WHAT YOU NEED TO KNOW
CalTime & biweekly pay

Non-exempt employees — Anytime PC reporting

What's changing?

On November 1, 2014 you will begin:

- **Using CalTime**, Berkeley's automated timekeeping system, to record the hours you work and the leave you take.
- **Getting paid every other Wednesday** (biweekly)

What are your responsibilities?

- **Record the hours you work** and the leave you take in CalTime. You will only be paid for the hours you report.
- **Tell your supervisor right away** if you have questions or need help with your timecard at any point during the pay cycle. Your supervisor has a very short window (one working day) in which to review, edit and approve all timecards.
- **Review and approve your timecard** at the end of your last workday or shift of the pay period. This tells your supervisor that you are done with your timecard.

How will you use CalTime?

- Login to CalTime using **any computer** connected to the Internet.
- **Record your hours worked and leave taken in CalTime at any time during the biweekly pay cycle.** (This is called "Anytime" reporting.) Record and review your hours regularly to make sure all of your hours and overtime are entered correctly.

How can CalTime help you?

- Receive pay and overtime more frequently—every two weeks.
- View your timecard and vacation/sick leave accruals.
- Your supervisor can view your timecard and assist you if you have questions.

When is your timecard due?

Approve your timecard at the end of your last work day of the pay period. If you do not approve your time card, your supervisor will have to follow up with you. The biweekly pay cycle is a two-week period that starts on a Sunday and ends on the second Saturday.

Pay period	Employee deadline	Supervisor deadline	Payday
Nov 1-8	Sat Nov 8	Mon Nov 10	Wed Nov 19
Nov 9-22	Sat Nov 22	Mon Nov 24 **by noon**	Wed Dec 3
Nov 23-Dec 6	Sat Dec 6	Mon Dec 8	Wed Dec 17
Dec 7-20	Wed Dec 17	Thu Dec 18 **by noon**	Tue Dec 30

How can you get ready for November 1?

- Go to CalTime training. Talk to your supervisor and check http://caltime.berkeley.edu/training for information.

  Your training date and location:
  _____

- Make sure you understand biweekly pay and how it will affect your paycheck. Visit http://controller.berkeley.edu/non-exempt-employee-transition.

Where to get help?

Start with your supervisor. Your supervisor is your main contact about your timecard.
Visit http://caltime.berkeley.edu/
for training materials, news, toolkits and updates.
Technical support Get help when you need it! Email caltime@berkeley.edu or call the Help Desk (510) 664-9000 press 1, then 1, then 2.

caltime.berkeley.edu

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Frequently asked questions

Am I required to approve my timecard?
Yes, you are required to review and approve your timecard at the end of your last workday or shift of the pay cycle. When you approve your time card, you are letting your supervisor know that you are done with it and that your hours worked and leave taken for the pay period are correct.

What will happen if I don't approve my time card by the deadline?
Your supervisor will need to follow up with you to ask you to approve. If you fail to approve your time card by the deadline, your supervisor or your unit's timekeeper may need to make time-consuming corrections later.

What am I verifying when I approve my timecard?
When you approve your time card, you are letting your supervisor know that your hours worked and leave taken for the pay period are correct. You are not verifying that your vacation/sick leave balances are correct. If you believe that any leave balances are incorrect, please let your supervisor know.

What do I do if I think my leave balances are incorrect?
If you believe that any leave balances are incorrect, please let your supervisor know. Your supervisor can contact your unit's timekeeper to check on this for you.

How are lunch breaks handled?
CalTime is preprogrammed to record a regular lunch break period (usually 60 minutes, but can be adjusted by the department). You won't need to record lunch breaks unless the time you have taken varies from the programmed time.

Will CalTime accurately record my hours?
CalTime records the work hours you submit. The system ensures that you can be paid accurately and in a timely manner every two weeks for actual time worked. The move to biweekly pay cycles requires a faster way to record and process work hours, so non-exempt employees can be paid more frequently. It is extremely important that you enter work hours before the end of the biweekly pay cycle so that you can be appropriately paid.

What if I make a mistake on my timecard?
In CalTime, you get paid based on the time you report working – so it is important to record your time accurately. If you can't fix the mistake yourself, let your supervisor know right away, and he or she may be able to correct it.

Can I use CalTime on my smartphone?
Using CalTime on your phone is not recommended. Some staff have reported successfully using CalTime on a smartphone but it is not supported.

If I am trying to use CalTime and something doesn't work, how can I get help?
Please let your supervisor know. You can also call the CalTime Help Desk at 510-664-9000 (press 1, then 1 again, then 2 – just follow the instructions on the menu).

Why CalTime?
CalTime is necessary to help us transition more than 10,000 non-exempt employees to biweekly pay—a UC system-wide requirement. Berkeley is the last UC campus to make this move.

caltime.berkeley.edu

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