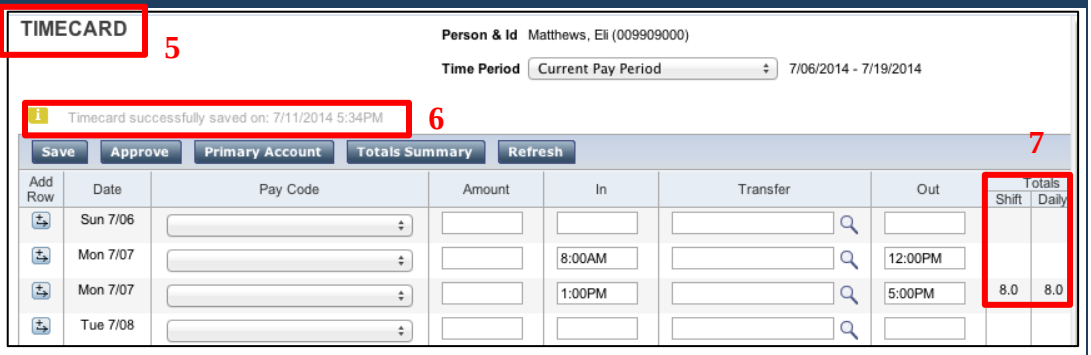


## Adding a Row on the Timecard

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

**6.** CalTime will show "**Timecard successfully saved**".

**7.** The "**Shift**" and "**Daily**" totals for Monday, 7/7 will show the 8 hours worked




### Adding Comments For Time Entered

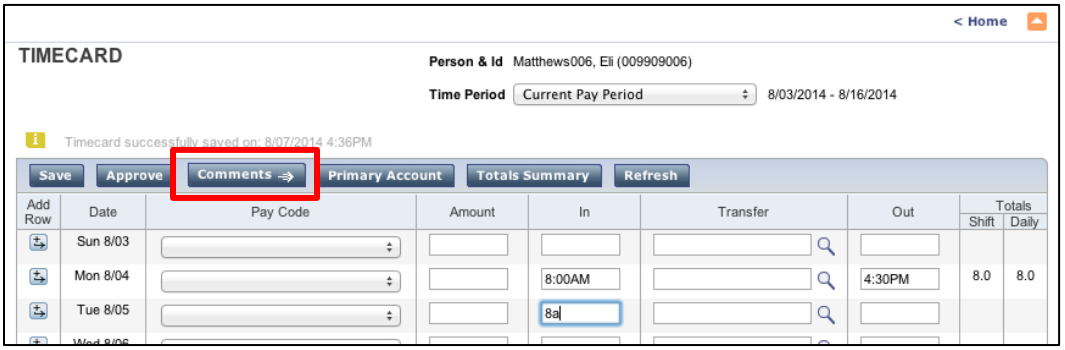
Comments can be added to any pay code or time entry (in punch, out punch or pay code amount). Comments are predefined and are accessible from a dropdown list. You may use a comment when it is pertinent to your situation. Comments, while available, are not required.

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

## Adding Comments For Time Entered

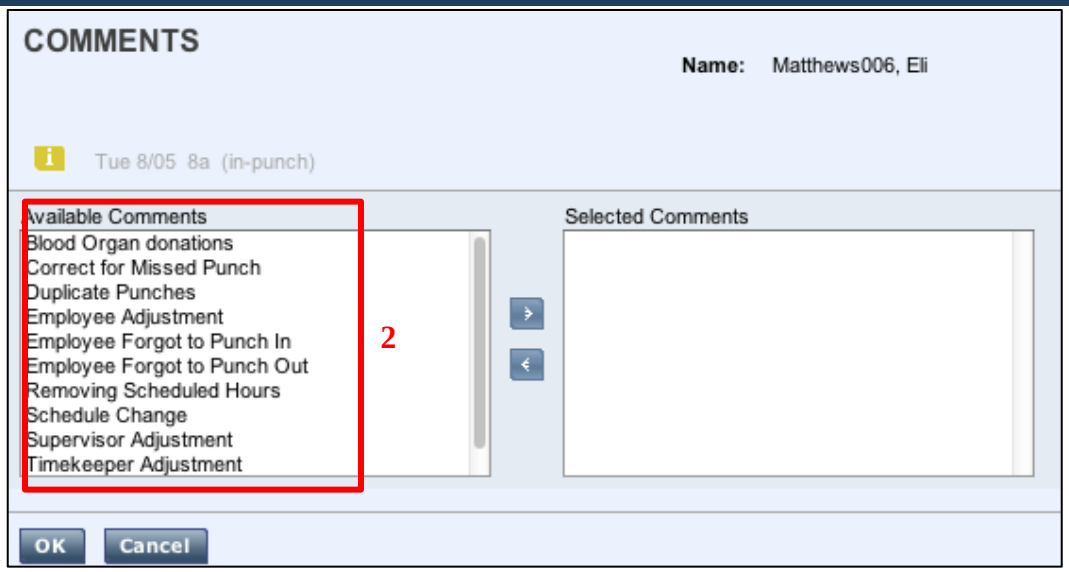
In this example, you came in late after voting in a local election. You voted from 8 am to 9 am.

**1.** To add a comment to an "In" entry, click on the "**Comments**" button after you have entered your 8:00 am arrival time.



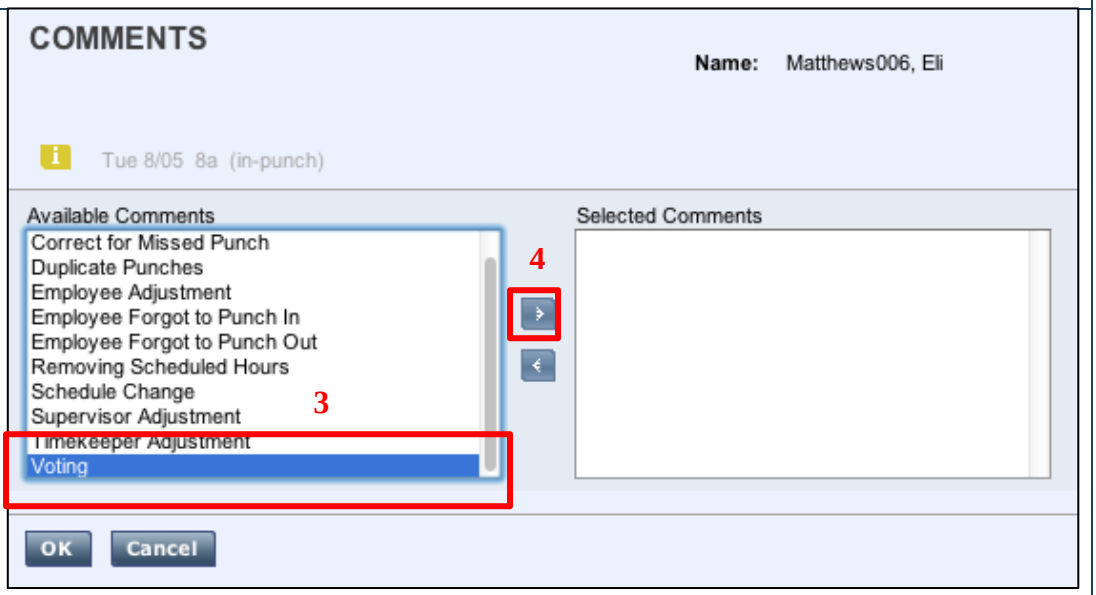
## Adding Comments For Time Entered

**2.** The "**Comments**" dialog box appears. **Available comments** are shown on the left.




**3.** Select the appropriate comment from the available comments window.

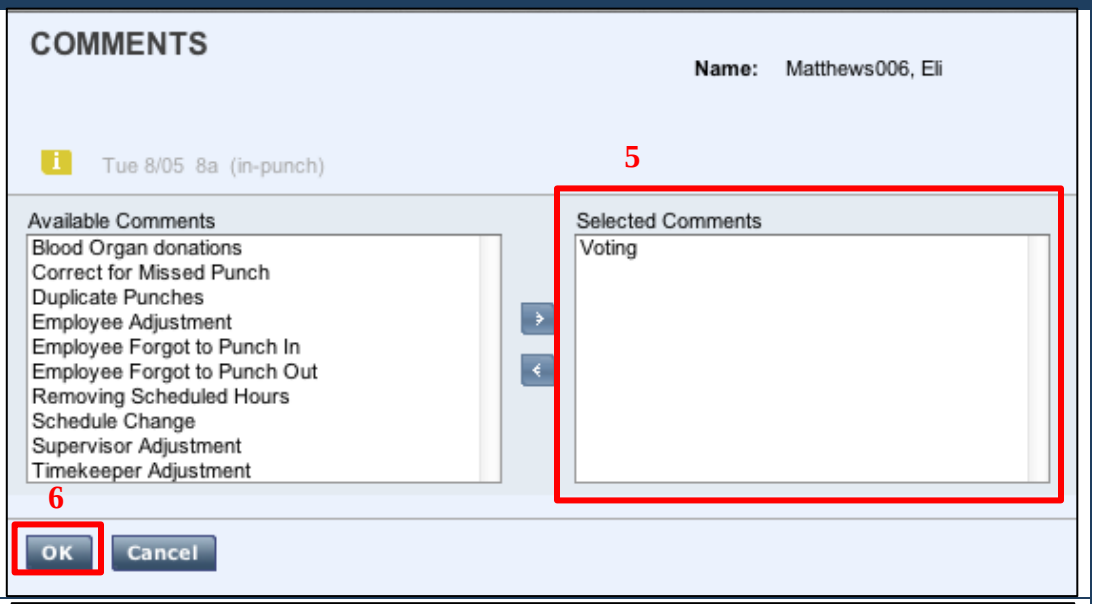
**4.** Click on the right arrow icon to select the comment.



## Adding Comments For Time Entered

**5.** The voting comment now appears in the **Selected Comments** box.

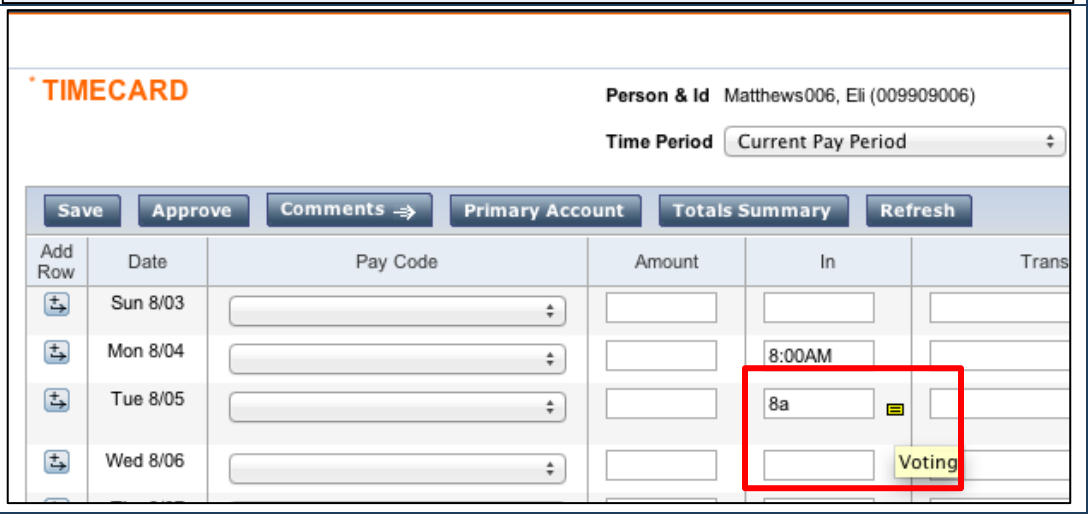
**6.** Click the **OK** button.




**7.** When you return to your timecard view, you will see a Comments icon next to the "**In**" field.

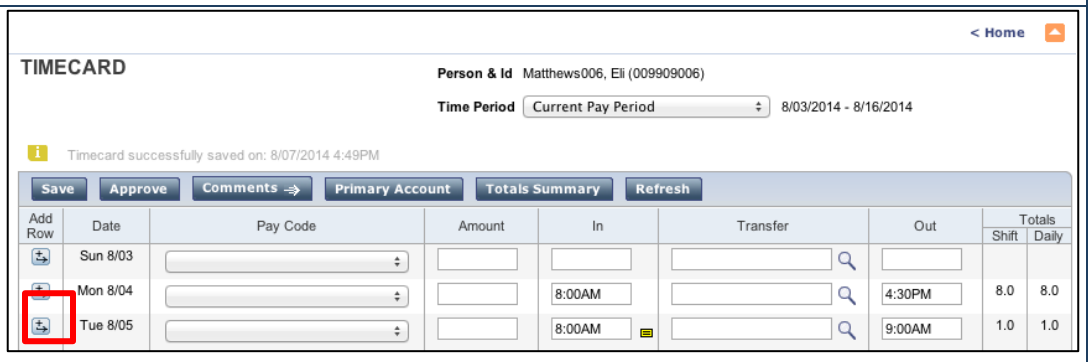
Hover your pointer over the icon to display the comment.

This comment is also visible to your supervisor and timekeeper.




**8.** Enter the "**Out**" time of 9 am.

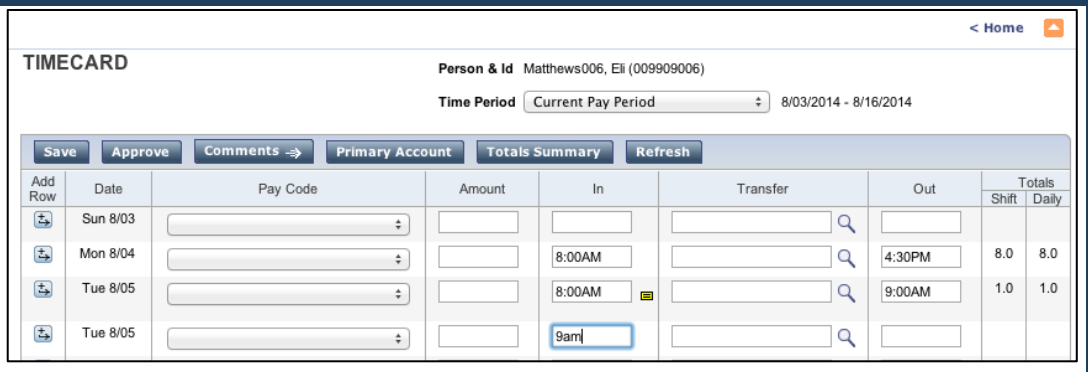
**9.** Click on the "**Add Row**" icon to add a new row for the same day.



## Adding Comments For Time Entered

**10.** In the new row, enter your "**In**" time for your start time.

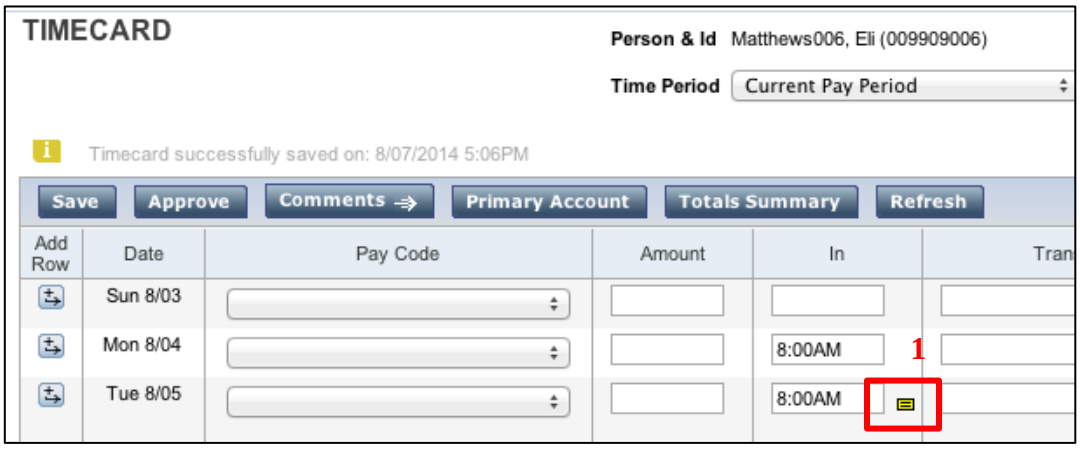
**11.** Continue with the completion of your time entry for the remainder of the day.




## Deleting Comments Entered

## Deleting Comments Entered

**1.** To delete the comment, click comment icon.

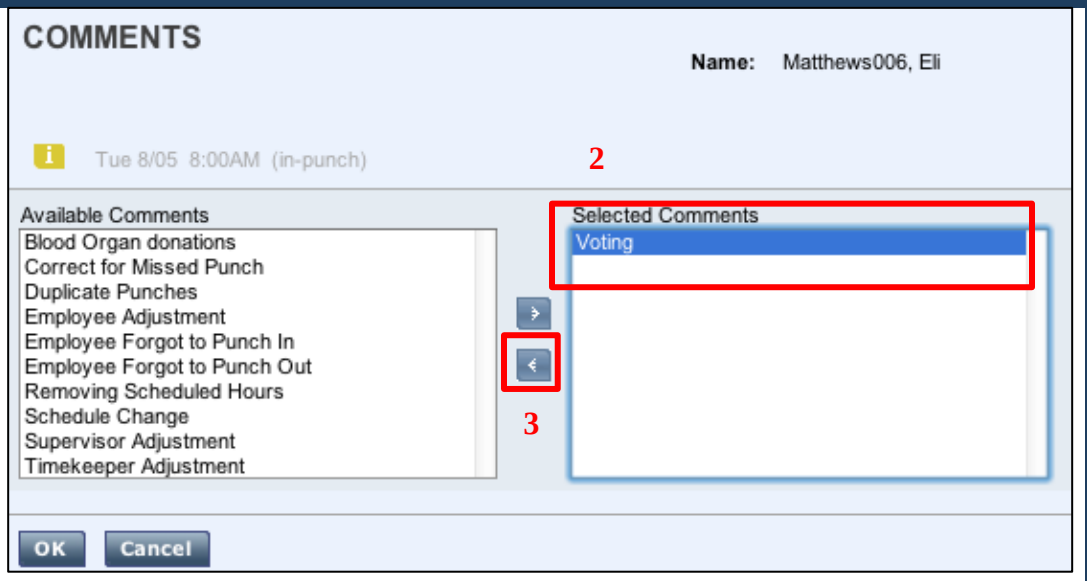


## Deleting Comments Entered

**2.** The **Comments** dialog box appears.

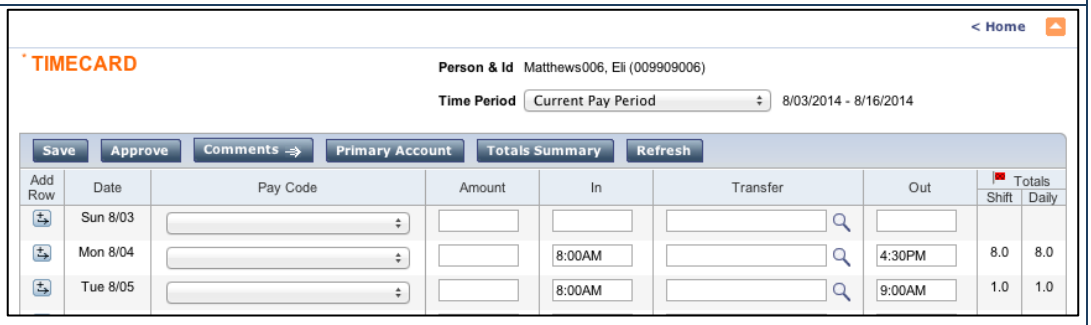
**3.** Click on the **Left arrow** icon to select the comment.

**4.** Click **OK**.




**5.** The comment is deleted and the comment icon is no longer visible.

**6.** Click the **Save** button.




### 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

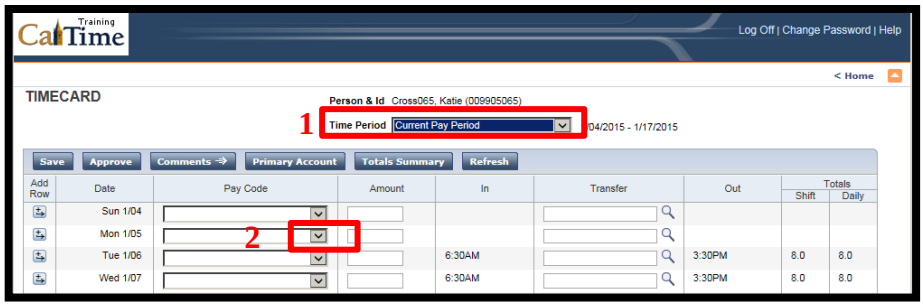
| Acceptable Format | Example | Interpretation by CalTime |
|---|---|---|
| Leading zeros (optional) | 07 | 7 hours |
| | 08:30 (8 hours, 30 minutes) | 8.5 hours |

| | | |
|---|---|---|
| Colon | 7:30 | 7.5 hours<br>**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 |

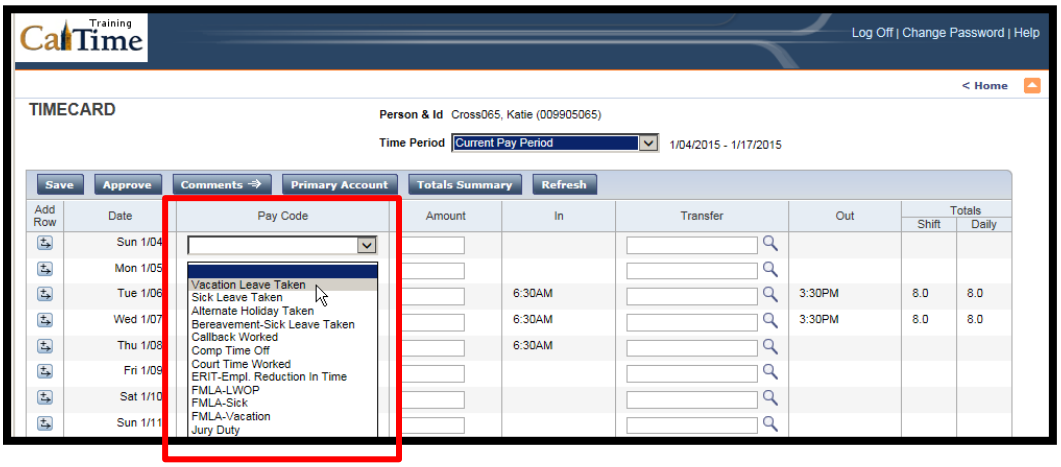
## Entering Leave

**1.** Ensure that you are in the correct pay period.

**2.** Click on the Pay Code drop-list arrow for the day you wish to enter leave.

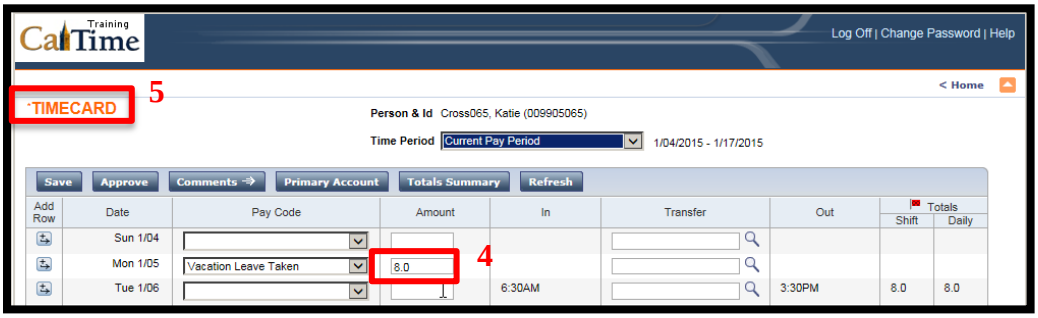



**3.** From the drop-down list, select the pay code for the leave you wish to report. In this case, we have selected "**Vacation Leave Taken**".



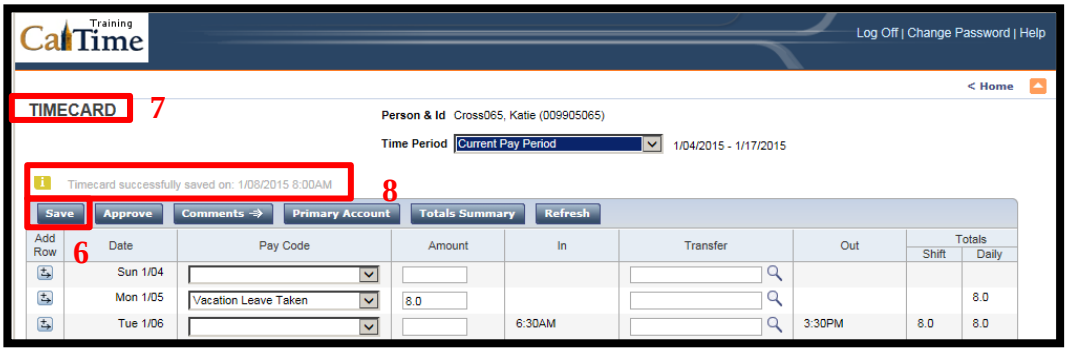

**4.** Enter the number of leave hours taken in the amount field.

**5.** In the upper left corner, the word "**Timecard**" appears in orange to indicate that your entries have not been saved.



## 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".

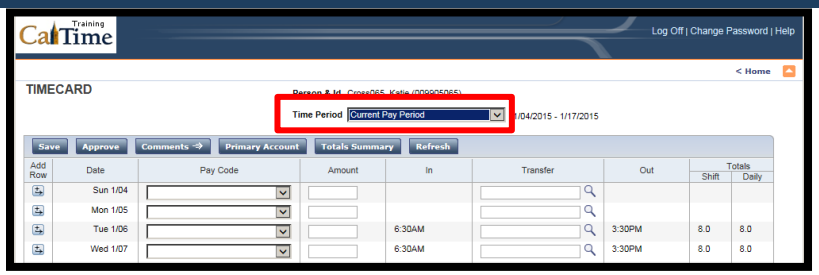



## Employee Deleting Leave

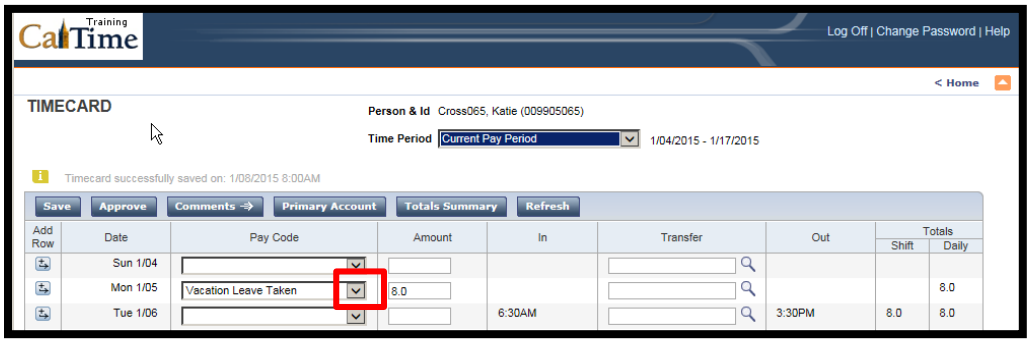
In the event that leave was entered on the wrong day or you decided to not take the leave, you may need to entirely delete leave already entered.

## Deleting Leave

1. Ensure that you are in the correct pay period.

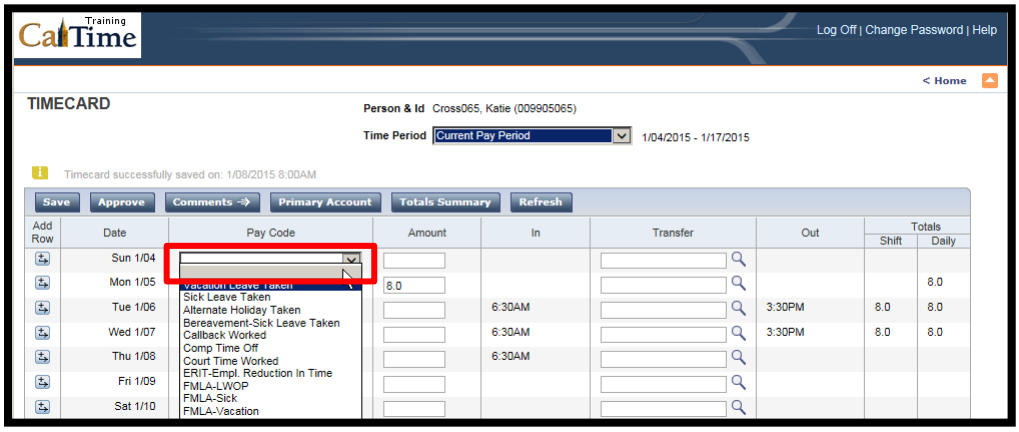



2. Go to the Pay Code cell for the line with the pay code that needs to be deleted. Click on the drop-down list arrow.

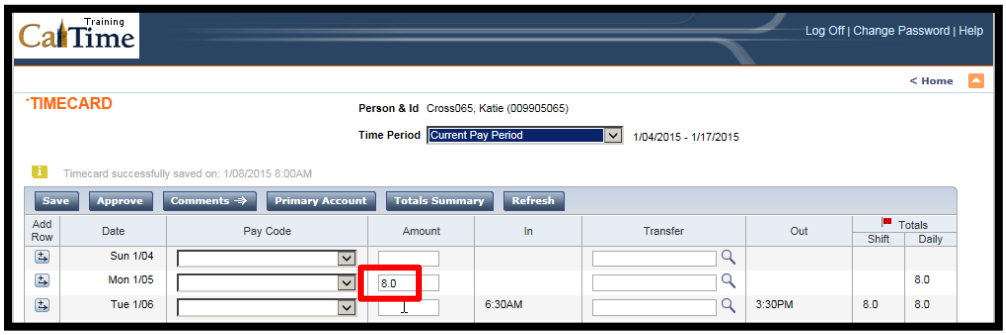


## Deleting Leave

**3.** Select the blank row at the top of the pay code list (shown as a gray or blue bar).



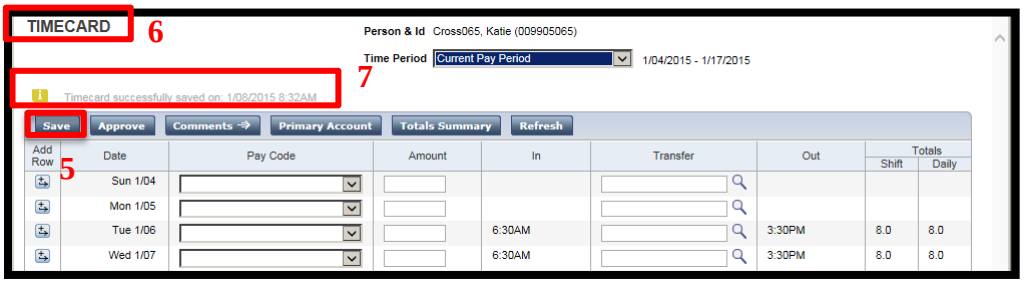

**4.** In the corresponding amount field, delete the hours entered by highlighting the amount and either backspacing or deleting.




**5.** Click **Save**.

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

**7.** CalTime will show that the "**Timecard successfully saved**".



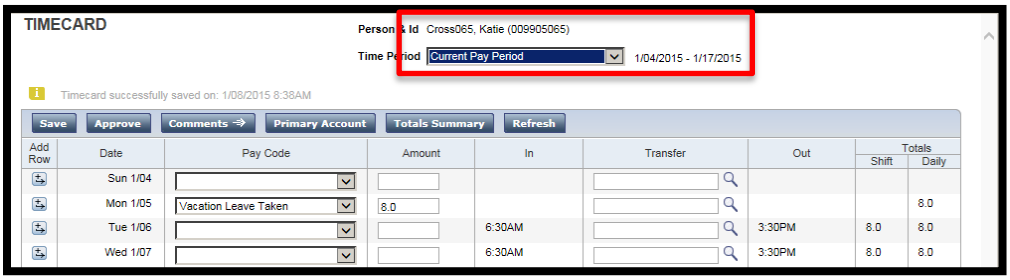
## Employee Changing/Correcting a Pay Code or Leave Hours

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.

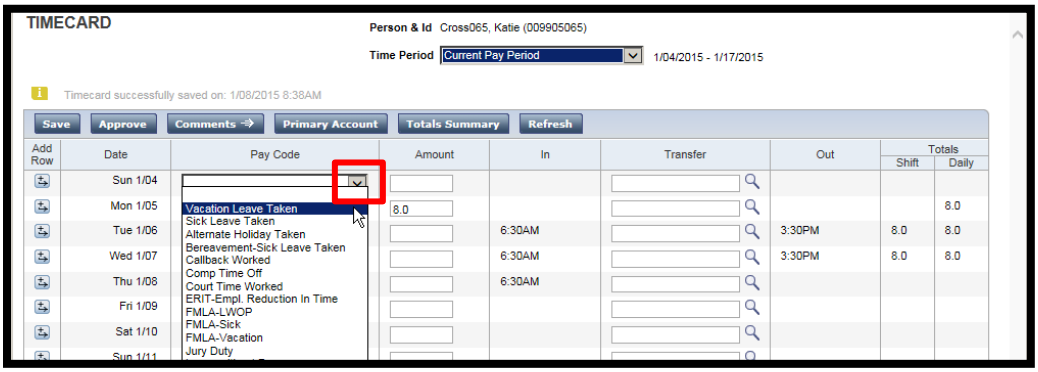
**NOTE:**
If you wish to entirely delete leave already entered, refer to the previous section entitled “Employee Deleting Leave”.

### Change/Correct a Pay Code or Leave Hours

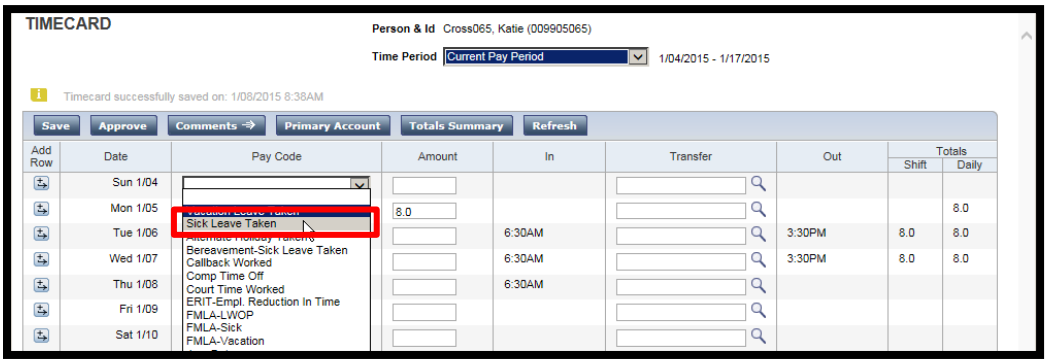
**1.** Ensure that you are in the correct pay period.




**2.** Select the Pay Code using the drop-list arrow for the line with the pay code that needs to be corrected.

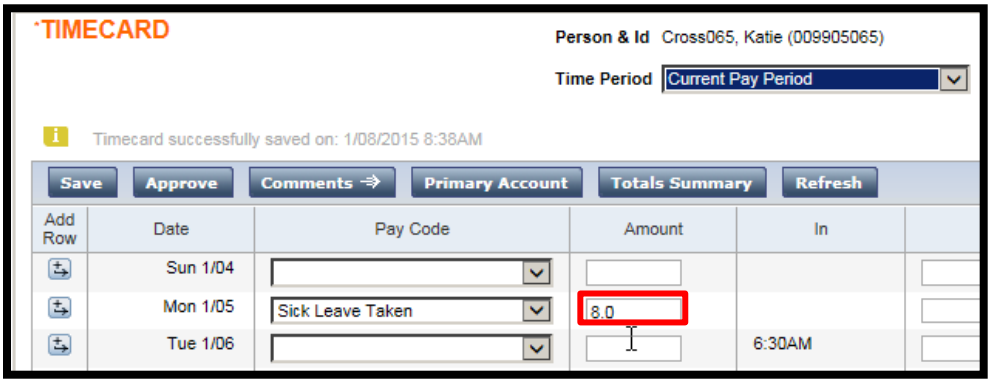



**3.** From the **Pay Code** drop-down list, select the appropriate pay code.



## Change/Correct a Pay Code or Leave Hours

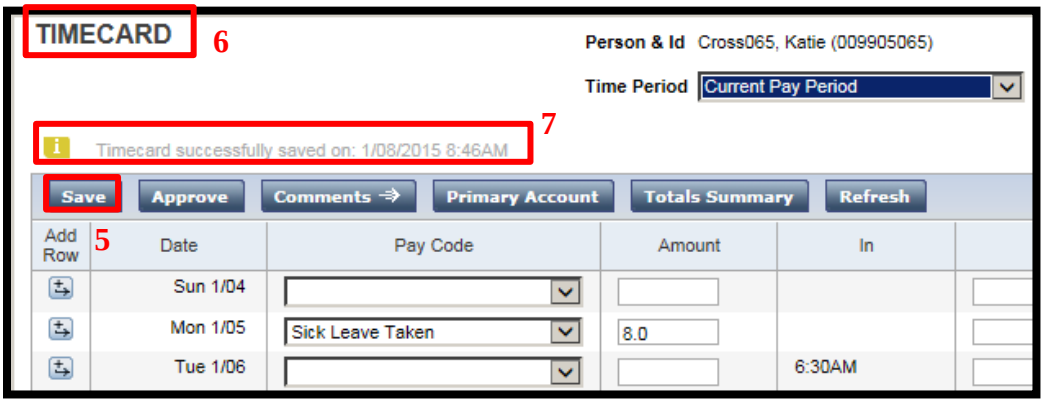
**4.** If needed, modify the hours in the **Amount** field.




**5.** Click **Save**.

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

**7.** CalTime will show that the "**Timecard successfully saved**".



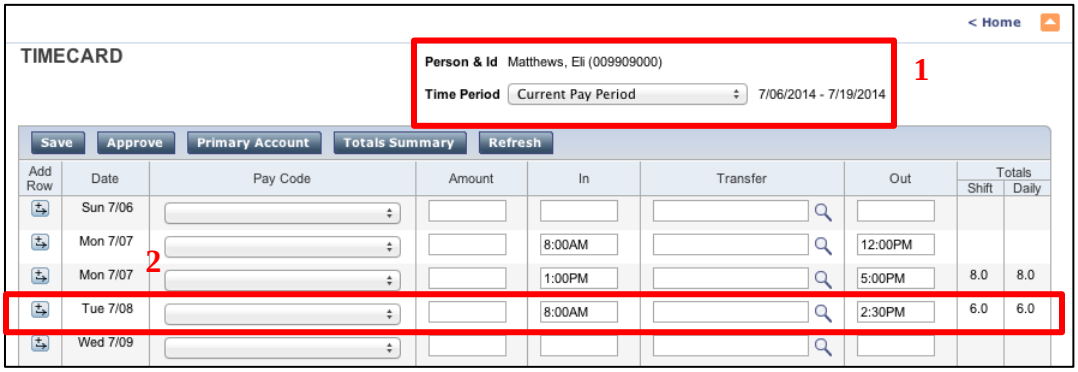

### Creating New Rows in the Timecard for Multiple Entries in a Day (Example involving Leave Entry)

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.

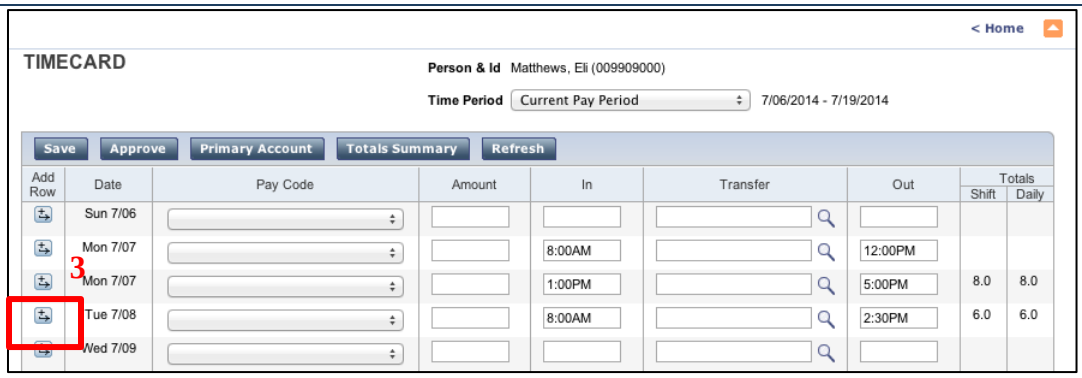
## Adding a Timecard Row for Additional Entries

**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** drop list.

**2.** You enter time worked from 8 to 2:30pm. Since you have worked more than 6 hours, CalTime applies the automatic lunch deduction.

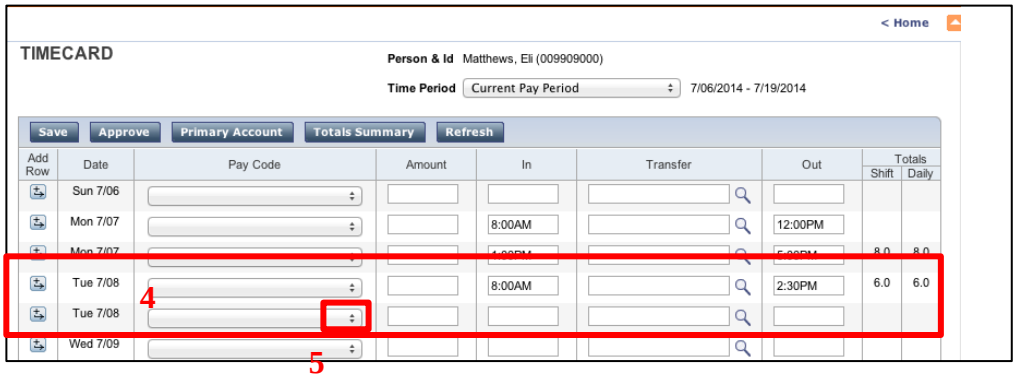



**3.** To add your sick time, you need to add a new row. Click on the "**Insert Row**" button to the left of the appropriate date.



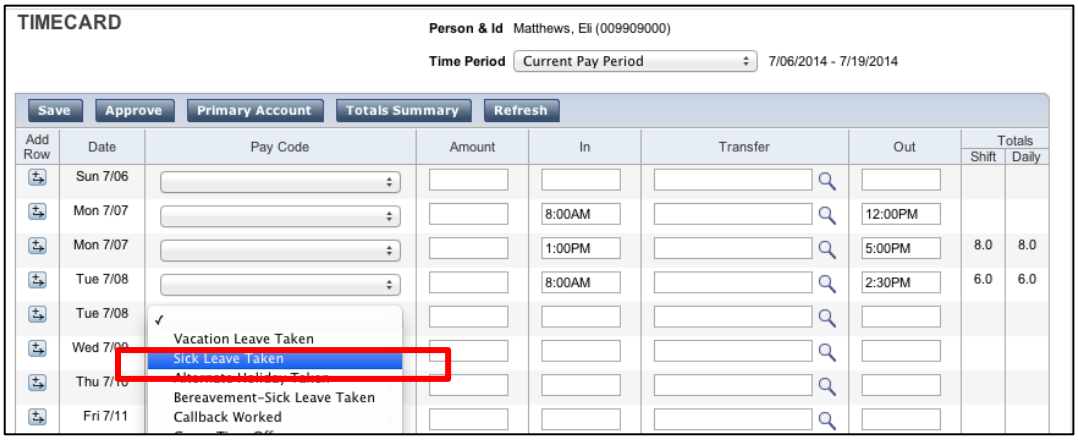

**4.** CalTime will add a new row for the same day.

**5.** You can now enter the second leave for that day in the new row. Click on the Pay Code drop-list arrow to select the appropriate leave.

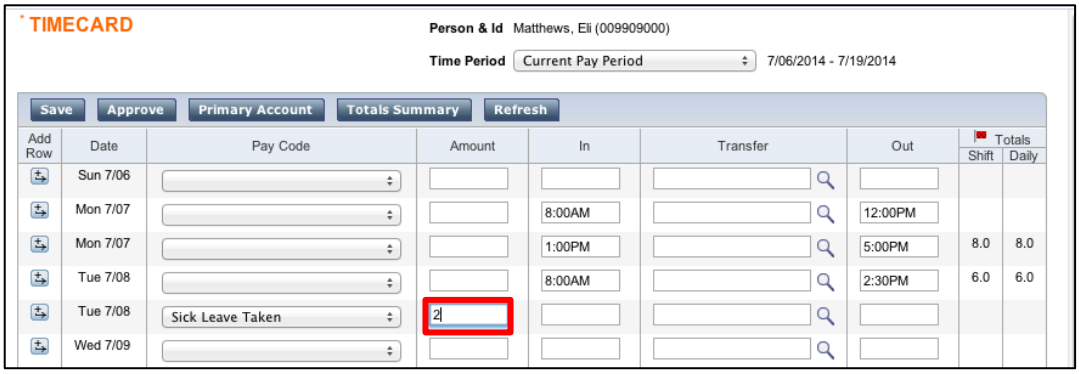


## Adding a Timecard Row for Additional Entries

**6.** From the Pay Code dropdown list, select the appropriate leave.




**7.** Enter the leave hours taken in the amount field.

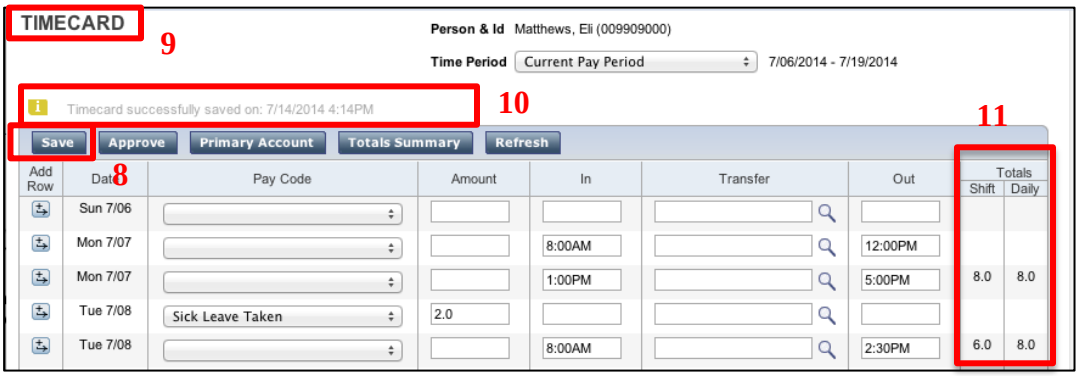



**8.** Click **Save**.

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

**10.** CalTime will show that the "**Timecard successfully saved**".

**11.** Your "**Shift**" and "**Daily**" totals account for 8 hours.

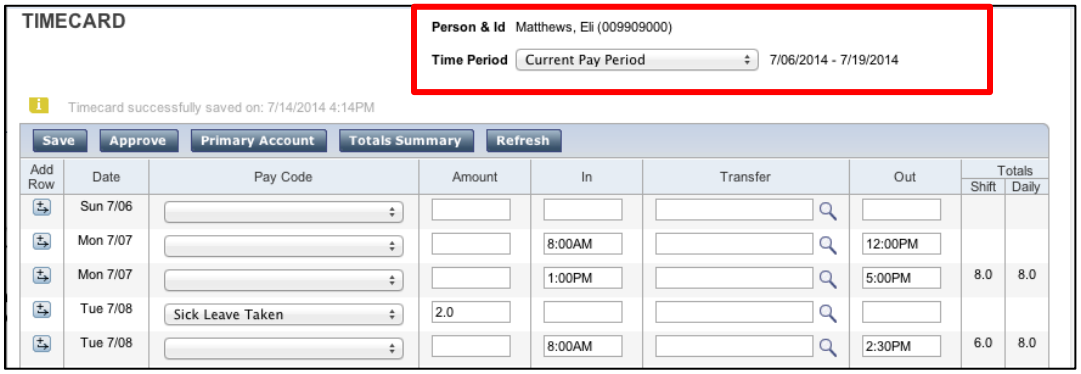



### Removing the Added Row Used for Leave Entry

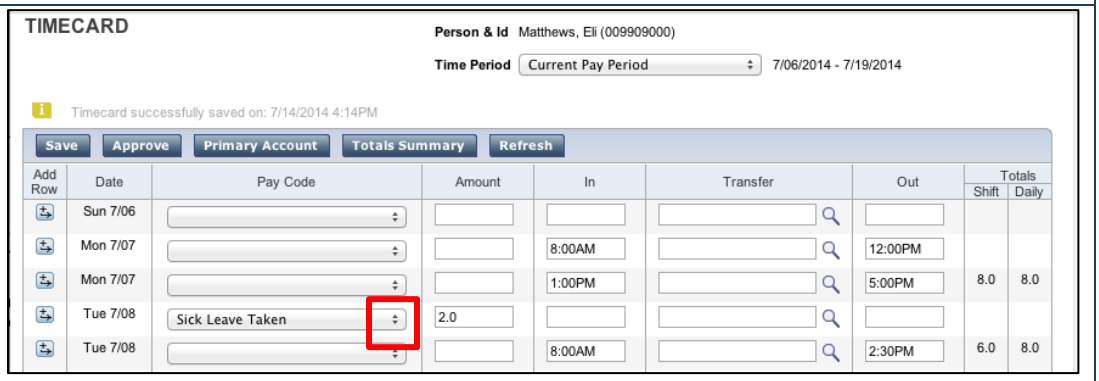
These are procedures for removing the added row used for leave entry. In the example where we originally entered sick time for a doctor's appointment, the appointment was cancelled.

## Removing One of the Multiple Leave Entries

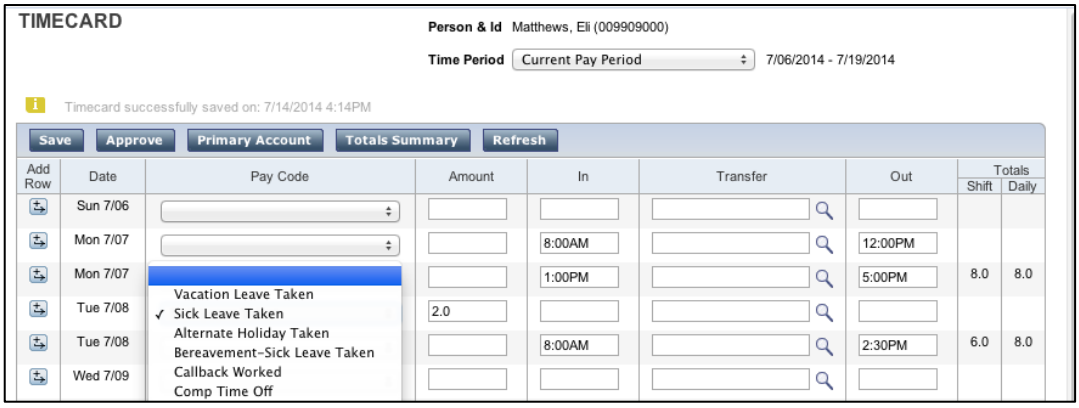
**1.** Ensure that you are in the correct pay period.




**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.

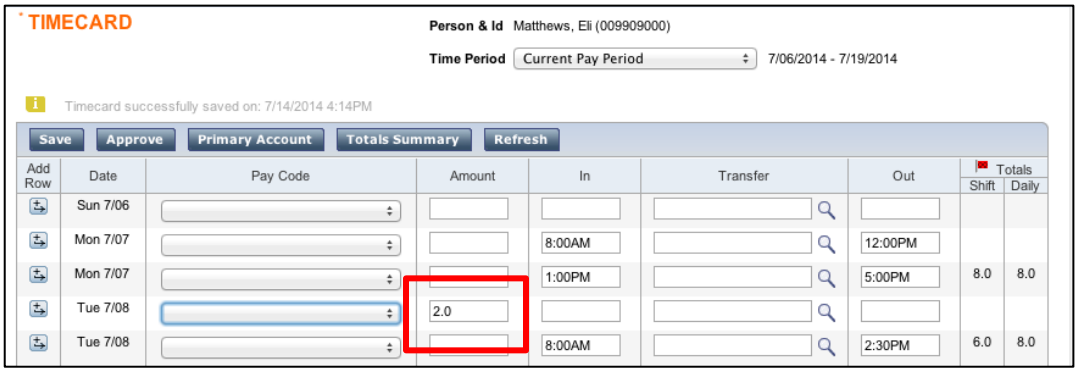



**3.** Select the blank row at the top of the pay code list (shown as a blue bar)

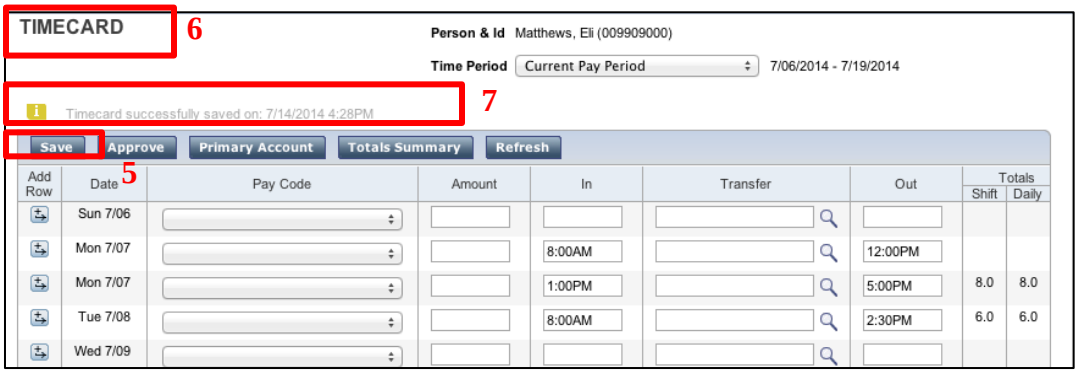


## Removing One of the Multiple Leave Entries

4. Select the hours in the **Amount** field and use the delete or backspace button to erase the amount.




5. Click **Save**.
6. After saving, the word "**Timecard**" will change from orange to black.
7. CalTime will show that the "**Timecard successfully saved**".
8. Enter changes to your timecard to account for the remainder of your day.




### 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

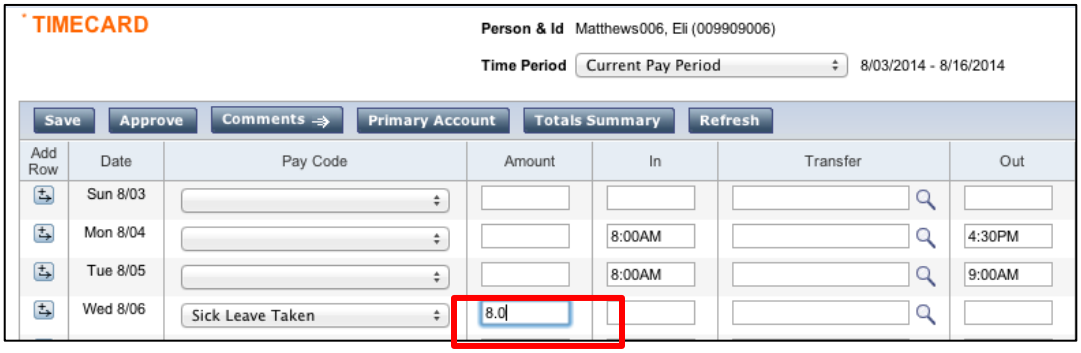
Comments can be added to any pay code or time entry (in punch, out punch or pay code amount). The available comments are predefined and are accessible from a dropdown list. You may use a comment when it is pertinent to your situation. Comments, while available, are not required.

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

## Adding Comments For Leave Entered

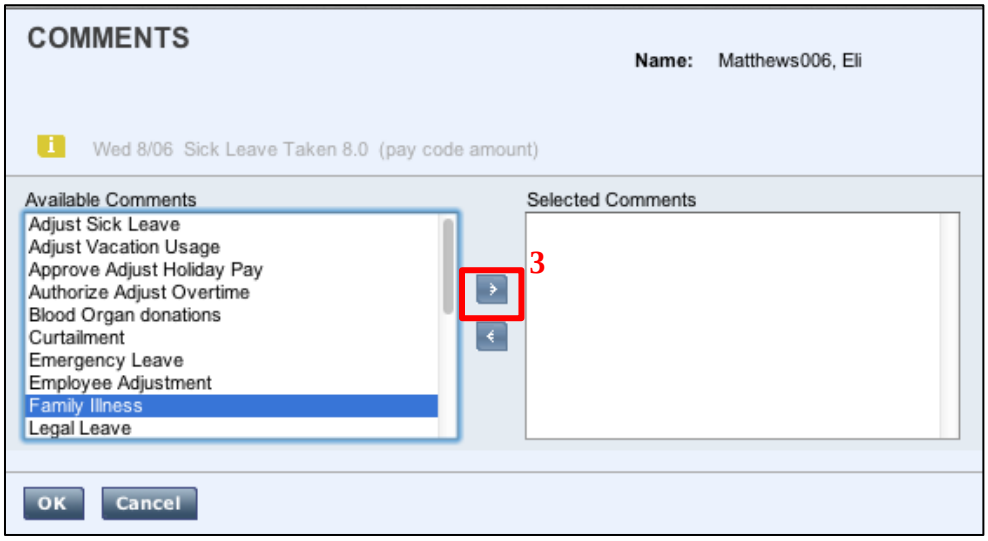
In this example, you take sick leave to care for your sick child.

**1.** To add a comment to the leave entry, click on the "**Comments**" button after you have entered leave amount.



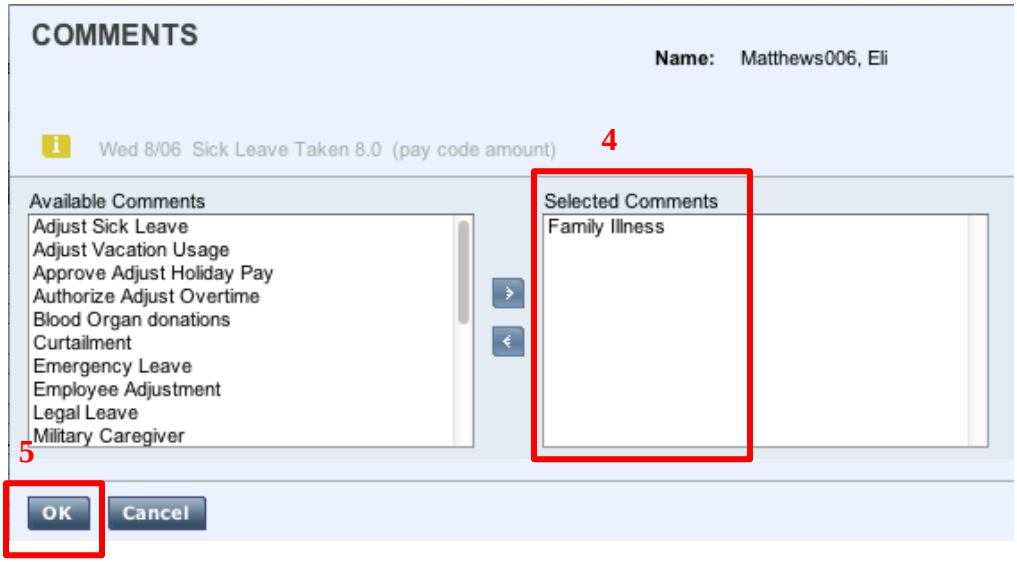

**2.** Click on the appropriate comment (shown highlighted in blue)

**3.** Then click on the right-pointing arrow.




**4.** CalTime will place the comment in the "**Selected Comment**" section.

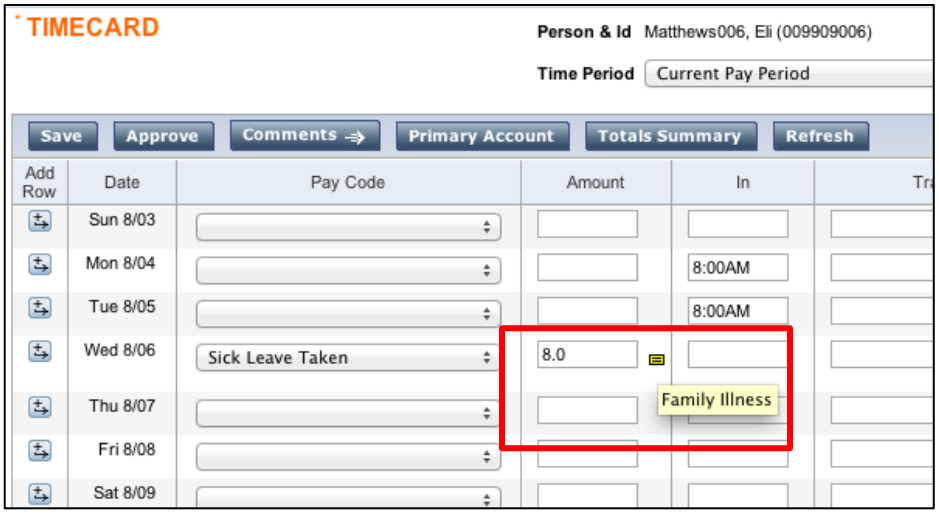
**5.** Click "**OK**"



## Adding Comments For Leave Entered

**6.** When you return to your timecard view, you will see a **Comments icon** next to the "**In**" cell.

If you hover your mouse pointer over the icon, CalTime will display the "Family Illness" comment.



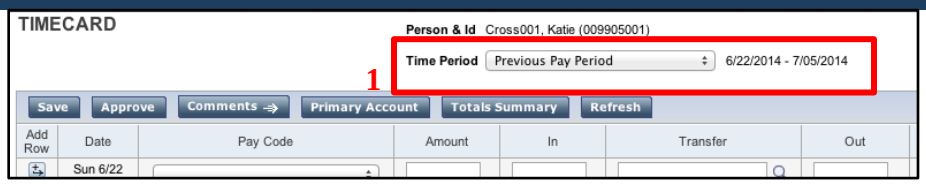

### Deleting Comments Entered

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.

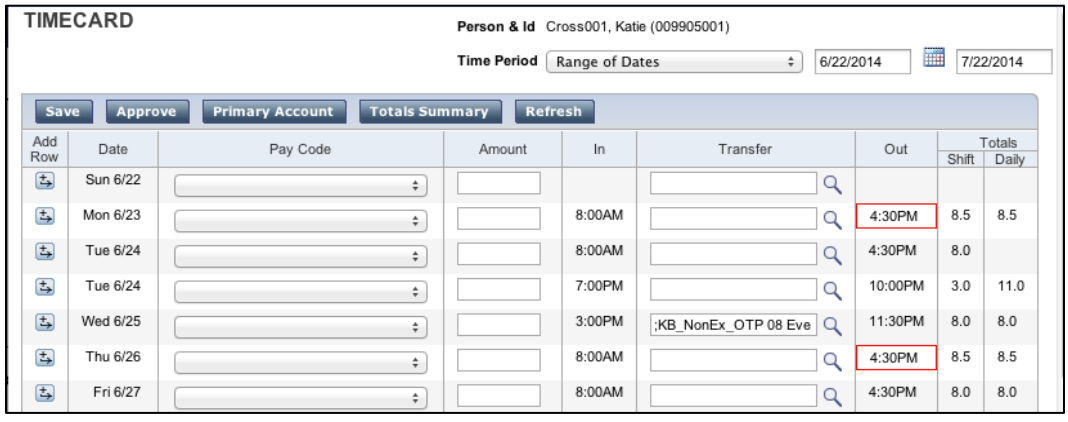
# Reviewing Your Timecard

## Reviewing Your Timecard

**1.** From the Timecard, ensure that you are accessing the correct time period.



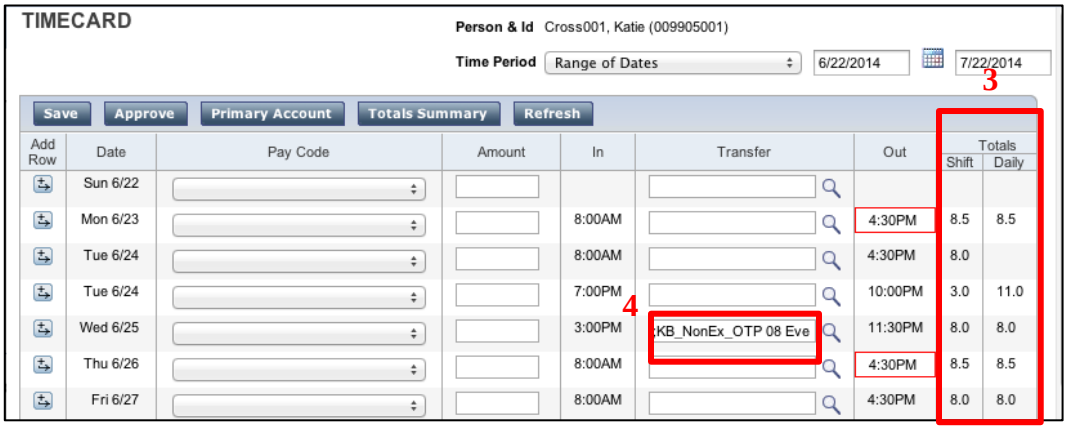

**2.** Ensure all your "**In**" and "**Out**" punches are correct.



## Reviewing Your Timecard

**3.** Check your "**Shift**" and "**Daily**" totals to ensure that they add up to the hours of expected work.

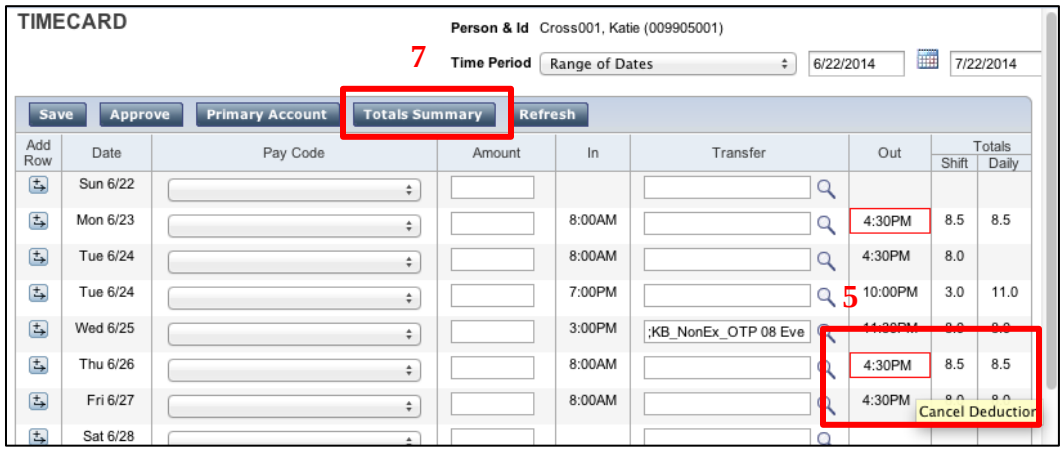
**4.** If you worked outside your regular schedule (*e.g.*, you worked night instead of day), make sure that your supervisor has entered a work rule transfer that will give you the proper overtime and shift differentials.




**5.** If you see red boxes on your timecard, you may hover your cursor on the red box. CalTime will tell you what the red box means.

**6.** If you skipped a lunch or took a longer lunch, make sure you or your supervisor made the proper adjustments.

**7.** To review your overtime, comp time, shift differential, etc., click on the "**Totals Summary**" button.



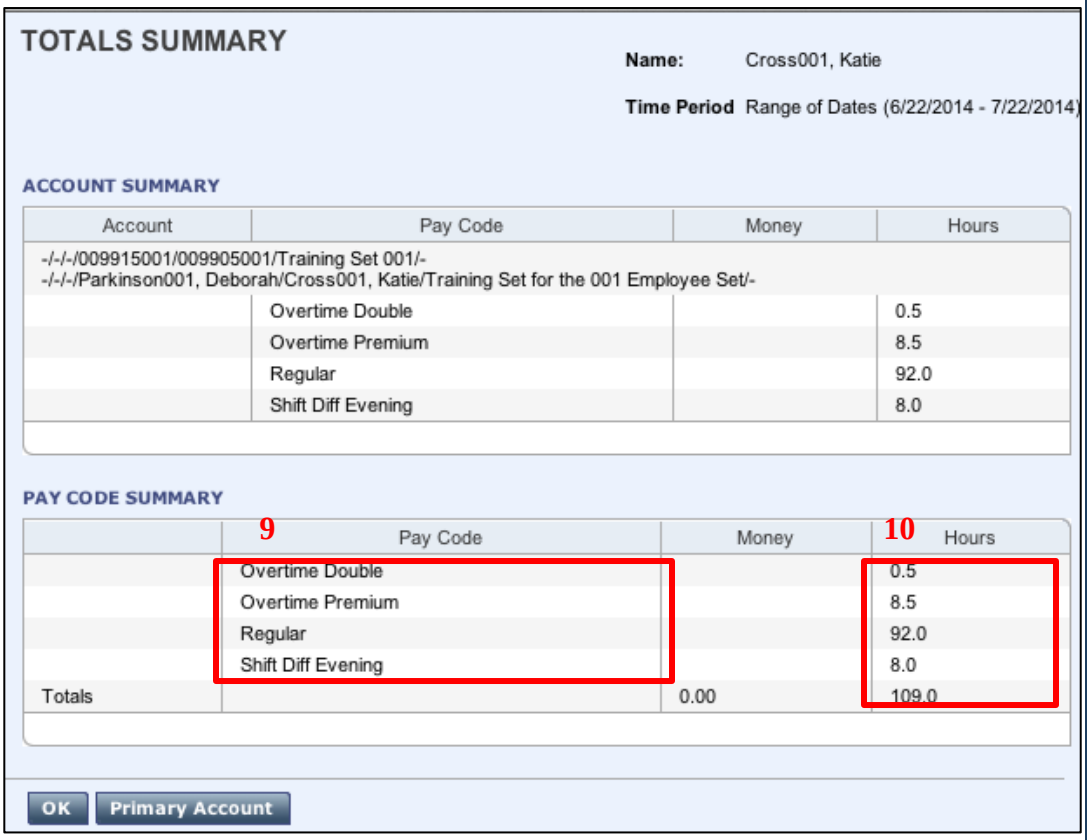
## Reviewing Your Timecard

**8.** CalTime displays a **Totals Summary** window.

**9.** Review the **Pay Code Summary** section. Ensure that the proper pay codes are used.

**10.** Review the (total) hours

**11.** If you find any discrepancies, notify your supervisor.



TOTALS SUMMARY

**Name:** Cross001, Katie

**Time Period** Range of Dates (6/22/2014 - 7/22/2014)

ACCOUNT SUMMARY

| Account | Pay Code | Money | Hours |
|---|---|---|---|
| -/-/-/009915001/009905001/Training Set 001/-<br>-/-/-/Parkinson001, Deborah/Cross001, Katie/Training Set for the 001 Employee Set/- | | | |
| | Overtime Double | | 0.5 |
| | Overtime Premium | | 8.5 |
| | Regular | | 92.0 |
| | Shift Diff Evening | | 8.0 |

PAY CODE SUMMARY

| | 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.

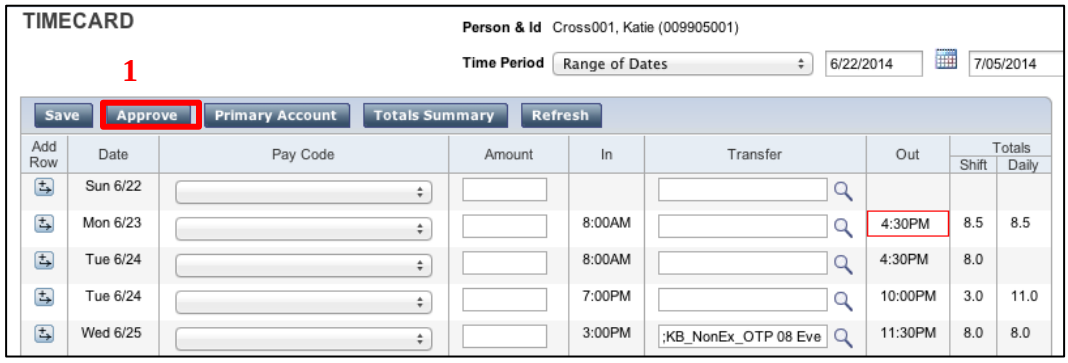
**The deadline for timecard approval is the employee's last work day of the biweekly pay period (which closes on Saturday at 11:59 pm.** For example, if your last day worked is Friday, you should review and approve your timecard by end of day Friday.

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.

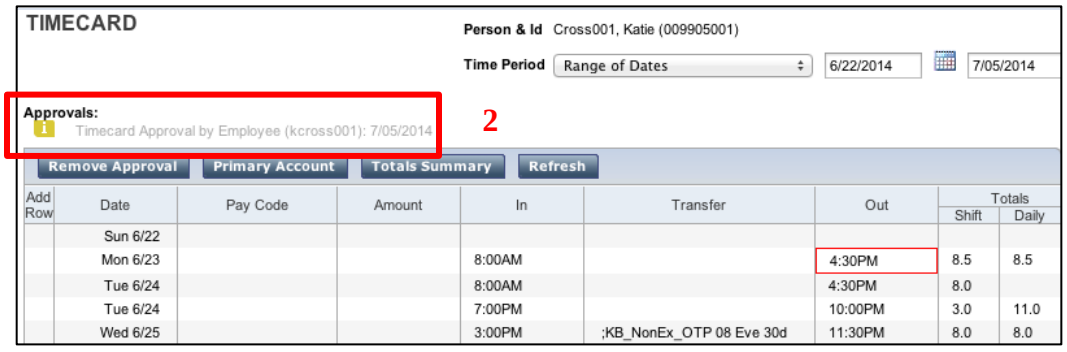
**ALERT:**
If you need to make leave entries or adjustments and your timecard is locked, notify your supervisor so that corrective action can be taken.

## Timecard Approval

**1.** If the timecard is complete and accurate click on the "**Approve**" button.




**2.** Once approved, a confirmation appears.



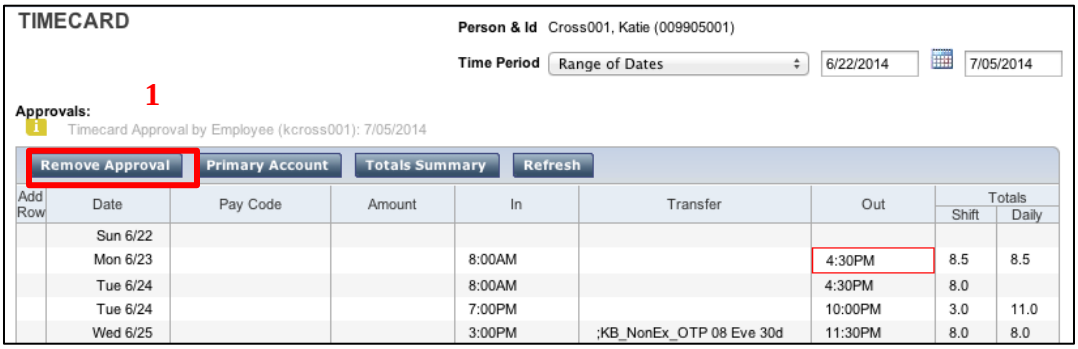

## Employee Removing Timecard Approval

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

**1.** To remove timecard approval, click on the "**Remove Approval**" button.

**2.** Once approval is removed, update your timecard and then click the "**Approval**" button.




## 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

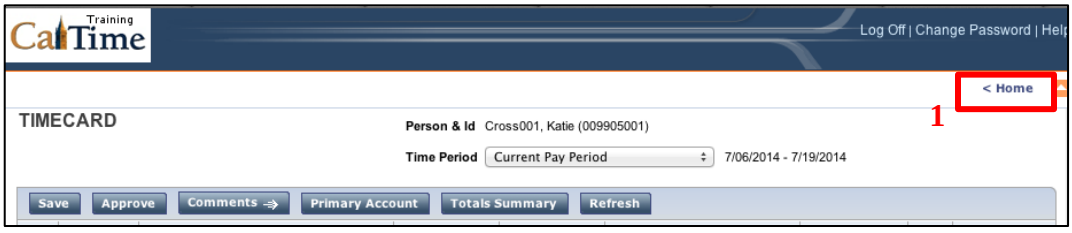
### Time Detail Report – Timecard Information

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 Detail Report

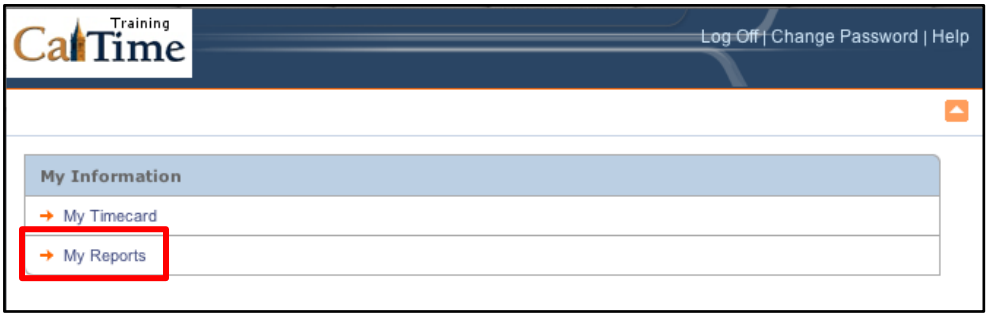
**1.** Go to the **Home** screen shown.

Depending on where you are within the CalTime application, you can click on "**Home**" to get to the home screen.

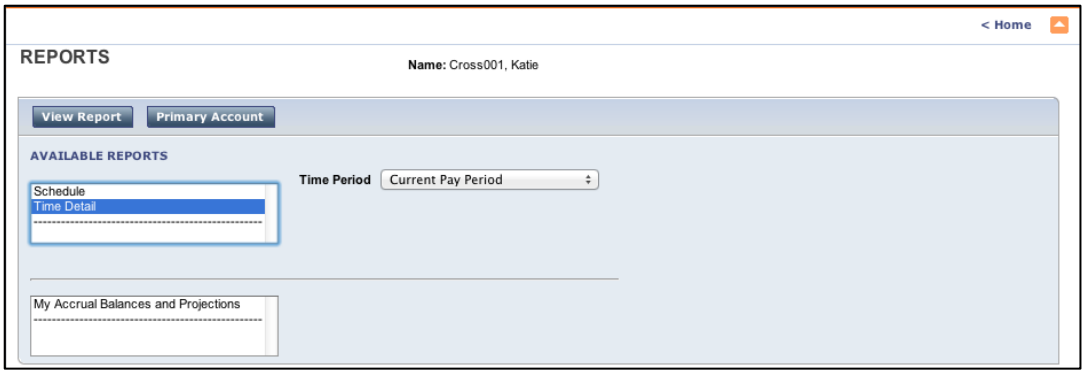


## Viewing the Time Detail Report

**2.** From the home screen, click on "**My Reports**"

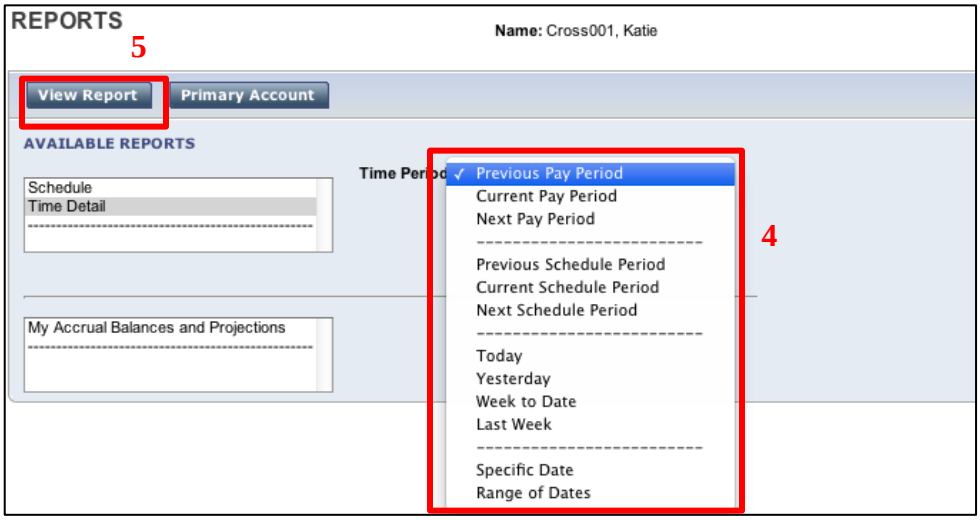



**3.** Select "**Time Detail**" (highlighted in blue)




**4.** Select the **Time Period** from the drop-down list for the period you wish to view.

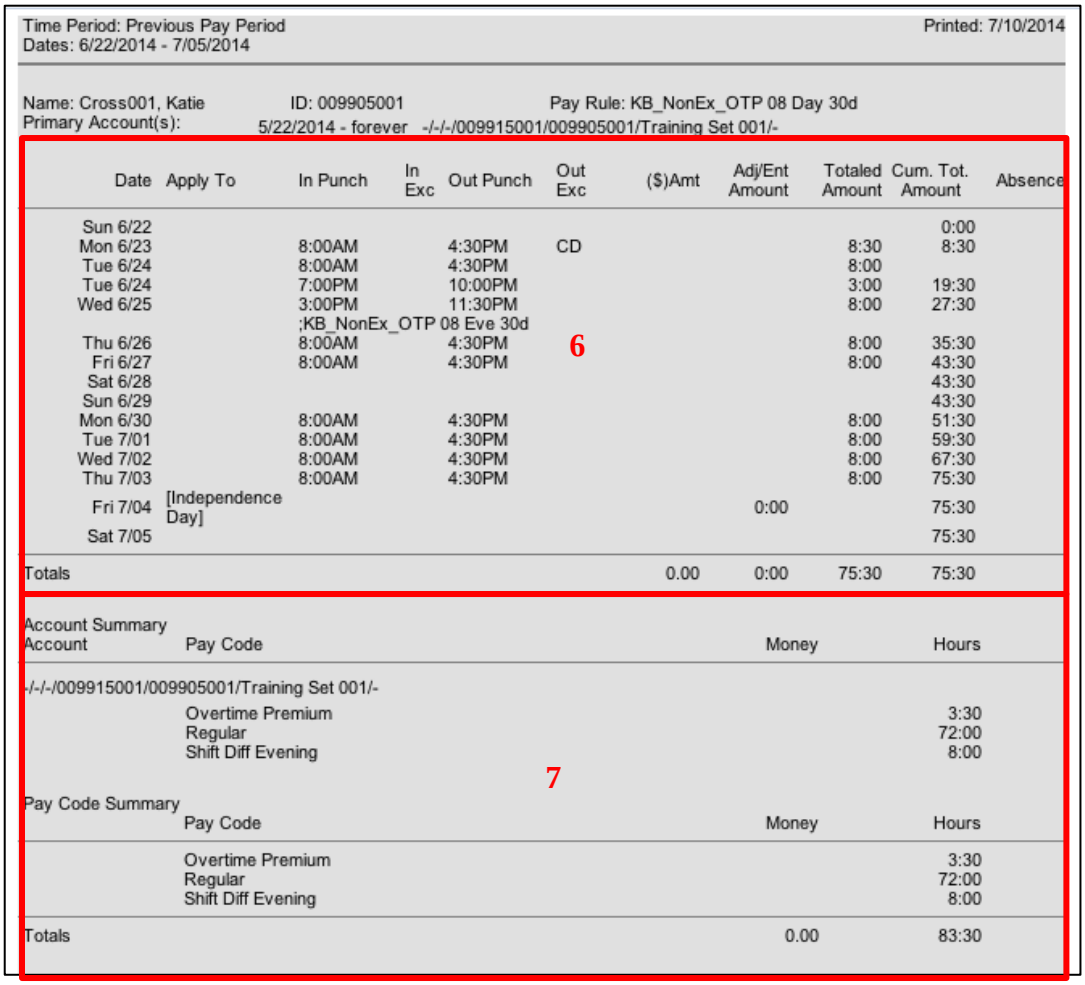
**5.** Then click the **View Report** button.



## Viewing the Time Detail Report

**6.** The top portion of the report shows the time entry and any leave. It also shows work rule transfers performed by your supervisor.

**7.** The bottom portion of the report shows the totals for overtime, comp time, regular time, and shift differential.



Time Period: Previous Pay Period
Dates: 6/22/2014 - 7/05/2014
Printed: 7/10/2014

Name: Cross001, Katie ID: 009905001 Pay Rule: KB_NonEx_OTP 08 Day 30d
Primary Account(s): 5/22/2014 - forever -/-/-/009915001/009905001/Training Set 001/-

| Date | Apply To | In Punch | In Exc | Out Punch | Out Exc | ($)Amt | Adj/Ent Amount | Totaled Amount | Cum. Tot. Amount | Absence |
|---|---|---|---|---|---|---|---|---|---|---|
| Sun 6/22 | | | | | | | | | 0:00 | |
| Mon 6/23 | | 8:00AM | | 4:30PM | CD | | | 8:30 | 8:30 | |
| Tue 6/24 | | 8:00AM | | 4:30PM | | | | 8:00 | | |
| Tue 6/24 | | 7:00PM | | 10:00PM | | | | 3:00 | 19:30 | |
| Wed 6/25 | | 3:00PM | | 11:30PM | | | | 8:00 | 27:30 | |
| | | ;KB_NonEx_OTP 08 Eve 30d | | | | | | | | |
| Thu 6/26 | | 8:00AM | | 4:30PM | 6 | | | 8:00 | 35:30 | |
| Fri 6/27 | | 8:00AM | | 4:30PM | | | | 8:00 | 43:30 | |
| Sat 6/28 | | | | | | | | | 43:30 | |
| Sun 6/29 | | | | | | | | | 43:30 | |
| Mon 6/30 | | 8:00AM | | 4:30PM | | | | 8:00 | 51:30 | |
| Tue 7/01 | | 8:00AM | | 4:30PM | | | | 8:00 | 59:30 | |
| Wed 7/02 | | 8:00AM | | 4:30PM | | | | 8:00 | 67:30 | |
| Thu 7/03 | | 8:00AM | | 4:30PM | | | | 8:00 | 75:30 | |
| Fri 7/04 | [Independence Day] | | | | | | 0:00 | | 75:30 | |
| Sat 7/05 | | | | | | | | | 75:30 | |
| Totals | | | | | | 0.00 | 0:00 | 75:30 | 75:30 | |

Account Summary

| Account | Pay Code | Money | Hours |
|---|---|---|---|
| -/-/-/009915001/009905001/Training Set 001/- | | | |
| | Overtime Premium | | 3:30 |
| | Regular | | 72:00 |
| | Shift Diff Evening | | 8:00 |

7

Pay Code Summary

| Pay Code | Money | Hours |
|---|---|---|
| Overtime Premium | | 3:30 |
| Regular | | 72:00 |
| Shift Diff Evening | | 8:00 |
| Totals | 0.00 | 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 non-exempt 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.

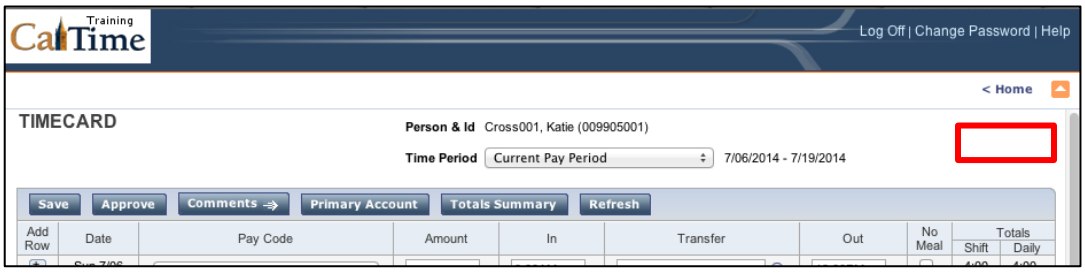
- Aside from accruals earned, in certain cases, there are changes to leave balance in CalTime via the information passed from PPS. For example if Leave without Pay, Catastrophic Leave, or Military Leave are taken, leave balances will be adjusted accordingly.

## Viewing the Accrual Balance Report

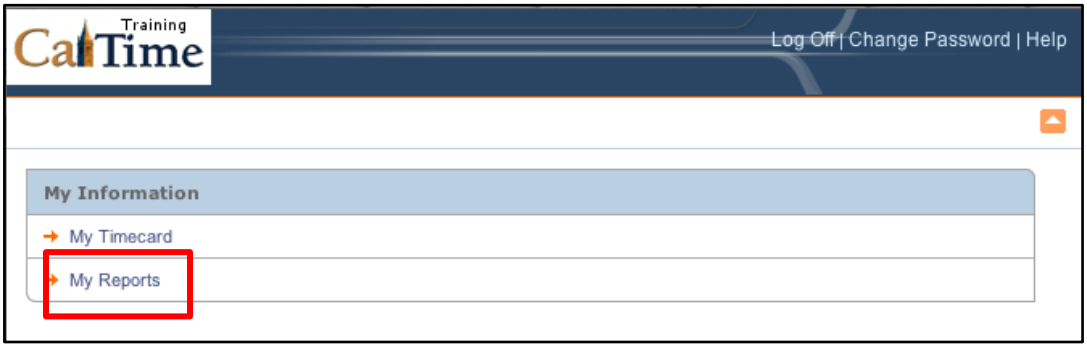
**NOTE:**
The report is titled "My Accrual Balance and Projections". Please note that CalTime does not provide projections.

### Viewing the Accrual Balance and Projections Report

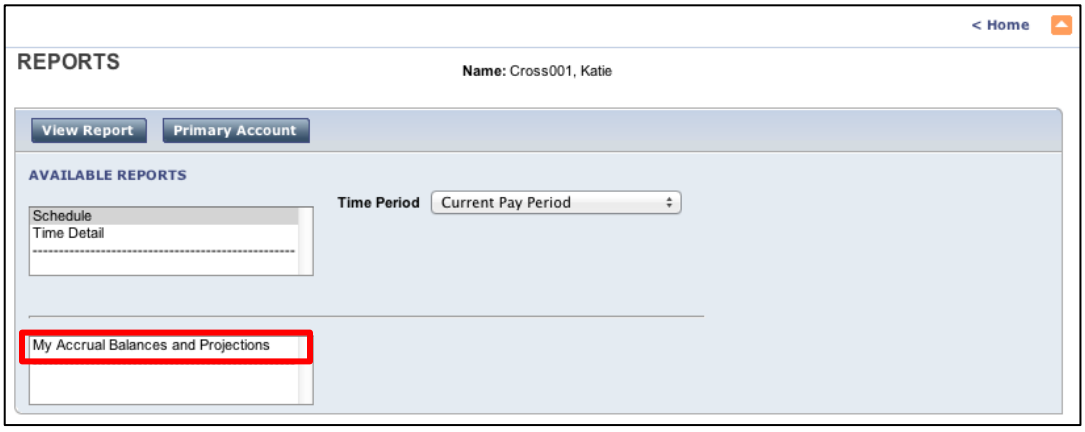
**1.** Go to the home screen shown in step 2. Depending on where you are within the CalTime application, you can click on "**Home**" to get to the home screen.




**2.** From the home screen, click on "**My Reports**"

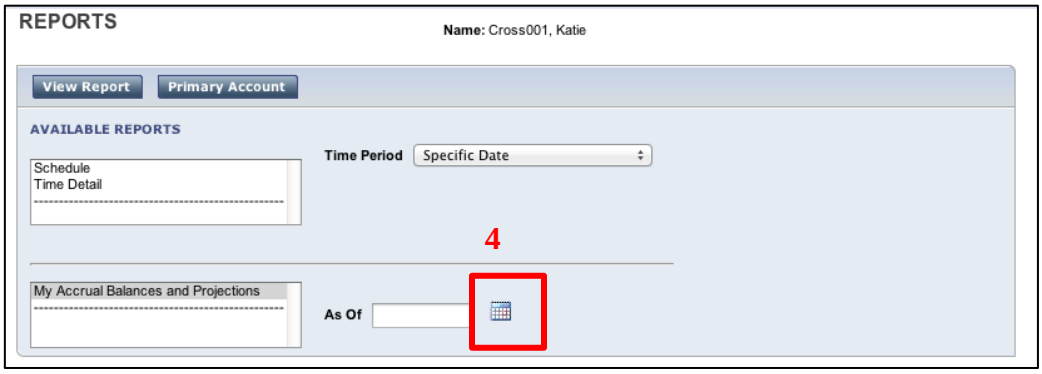



**3.** Select "**My Accrual Balances and Projections**"



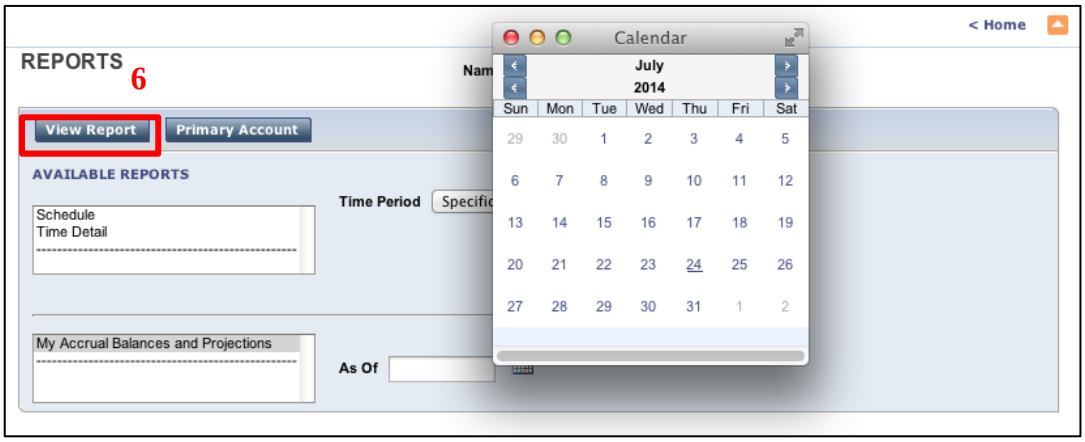
## Viewing the Accrual Balance and Projections Report

**4.** Enter the **As Of** date for your report by clicking on the calendar icon.



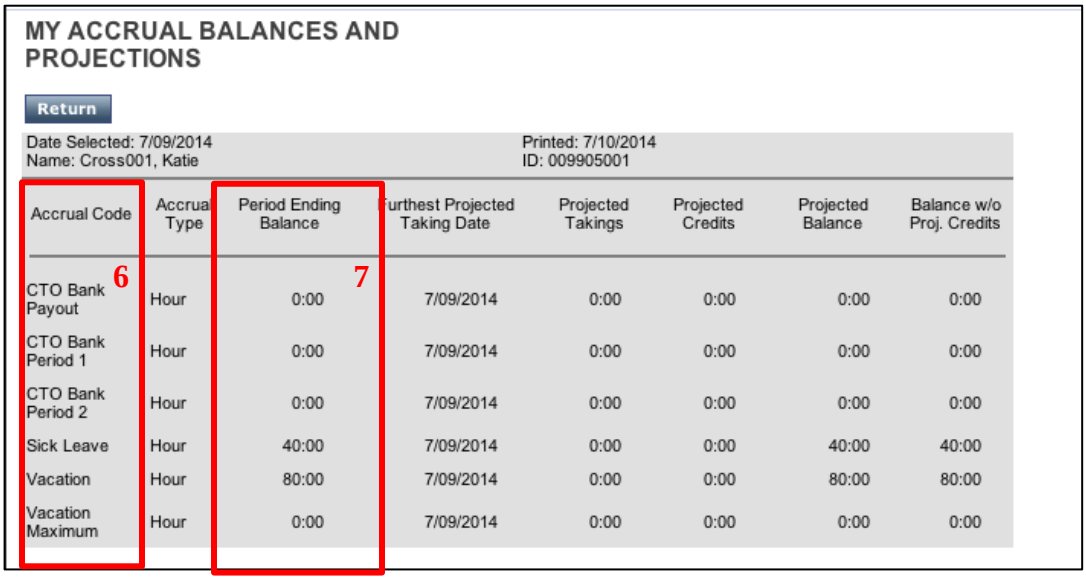

**5.** CalTime will present a calendar. From the calendar, select the **As Of** date.

**6.** Then click on the "**View Report**" button.




**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 BALANCES AND PROJECTIONS

Return

Date Selected: 7/09/2014
Name: Cross001, Katie
Printed: 7/10/2014
ID: 009905001

| Accrual Code | Accrual Type | Period Ending Balance | Furthest Projected Taking Date | Projected Takings | Projected Credits | Projected Balance | Balance w/o Proj. Credits |
|---|---|---|---|---|---|---|---|
| CTO Bank Payout | Hour | 0:00 | 7/09/2014 | 0:00 | 0:00 | 0:00 | 0:00 |
| CTO Bank Period 1 | Hour | 0:00 | 7/09/2014 | 0:00 | 0:00 | 0:00 | 0:00 |
| CTO Bank Period 2 | Hour | 0:00 | 7/09/2014 | 0:00 | 0:00 | 0:00 | 0:00 |
| Sick Leave | Hour | 40:00 | 7/09/2014 | 0:00 | 0:00 | 40:00 | 40:00 |
| Vacation | Hour | 80:00 | 7/09/2014 | 0:00 | 0:00 | 80:00 | 80:00 |
| Vacation Maximum | Hour | 0:00 | 7/09/2014 | 0:00 | 0:00 | 0:00 | 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 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