CalTime

Non-Exempt RealTime Online 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 RealTime Online employees. Using a PC or Mac, a RealTime Online employee reports the time they start and stop work at **the actual time it happens or in RealTime**.

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 (if required by your department)
- See your overtime and shift differential
- Access your vacation, sick leave, comp time balances

If you are unsure if you are a Realtime Online Employee, please ask your supervisor.

Non-Exempt RealTime 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)

Depending on your department, you may also be required to approve your timecard.

Approval Requirement and Deadline

It is recommended that you approve your timecard on your last workday of the pay period, but departmental practices may vary. Please check with your supervisor to determine if timecard approval is required for your department.

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

By end of day 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.

The Basics

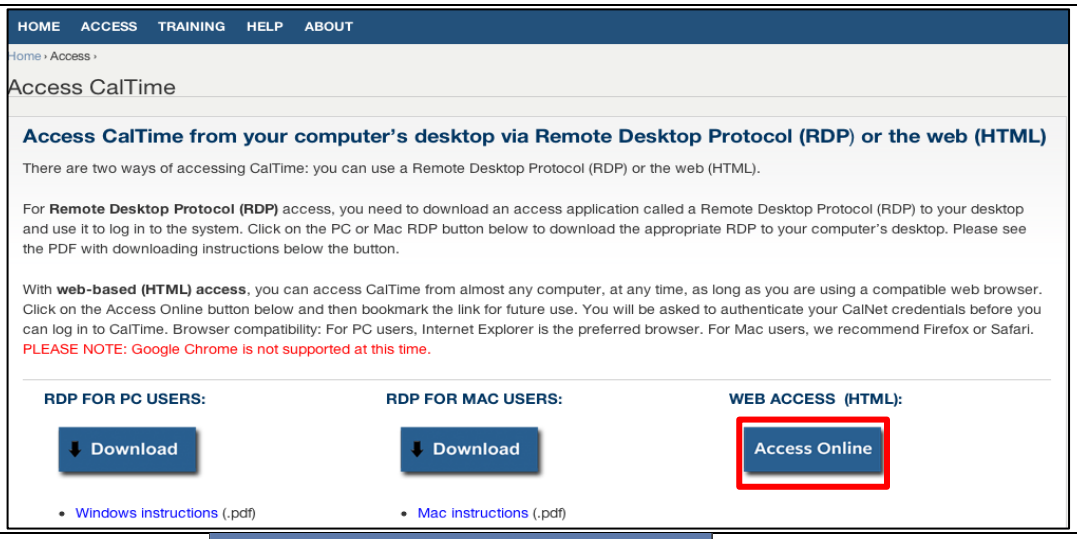
Log in to CalTime

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

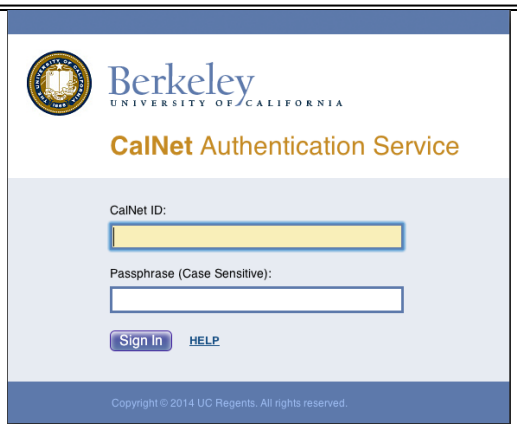
Note: Google Chrome is not supported at this time.

2. 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

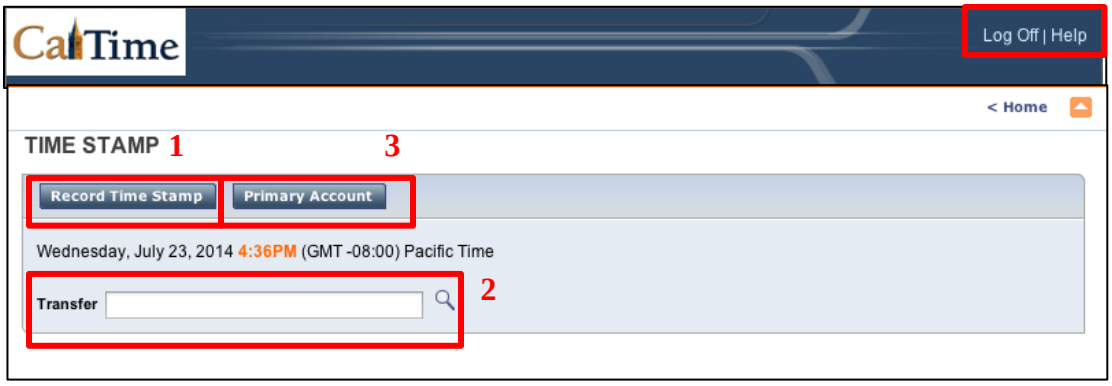


Time Stamp Screen

1. Once logged in, CalTime presents the **Time Stamp** screen, which is used for entering an "**In**" or "**Out**" time.

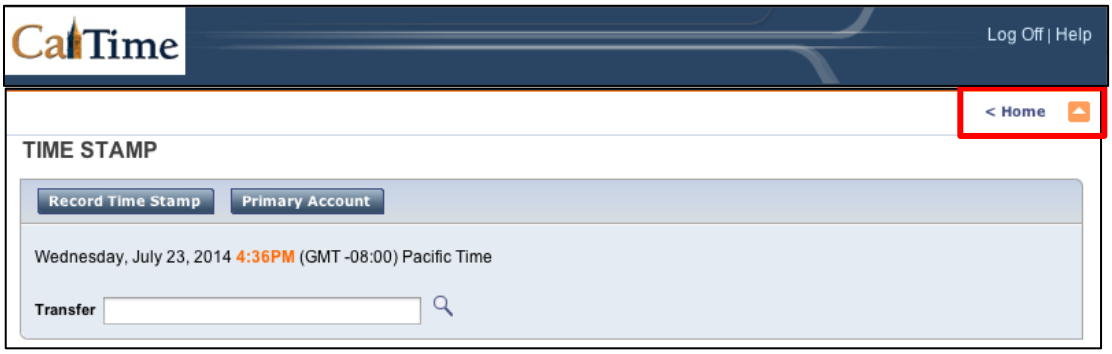
2. If you need to associate the time stamp to a particular job (if you have more than one), or a contract or grant, use the "**Transfer**" function.

3. "**Primary Account**" shows the Employee's account information: Employee's primary job, HCM supervisor & Employee ID.



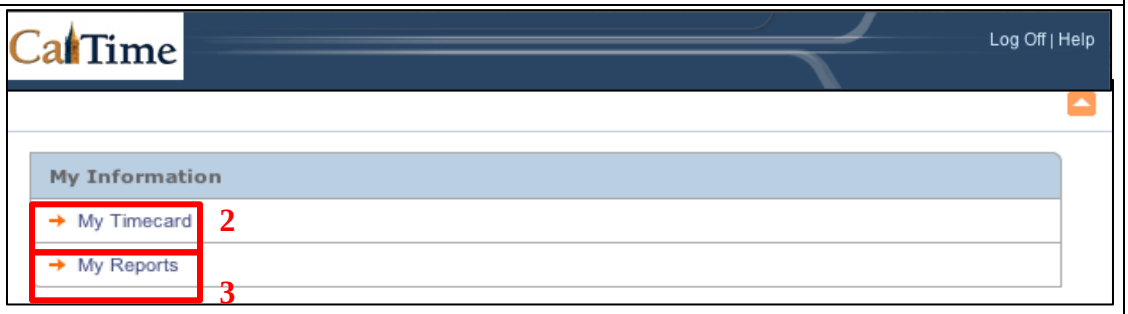
Accessing Your Timecard or Reports

1. In the upper right is the "**Home**" link, which gives you access to your timecard and reports. Click on the "**Home**" link.



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

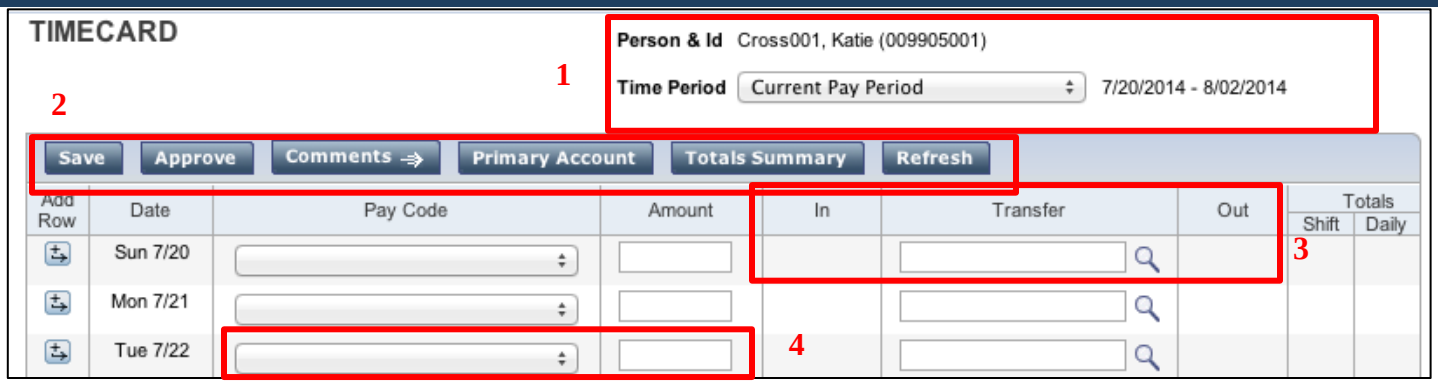
3. To access reports, click on "**My Reports**".



Introduction to the CalTime Timecard

As a RealTime Online employee, you will enter your time using the timestamp screen and enter leave directly into your 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 via Time Stamp 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.

Log Off 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.

Also available is **Help** information provided by our CalTime software vendor

ALERT:

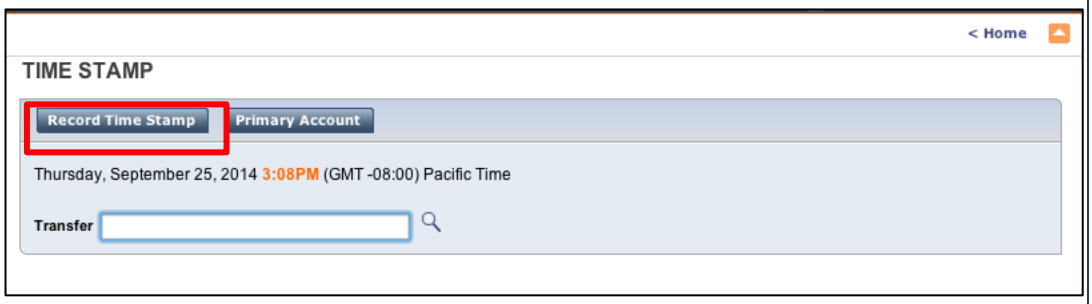
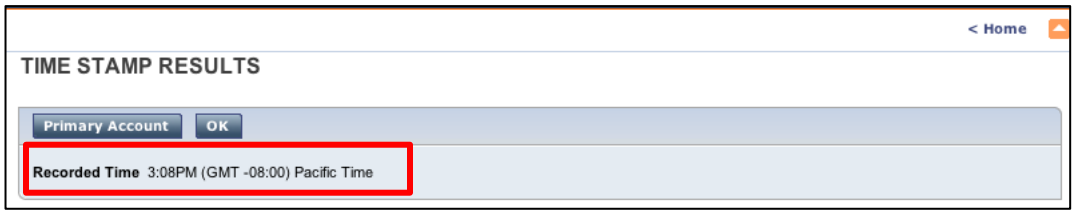
Do not just close your "window" to exit CalTime. You need to Log Off to properly exit CalTime.

Time Entry

Employee Entering Time

RealTime Online employees use a PC or Mac to record their start times and end times at the time they occur (RealTime).

NOTE:
In situations where you have to associate your time with a particular job (if you have more than one job), contract or grant, refer to the section entitled "Entering Time If You Work Multiple Jobs, or work on Contracts, or Grants."

Employee Entering Time	
1. Once the employee has successfully logged on, CalTime presents the **Time Stamp** screen. Use this screen to record your "In" and "Out" times by clicking on the "Record Time Stamp" button.	
2. After recording the time stamp, CalTime shows you the **Time Stamp Results**, including the **Recorded Time**.	

Rounding and Grace Periods for Time Entered

For start and end of each day/shifts, all time stamps collected via CalTime are rounded according to a seven-minute grace period before and after each quarter hour mark. The grace period is 7 minutes before the quarter hour and 7 minutes after the quarter hour.

Examples: If an employee punches in at 7:23am, the system records and displays the time in CalTime as

7:23am, but for the purposes of calculating the number of hours to be paid, the system will round the time (internally) to 7:30am. Similarly, if an employee punches out at 4:05pm, the system records and displays 4:05pm but will round the time internally to 4:00pm.

Here's a chart of how rounding and the grace period will be applied:

Grace Period (Punch in or out time)	Quarter Hour (Time Used to Calculate Pay)
:53 to :07 (e.g., 6:53am to 7:07am)	00 (e.g., 7:00am)
:08 to :22 (e.g., 7:08am to 7:22am)	15 (e.g., 7:15am)
:23 to :37 (e.g., 7:23am to 7:37am)	30 (e.g., 7:30am)
:38 to :52 (e.g., 7:38am to 7:52am)	45 (e.g., 7:45am)

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:

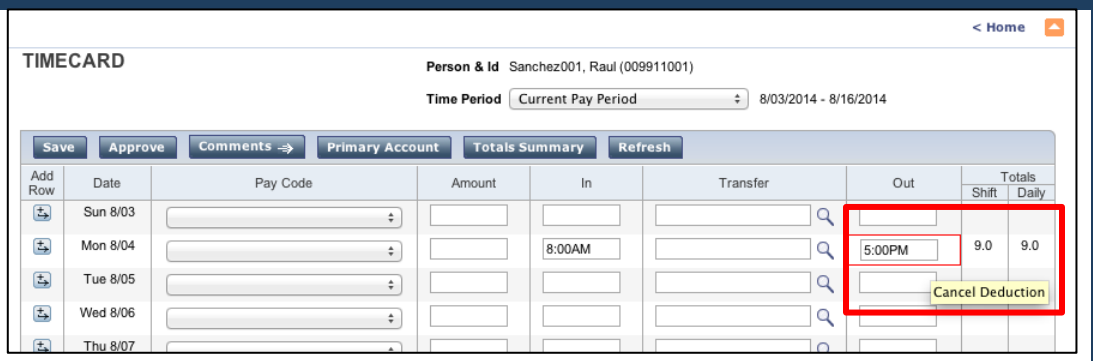
By law, you are required to take a lunch of at least 30 minutes after 5 hours of work.

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

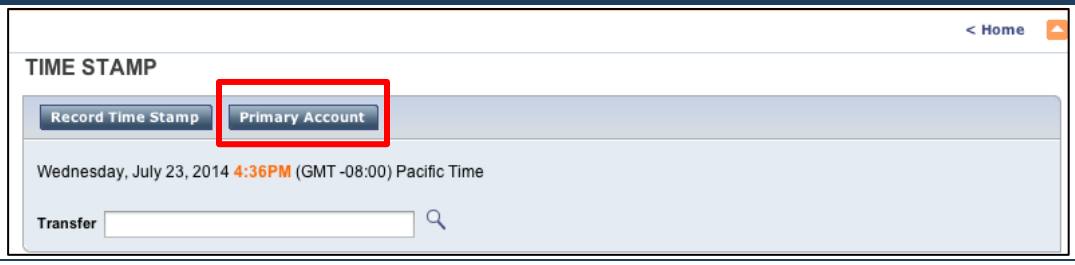
As a non-exempt employee, (if you have more than one job or if you work on contracts or grants) you will need to charge your time to different jobs, contracts or grants. Each could be tied to different funding sources or chartstrings.

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:

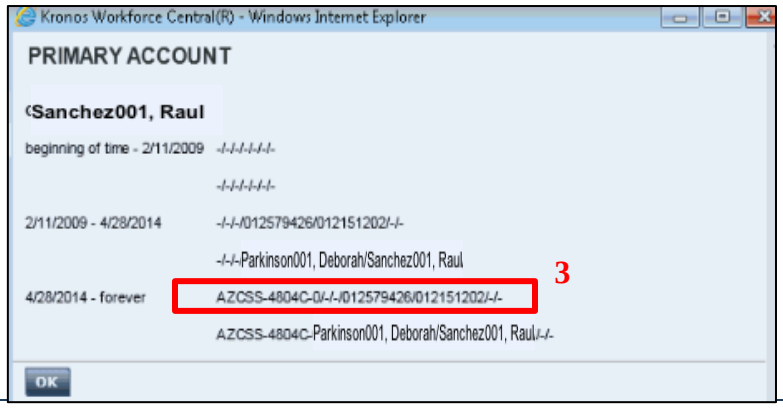
Determining Your Primary Job

1. To determine your primary job, click on the **Primary Account** button.



Determining Your Primary Job

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



Friendly Names

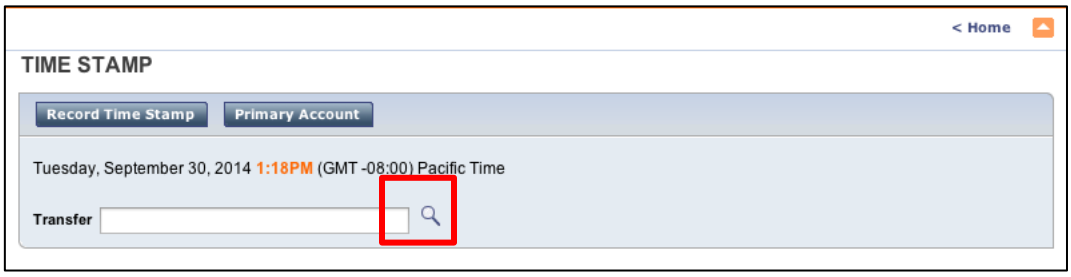
As you can see in the example above, the primary job is a series of codes and IDs, which some employees may not recognize as a particular job. In many cases, departments replace the default friendly name or primary job format (department ID, job code and employee record number) with a more recognizable 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, where 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.

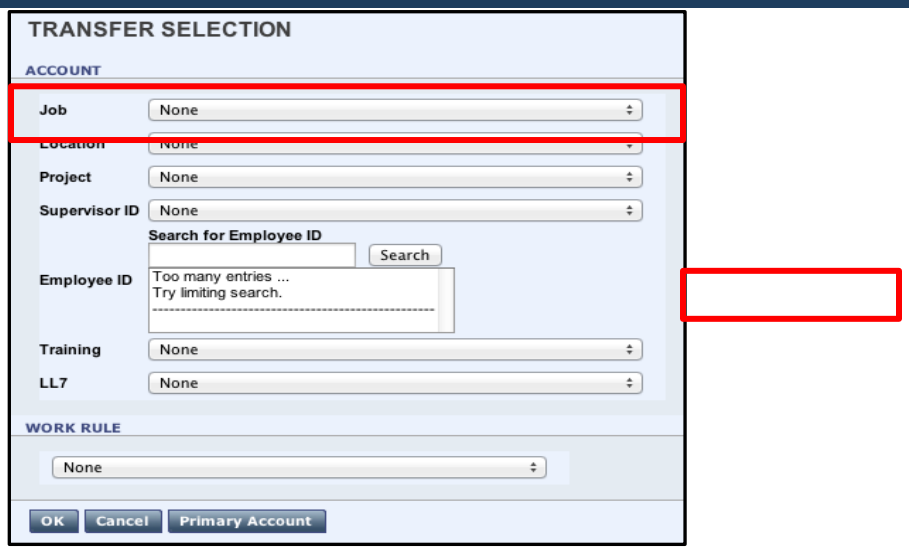
Entering Time If You Work Multiple Jobs, or work on a Contract, or Grant

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



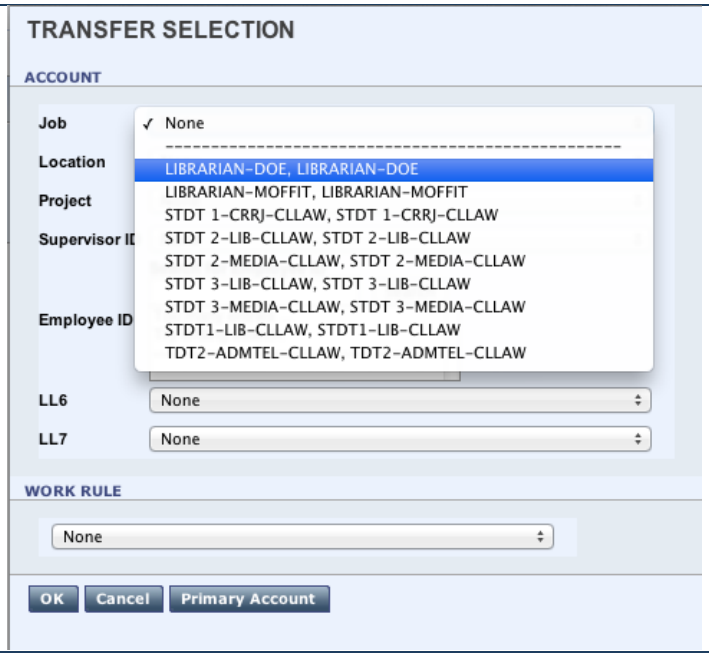
Entering Time If You Work Multiple Jobs, or work on a Contract, or Grant

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



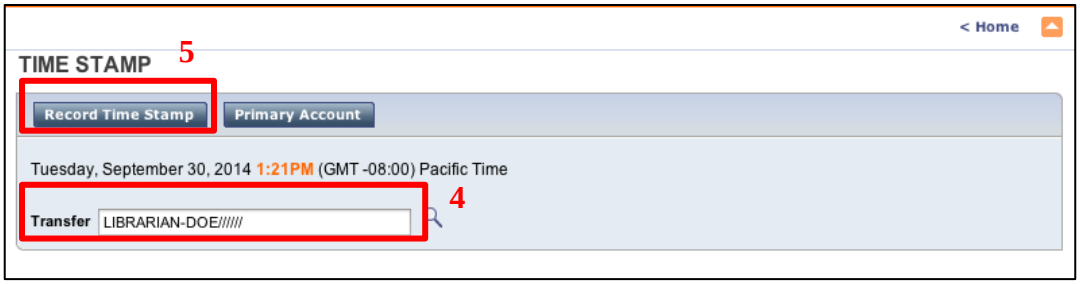
3. Select the job, contract or grant for the job shift that you are starting. Click "**OK**".

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 resolve the issue of selecting from the list.



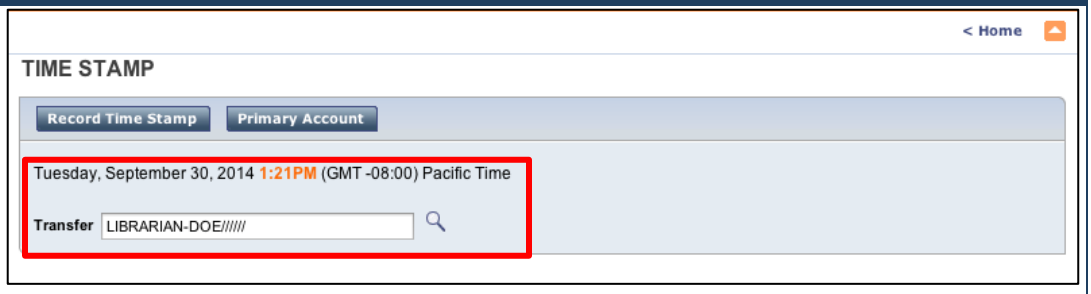
4. The job, contract or grant will appear in the "**Transfer**" field.

5. Then click on the "**Record Time Stamp**" button.



Entering Time If You Work Multiple Jobs, or work on a Contract, or Grant

6. CalTime displays the **Time Stamp** results: the recorded time and the job associated to that time.



Project Tracking

CalTime can be used to track hours worked by an employee on projects. During the punch in process, RealTime Online 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

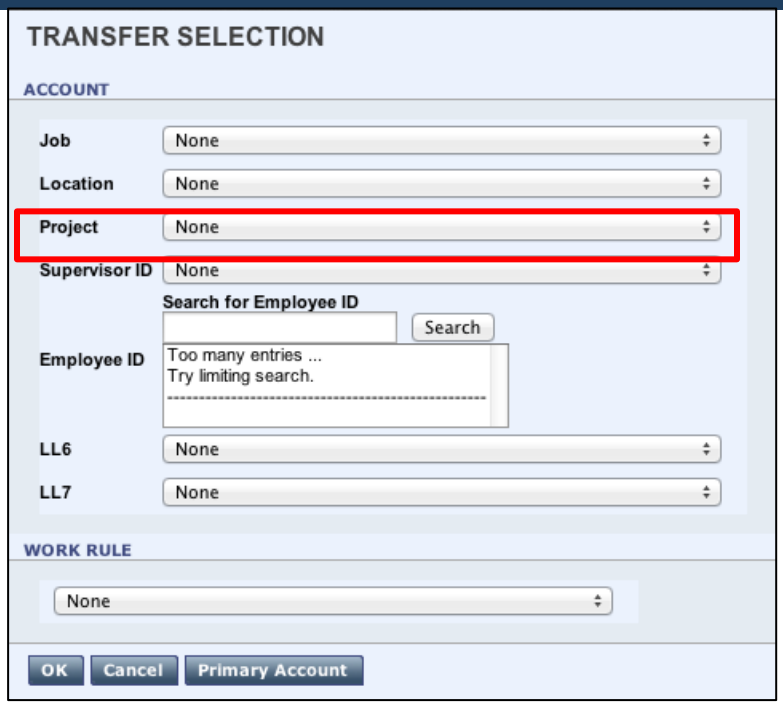
1. From the **Time Stamp** screen, click on the **Search** icon.

2. Enter your "**In**" time for the project.

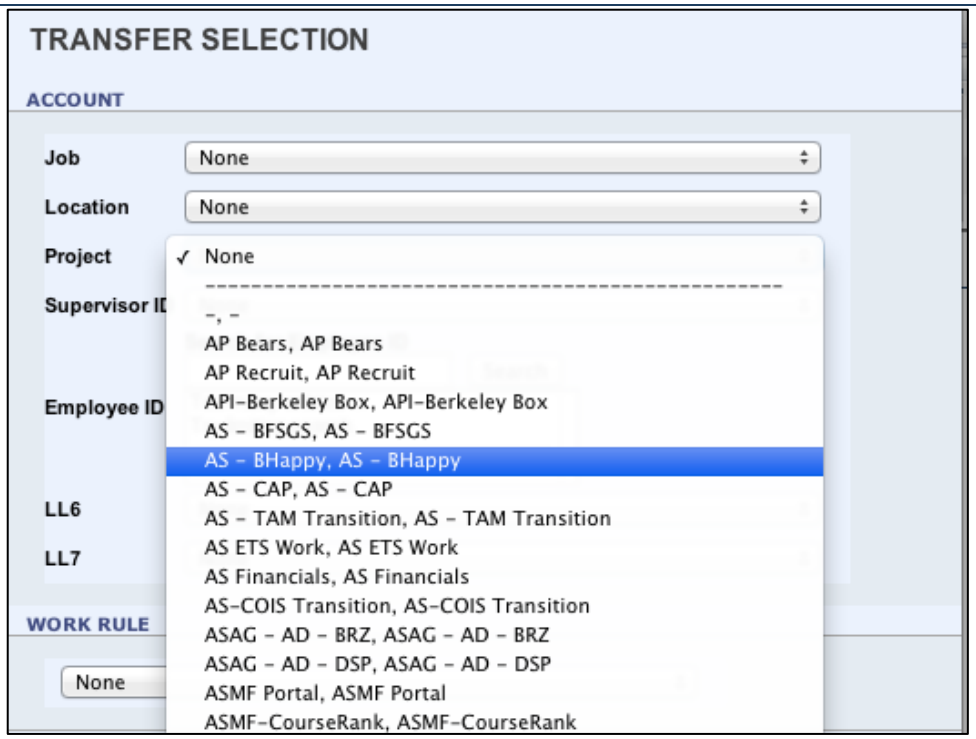
3. In the **Transfer** column, click on the "**Search**" icon

Recording Project Tracking Hours

4. Access the Project drop-down menu.



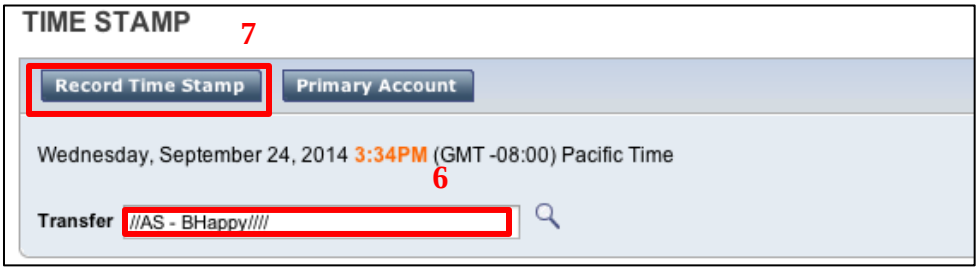
5. Select the project that you are starting. Then click "**OK**"



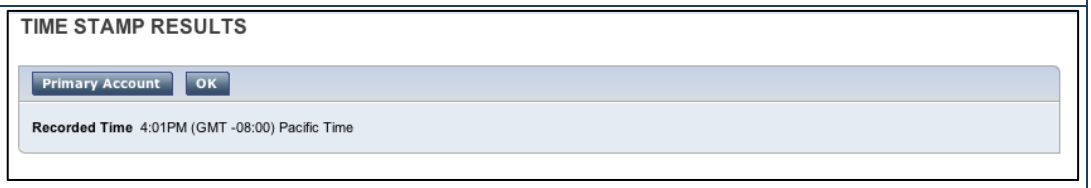
Recording Project Tracking Hours

6. The project name will appear in the **Transfer** field.

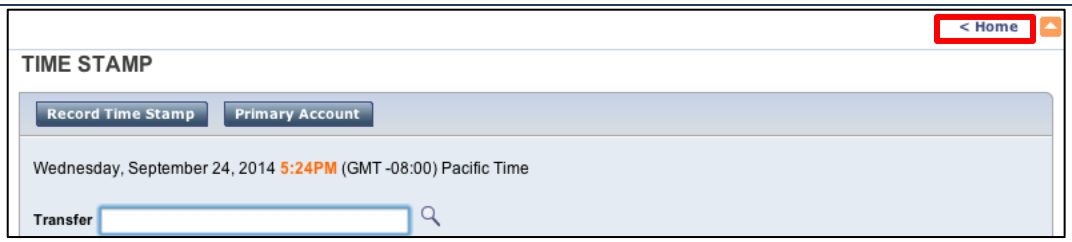
7. Click **Record Time Stamp** button to punch in for this project.



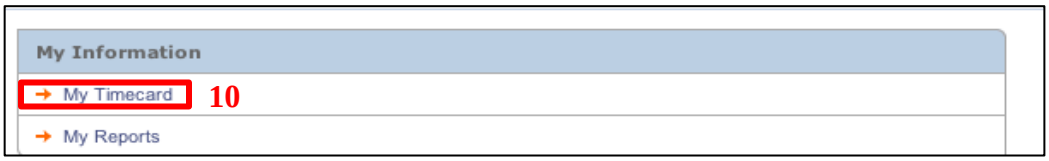
8. Once your time worked on the project is complete, perform another time stamp to record your "**Out**" time. *You do not have to perform a transfer for the "**Out**" punch.*



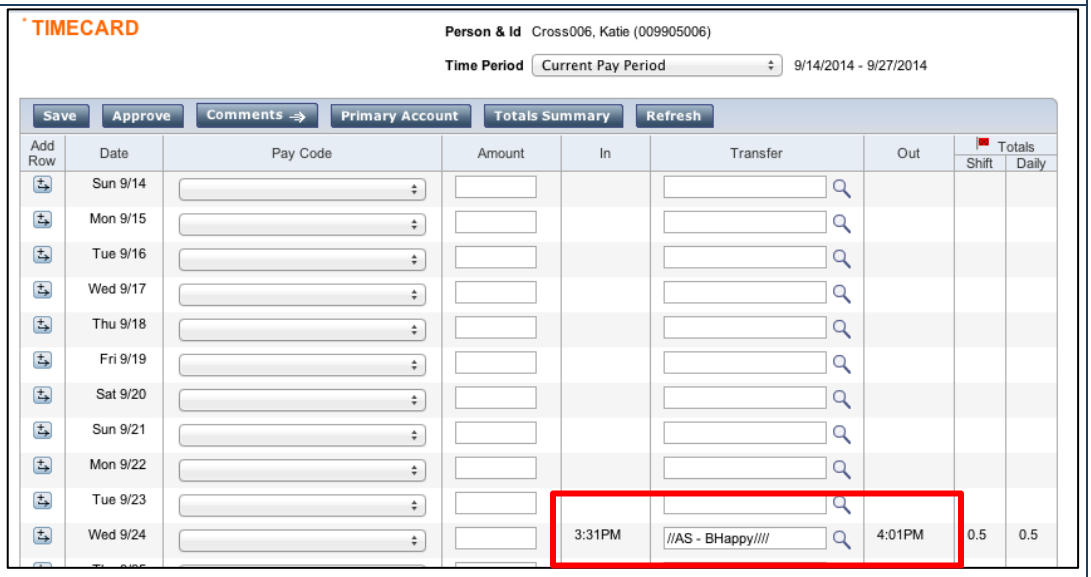
9. The next steps show how you can view the project entry on your timecard. Click Home to go to the screen where you can access your timecard.



10. Click on "**My Timecard**".



11. Your timecard shows the In and Out times, as well as the project name in the Transfer field.



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

Within CalTime, a **pay rule** profile is set up for each 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.
- Meal perquisites

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

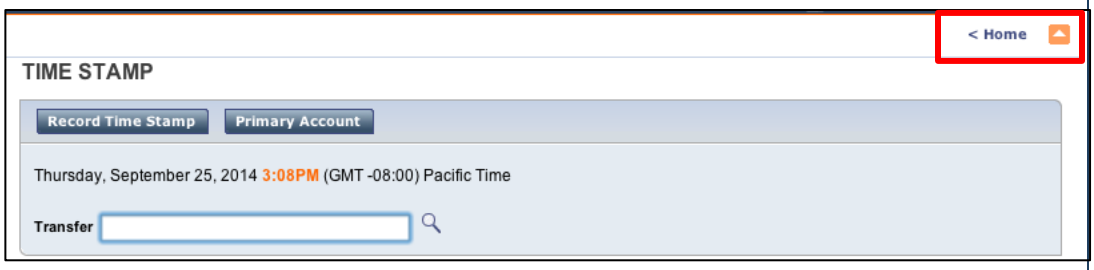
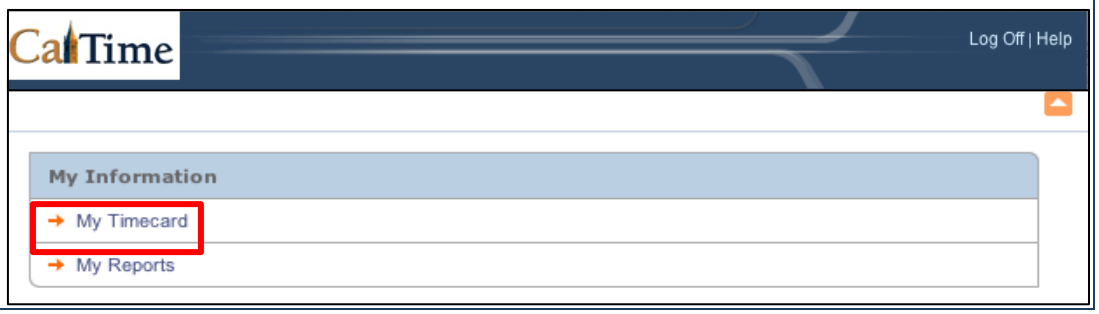
It is recommended that you check your timecard frequently to ensure that your hours have been entered correctly and that any potential overtime, comp time, shift differentials, etc. is properly recorded. If you find errors, work with your supervisor to resolve the problem. It is best to resolve problems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

Accessing Your Timecard for Leave Entry

As a RealTime Online employee, you will enter your leave directly into your timecard.

Accessing Your Timecard	
1. In the upper right of any CalTime screen is the "**Home**" link, which gives you access to your timecard and reports. Click on the "**Home**" link.	
2.To access your timecard, click on "**My Timecard**".	

NOTE:
For an introduction to the timecard, please refer to the section entitled "Introduction to the CalTime Timecard."

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
- Leave without Pay
- 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

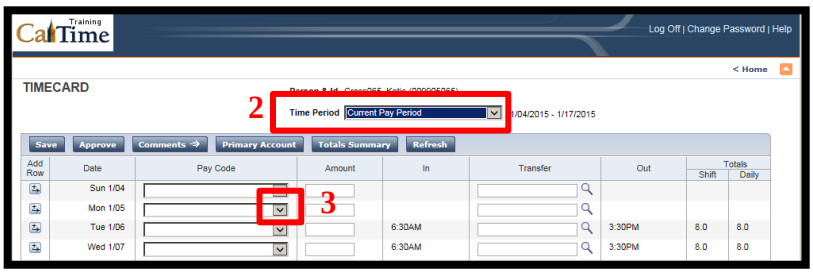
Acceptable Format	Example	Interpretation by CalTime
Leading zeros (optional)	07	7 hours
	08:30 (8 hours, 30 minutes)	8.5 hours
Colon	7:30	7.5 hours **Note:** If you enter an amount without a colon, CalTime interprets your entry as is, which may be a much larger amount than you meant. For example, if you enter 730 (without the colon), CalTime interprets that as 730 hours, which will exceed the daily hours limit.
Decimal	8.25	8.25 hours

Entering Leave

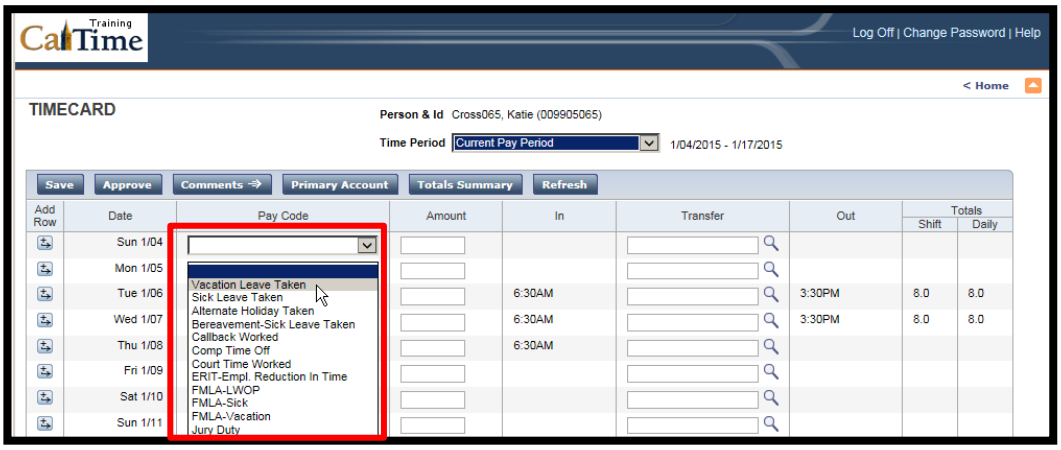
1. Access your Timecard

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

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



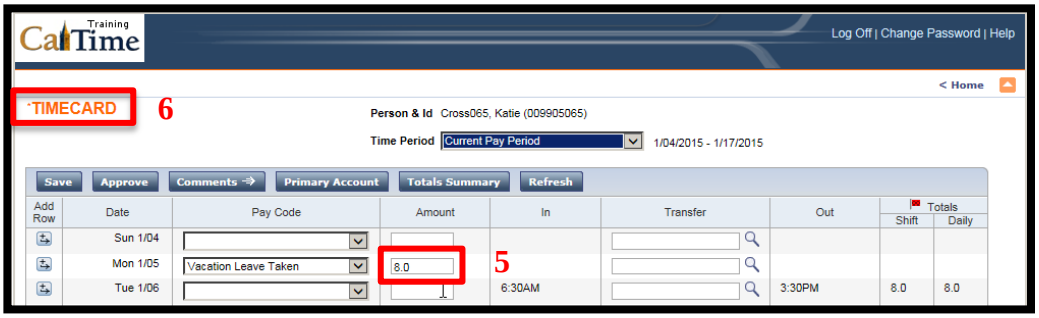
4. From the drop-down list, select the pay code for the leave you wish to report. In this case, we have selected "**Vacation Leave Taken**".



Entering Leave

5. Enter the number of leave hours taken in the amount field.

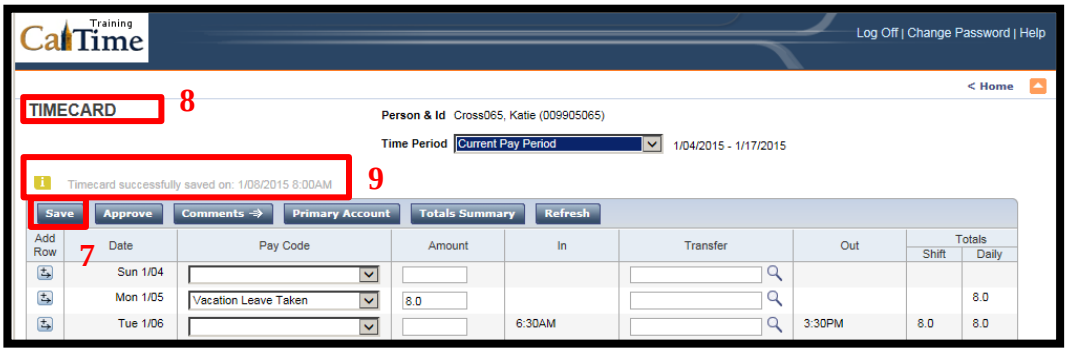
6. In the upper left corner, the word "**Timecard**" appears in orange to indicate that your entries have not been saved.



7. Click **Save**.

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

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

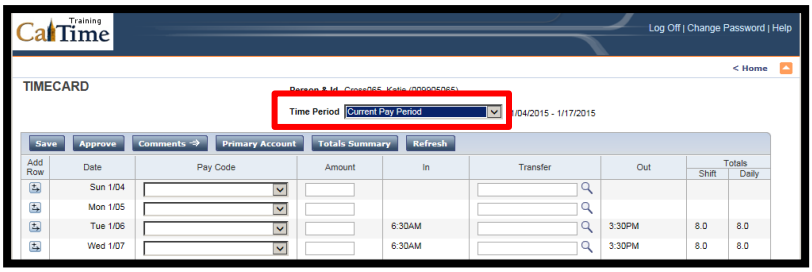


Employee Deleting Leave

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.

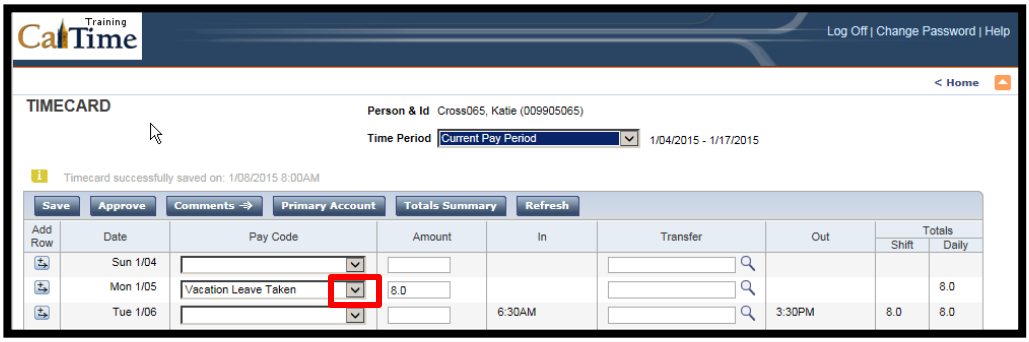
Deleting Leave

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

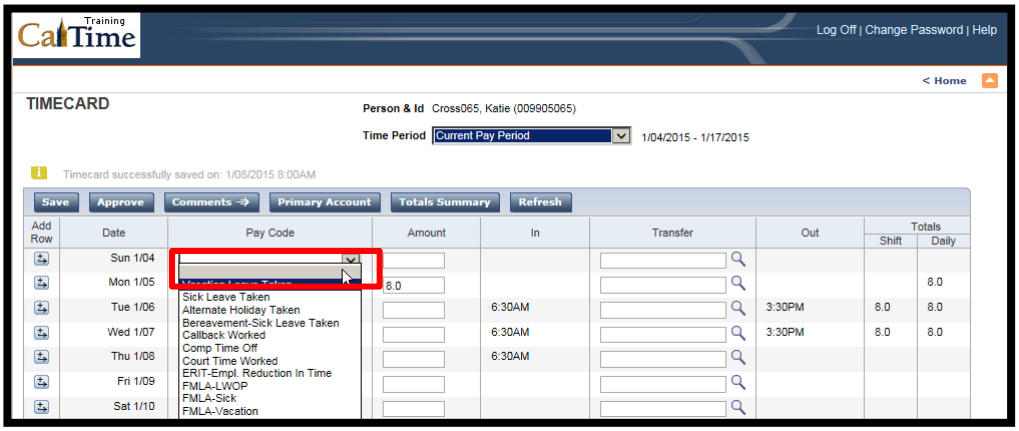


Deleting Leave

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

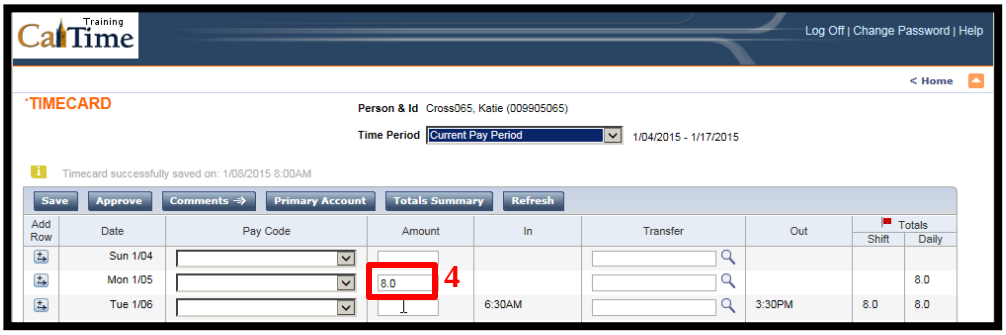


3. Select the blank row at the top of the pay code list (shown as a gray or blue bar).



Deleting Leave

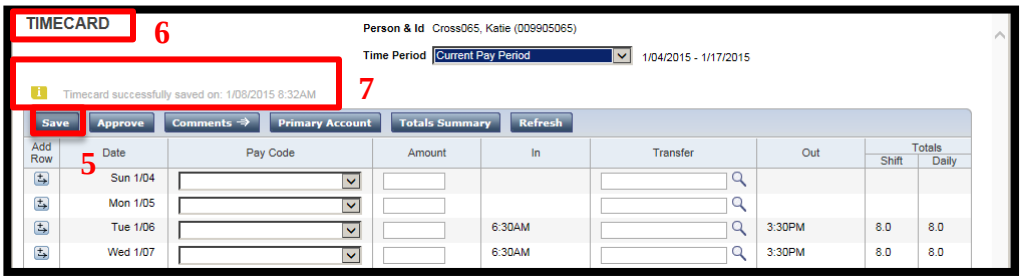
4. In the corresponding amount field, delete the hours entered by highlighting the amount and either backspacing or deleting.



5. Click **Save**.

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

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



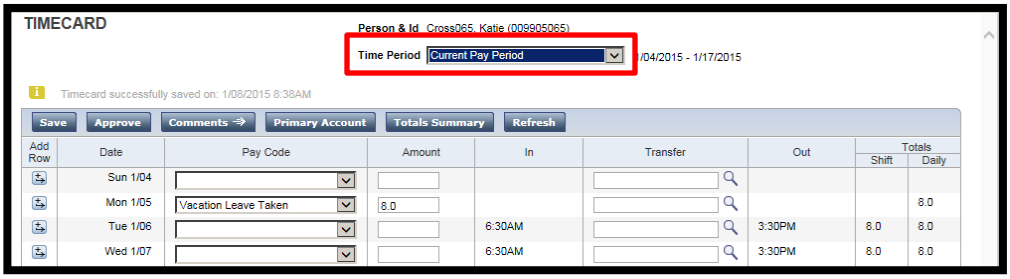
Employee Changing/Correcting a Pay Code or Leave Hours

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.

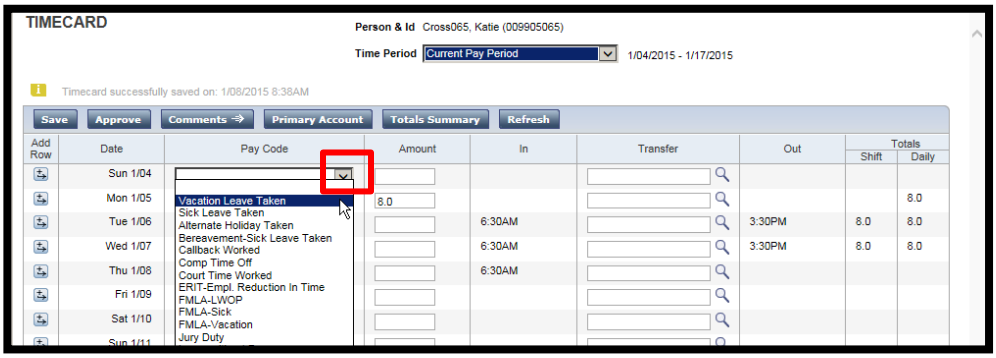
NOTE: If you wish to entirely delete leave already entered, refer to the previous section entitled "Employee Deleting Leave".

Change/Correct a Pay Code or Leave Hours

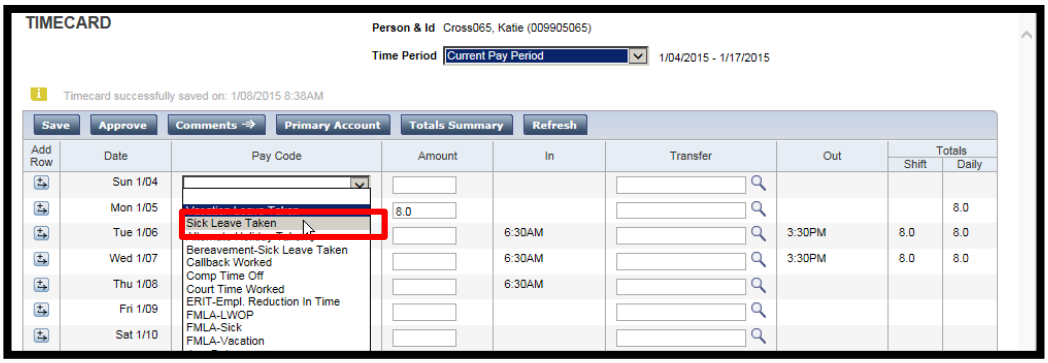
1. Ensure that you are in the correct pay period.



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

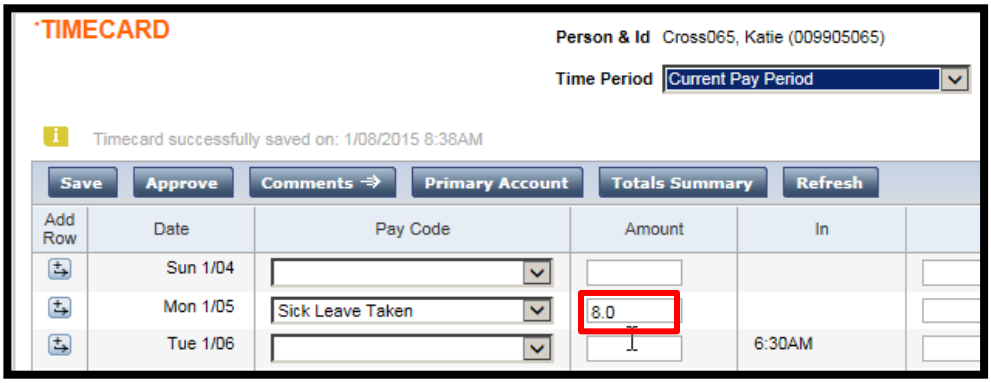


3. From the **Pay Code** drop list, select the appropriate pay code.



Change/Correct a Pay Code or Leave Hours

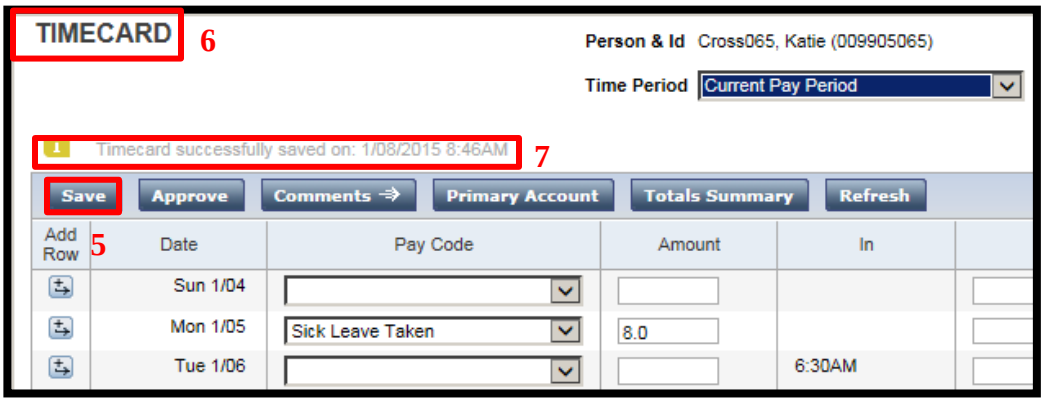
4. If needed, modify the hours in the **Amount** field.



5. Click **Save**.

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

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



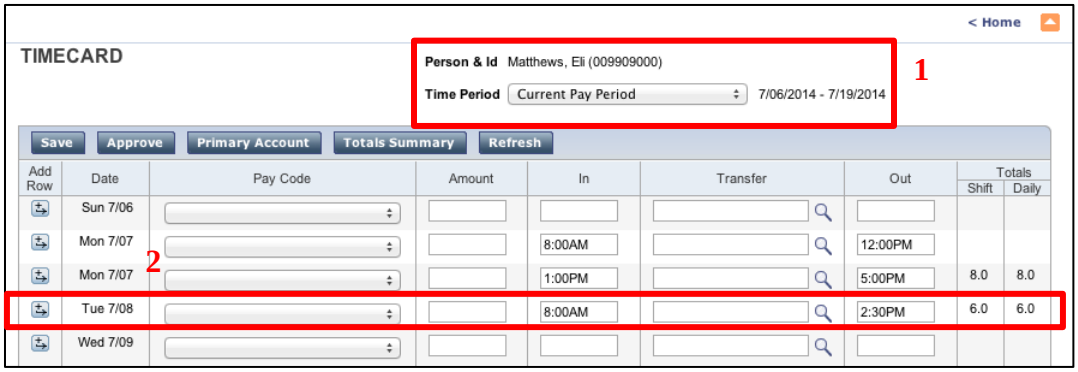
Creating New Rows in the Timecard for Multiple Entries in a Day (Example involving Leave Entry)

In some situations, you may need to add a row to accommodate more entries for a day. 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

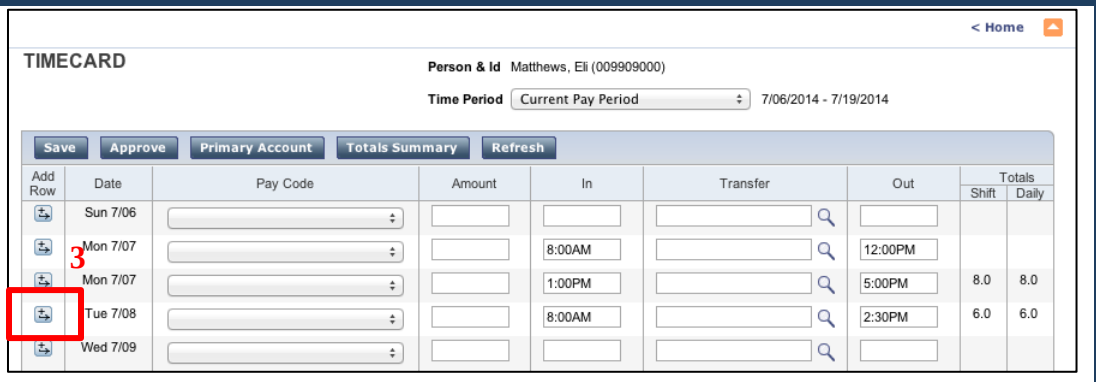
1. Ensure that you are in the correct pay period. **Current Pay Period** is the default. If you need to access the **Previous Time Period**, select it from the **Time Period** drop list.

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



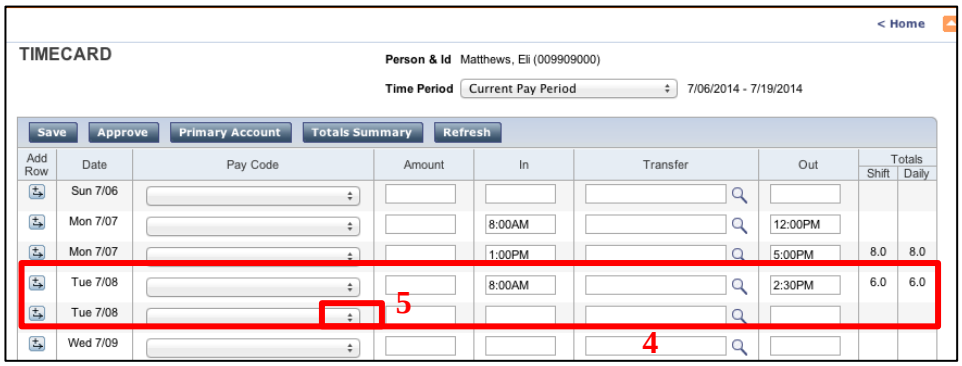
Adding a Timecard Row for Additional Entries

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.

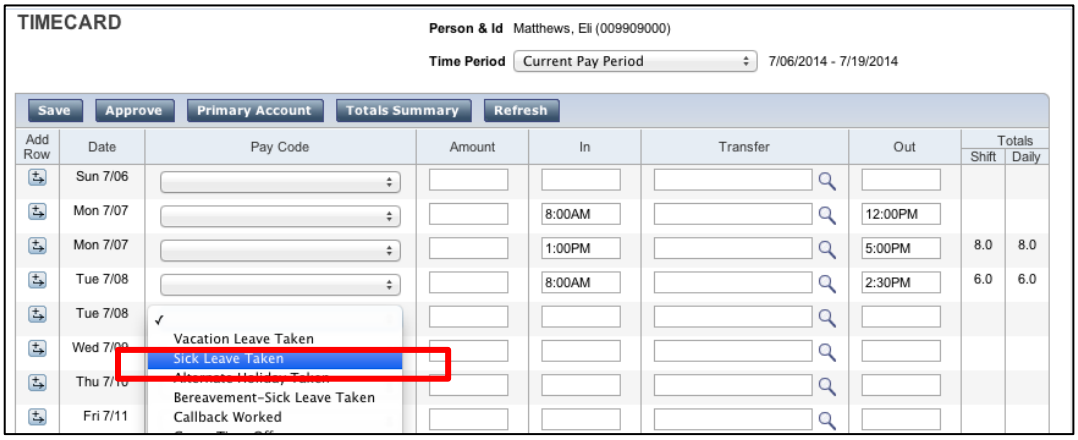


4. CalTime will add a new row for the same day.

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

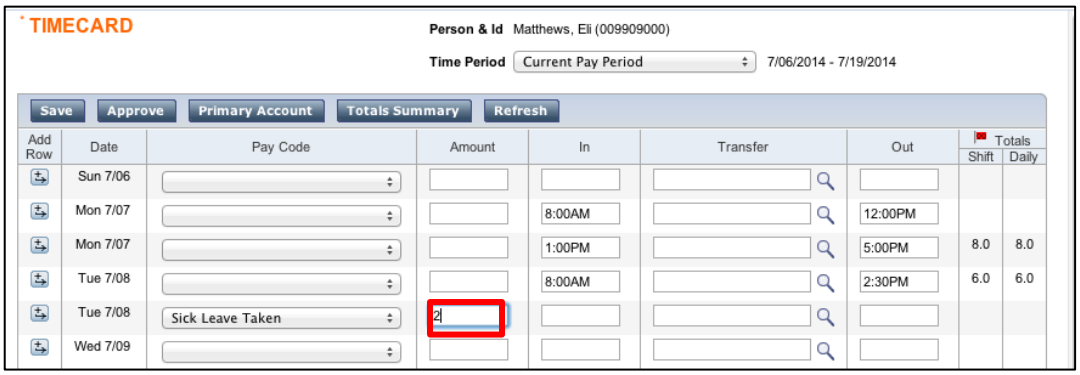


6. From the **Pay Code** drop list, select the appropriate leave.



Adding a Timecard Row for Additional Entries

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

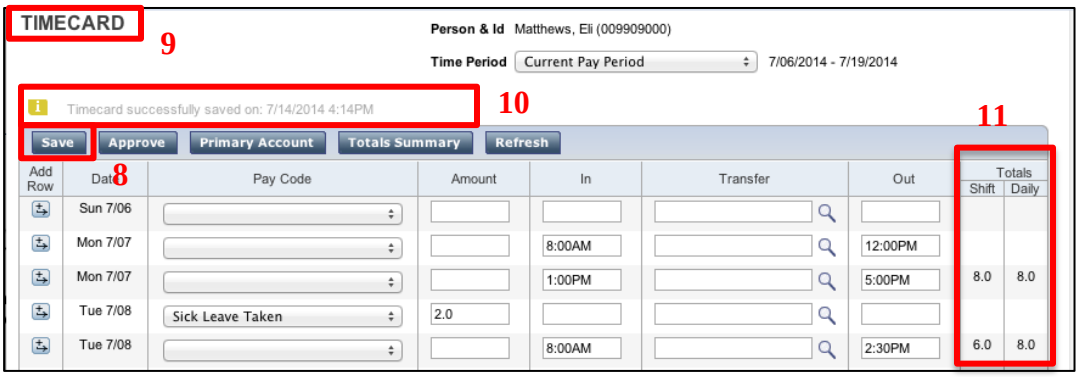


8. Click **Save**.

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 accounts for 8 hours.

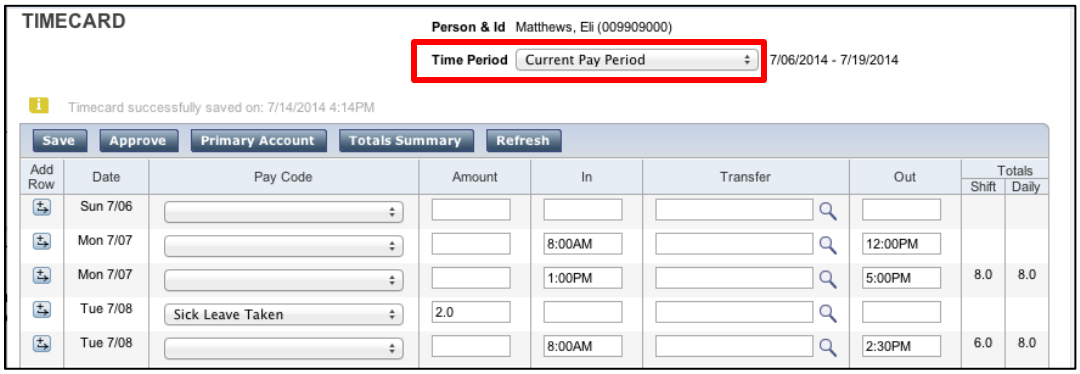


Removing the Added Row Used for Leave Entry

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.

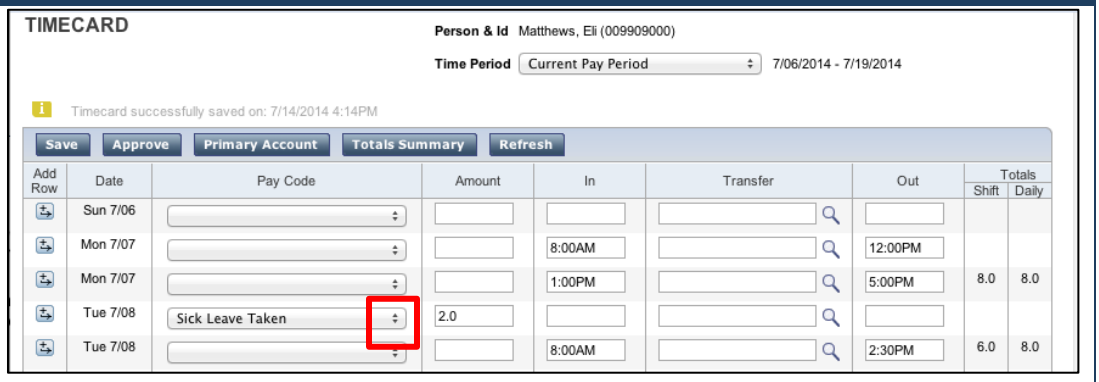
Removing One of the Multiple Leave Entries

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

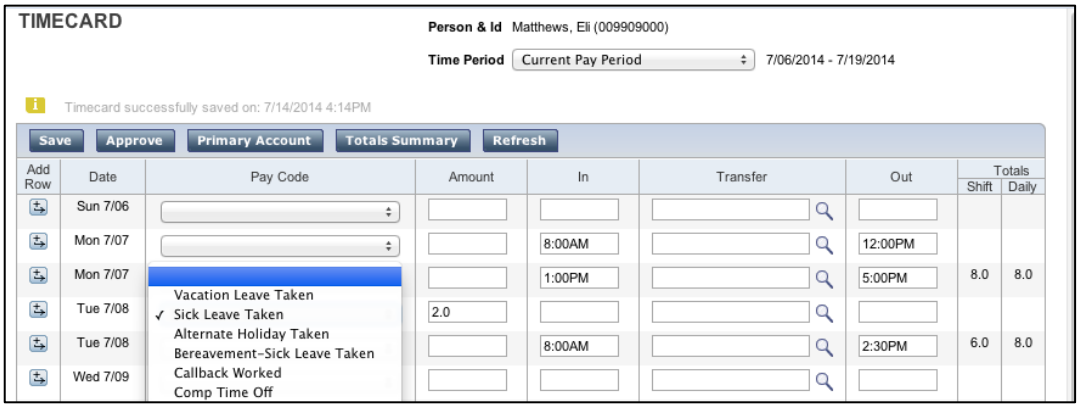


Removing One of the Multiple Leave Entries

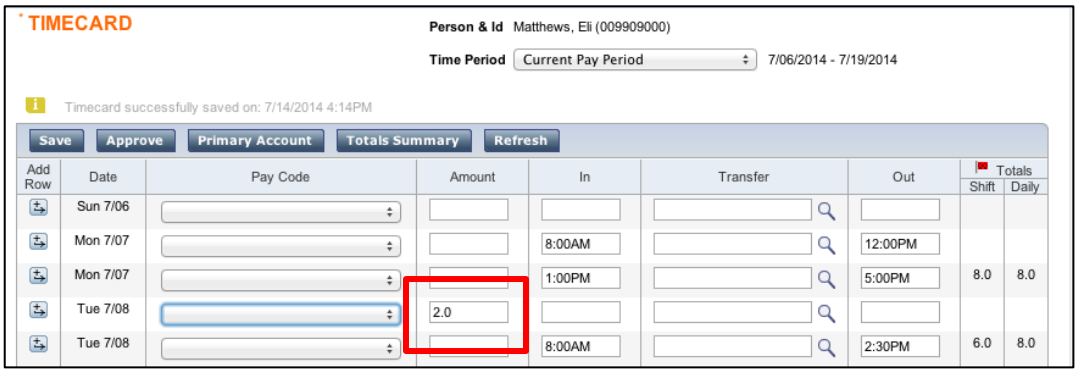
2. Go to the Pay Code cell for the line with the pay code that needs to be deleted. Click on the drop-list arrow.



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



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



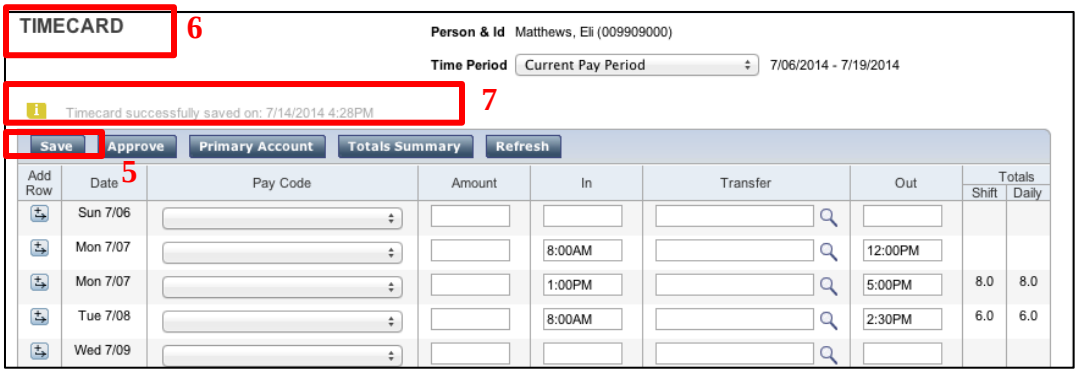
Removing One of the Multiple Leave Entries

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.

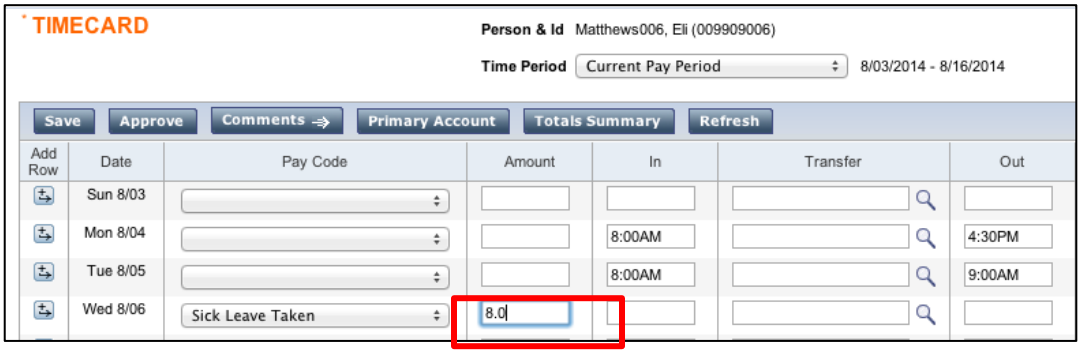
Adding Comments For Leave Entered

Comments can be added to any pay code. 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.

Adding Comments For Leave Entered

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

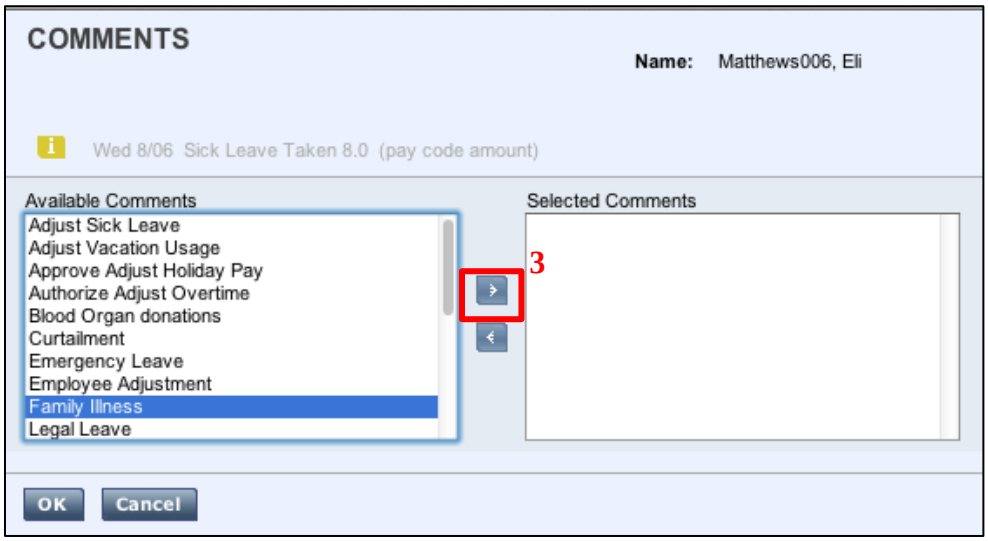
1. To add a comment to the leave entry, click on the "**Comments**" button after you have entered leave amount.



Adding Comments For Leave Entered

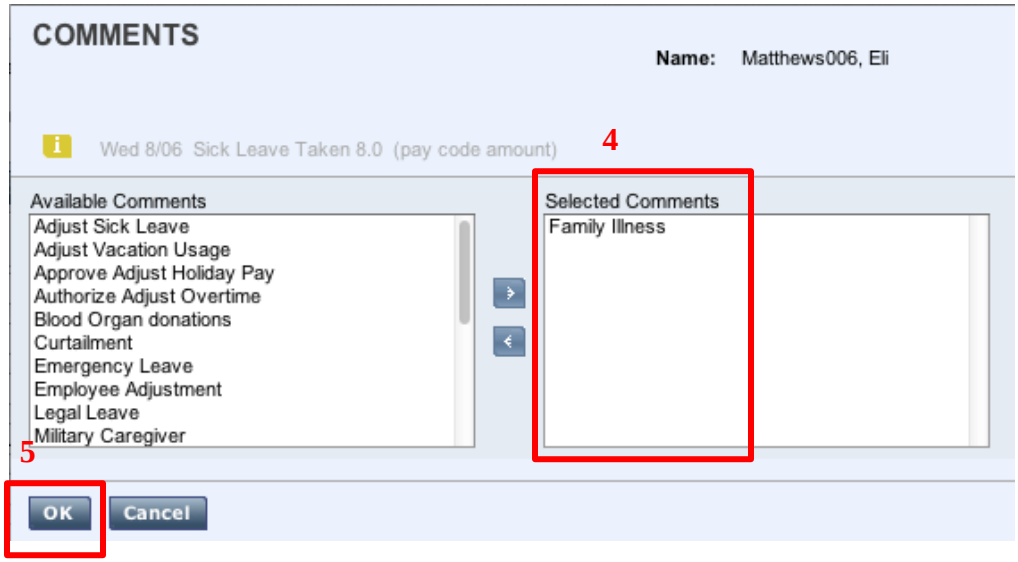
2. Click on the appropriate comment (shown highlighted in gray or blue)

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



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

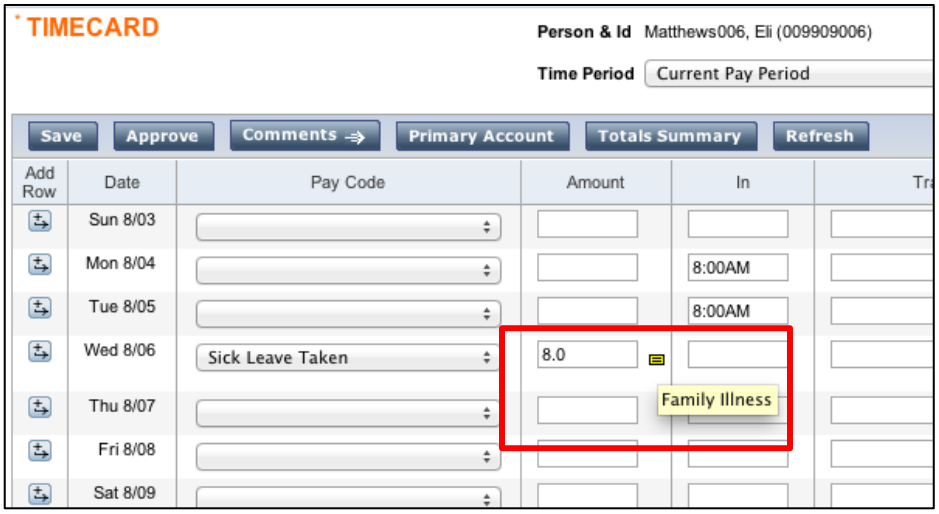
5. Click "**OK**"



Adding Comments For Leave Entered

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

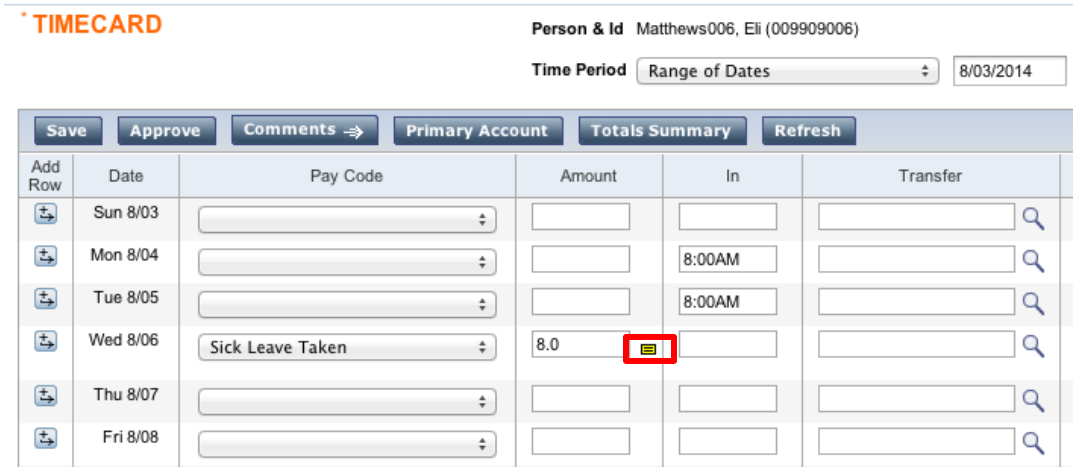
If you hover your mouse pointer over the icon, CalTime will display the "Family Illness" comment.



Deleting Comments Entered

Deleting Comments Entered

1. To delete the comment, click comment icon.

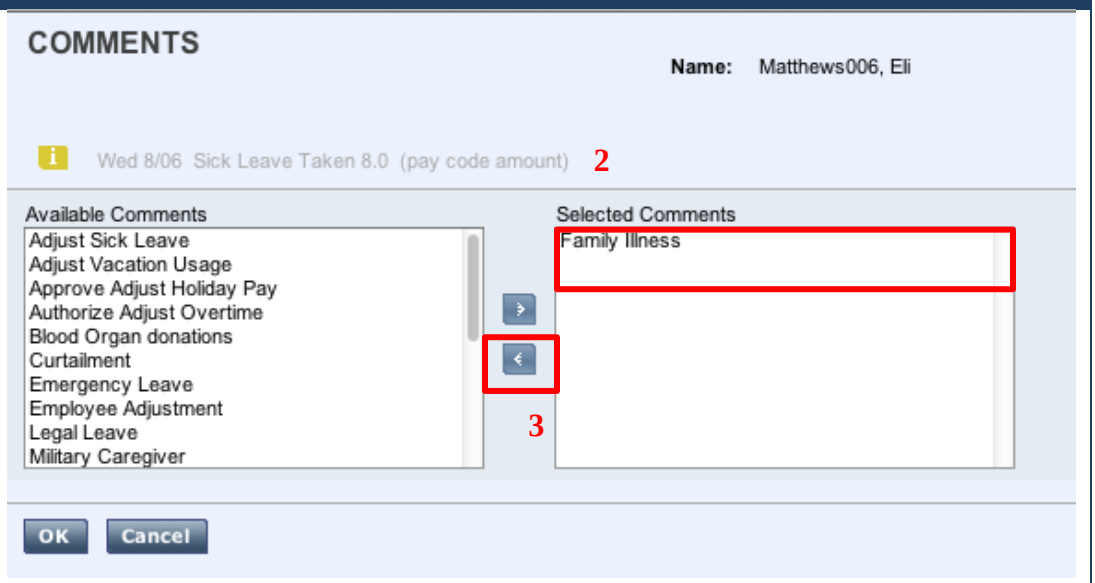


Deleting Comments Entered

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

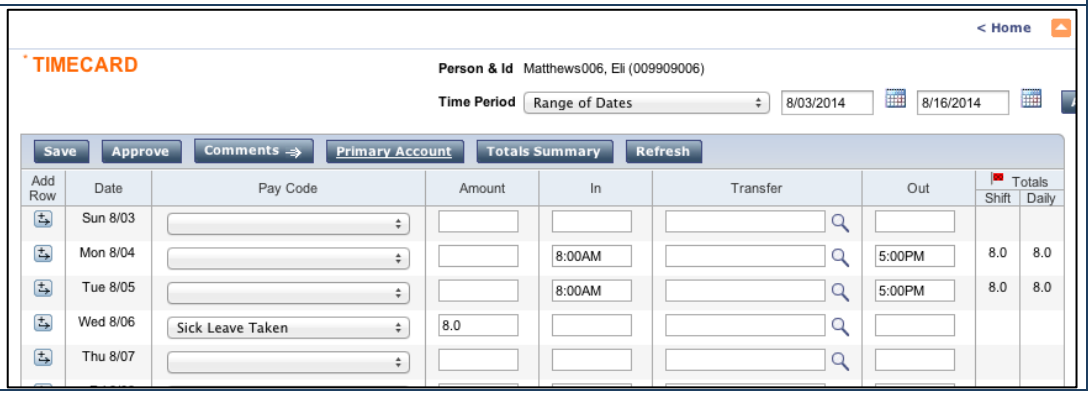
3. Click on the **left-arrow** icon to select the comment.

4. Click **OK**.



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

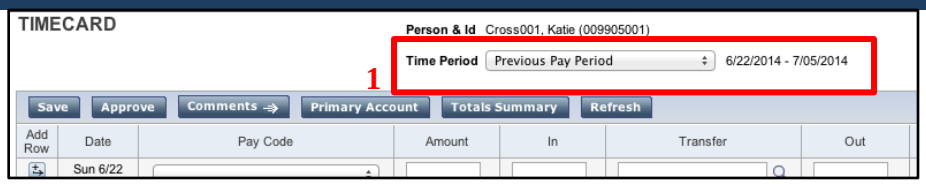
6. Click the **Save** button.



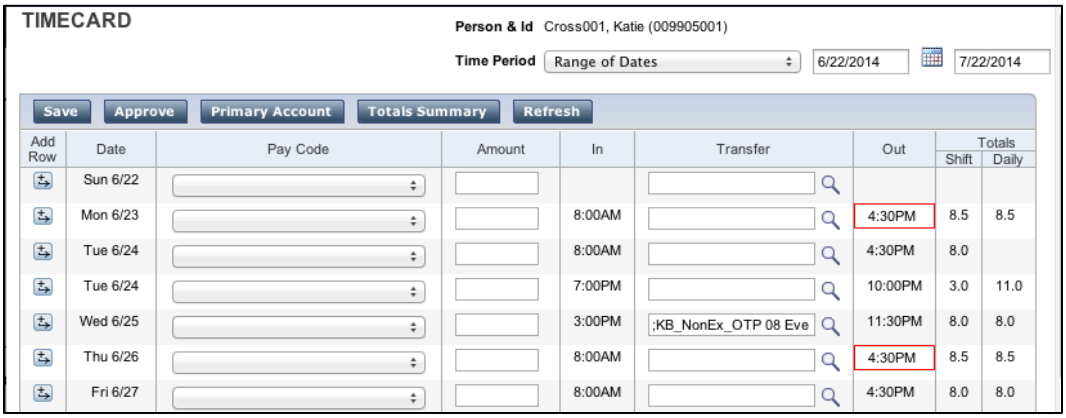
Reviewing Your Timecard

Reviewing Your Timecard

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

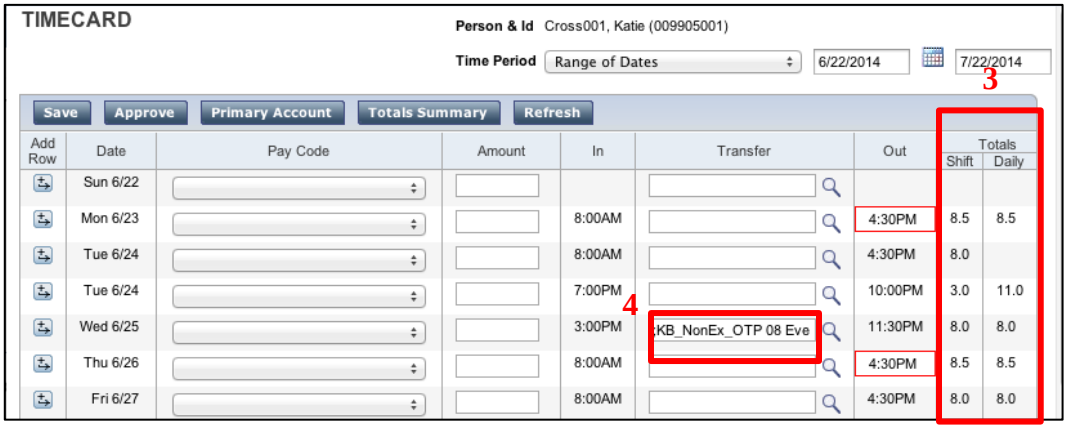


2. Ensure all your "**In**" and "**Out**" punches are complete. For employees with schedules, pay special attention to "**In**" or "**Out**" times that are highlighted in red, which indicate exceptions that are detected by CalTime. You may hover your cursor on the red box and CalTime will tell you what the red box means.



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

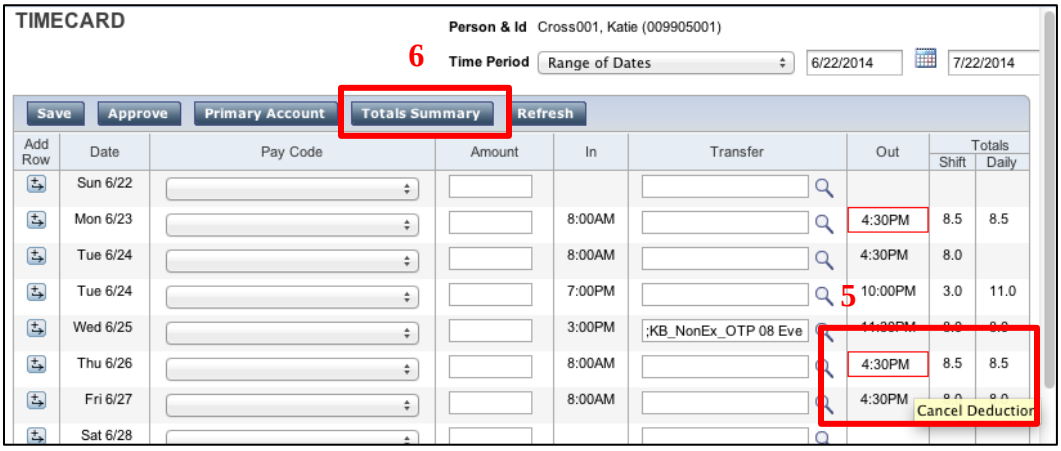
4. If you worked outside your regular schedule (*e.g.*, you worked night instead of day), make sure that your supervisor has entered a work rule transfer that will give you the proper overtime and shift differentials.



Reviewing Your Timecard

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

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

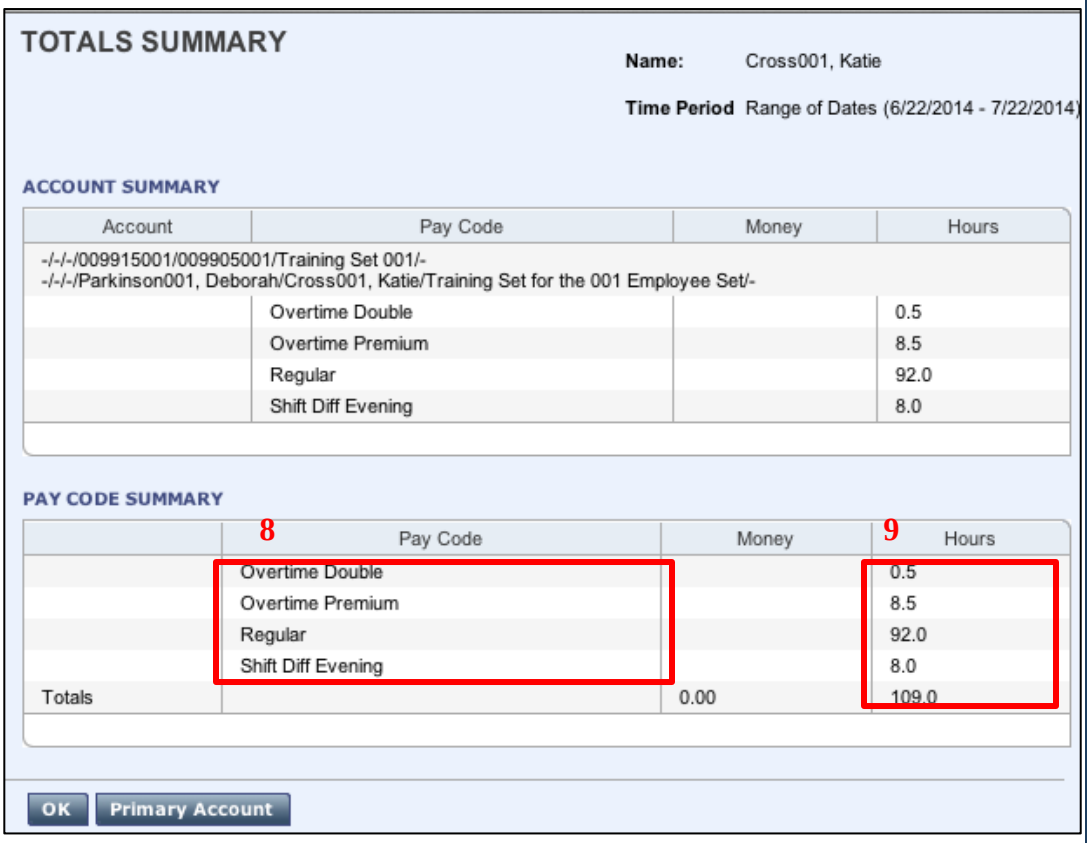


7. CalTime displays a **Totals Summary** window.

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

9. Review the (total) hours

10. If you find any discrepancies, notify your supervisor.



Timecard Approval

Employee Timecard Approval

As mentioned previously, department practices regarding timecard approval vary. Check with your supervisor to determine if you are required to approve your timecard.

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 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 constitutes submission of your timecard and an indication to your supervisor that you are done with your timecard.

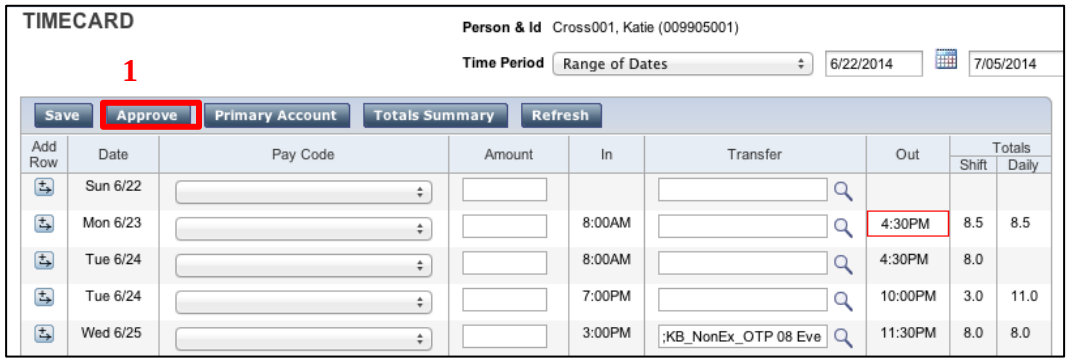
The deadline for approval is the employee's last work day of the biweekly pay period (which closes on Saturday at 11:59 pm). E.g., if your last day worked is Friday, you should review and approve your timecard by end of day Friday.

By end of day 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.

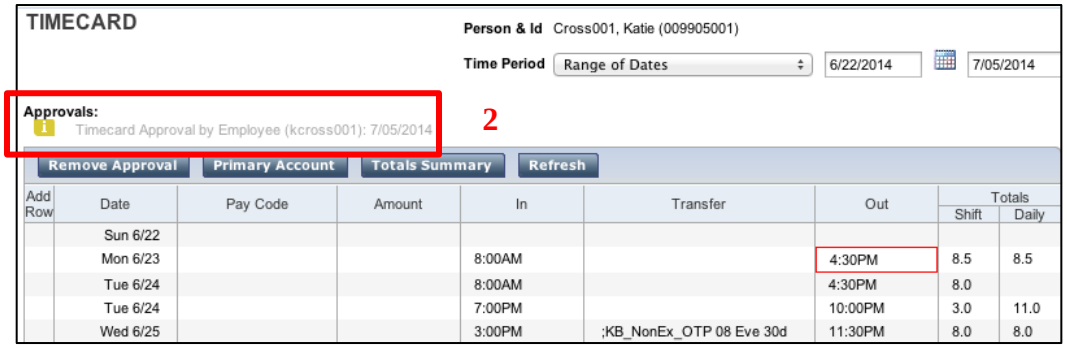
Timecard Approval

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



Timecard Approval

2. Once approved, a confirmation appears.



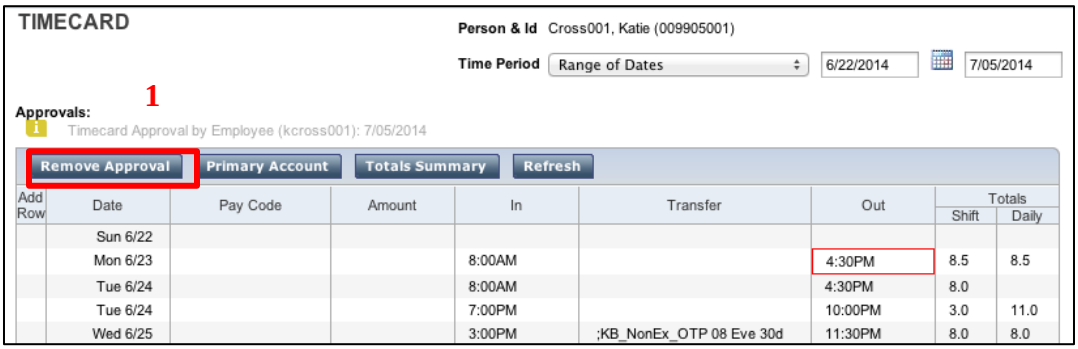
Employee Removing Timecard Approval

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)

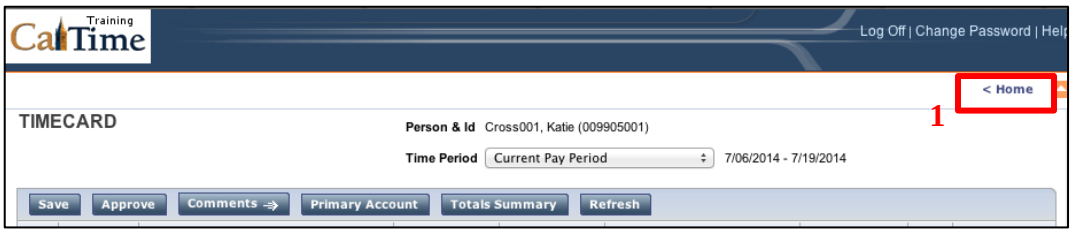
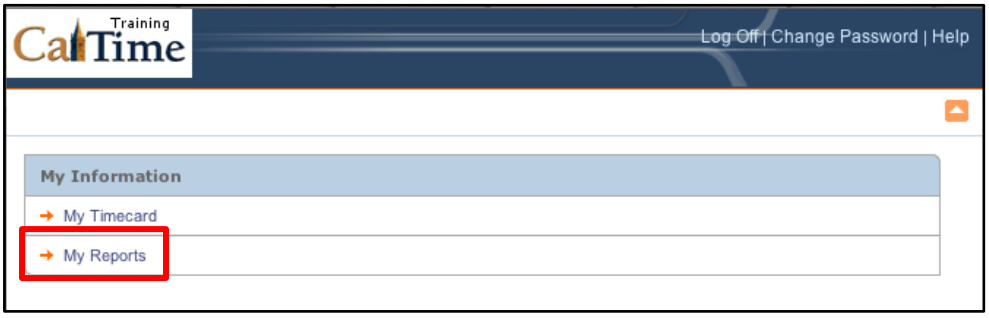
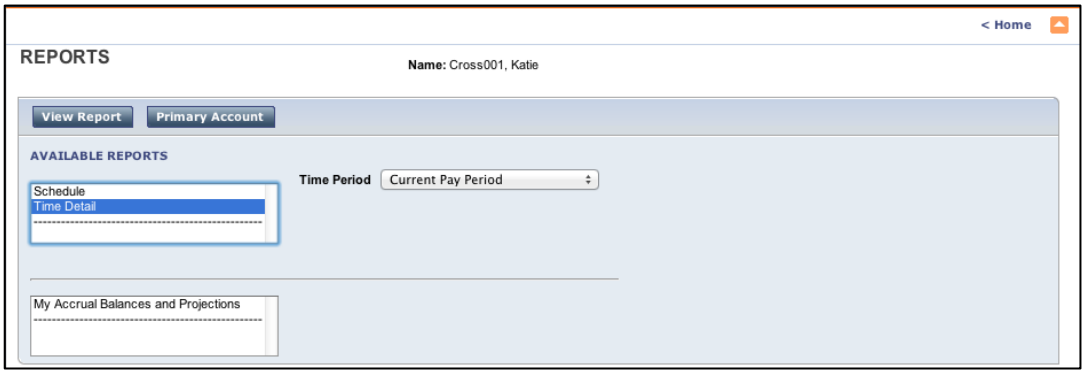
Once a pay period is closed and the timecard has gone to payroll for processing, any changes to those timecards would be considered Historical Edits. **If you need to add or change entries for prior pay periods, contact your supervisor.** Your supervisor will work with a timekeeper to make the necessary 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 those employees with multiple jobs)

Generating Employee Reports

Time Detail Report – Timecard Information

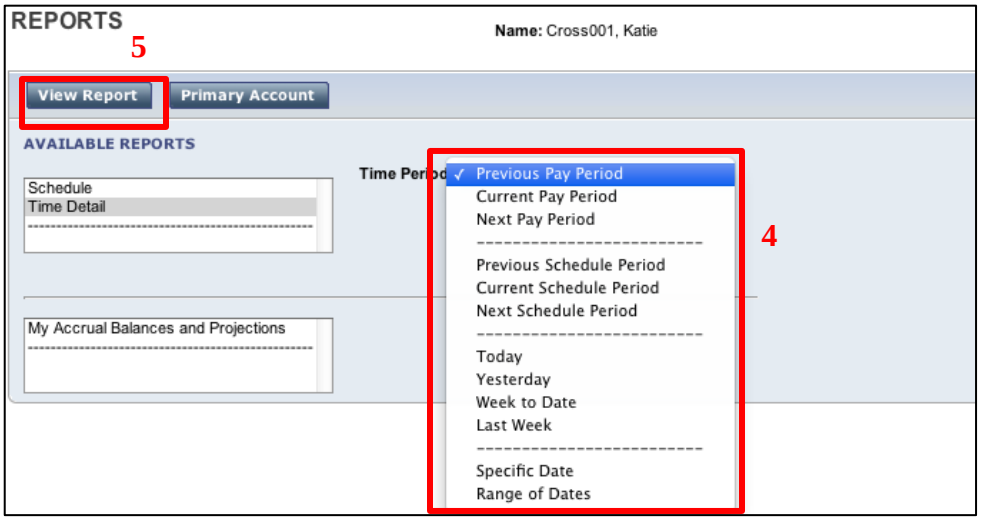
The Time Detail Report shows the time and leave entered into the employee's timecard for a specified period of time. In addition, the report will show totals for overtime, comp time, shift differential, etc.

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.	
2. From the home screen, click on "**My Reports**".	
3. Select "**Time Detail**" (highlighted in gray or blue).	

Viewing the Time Detail Report

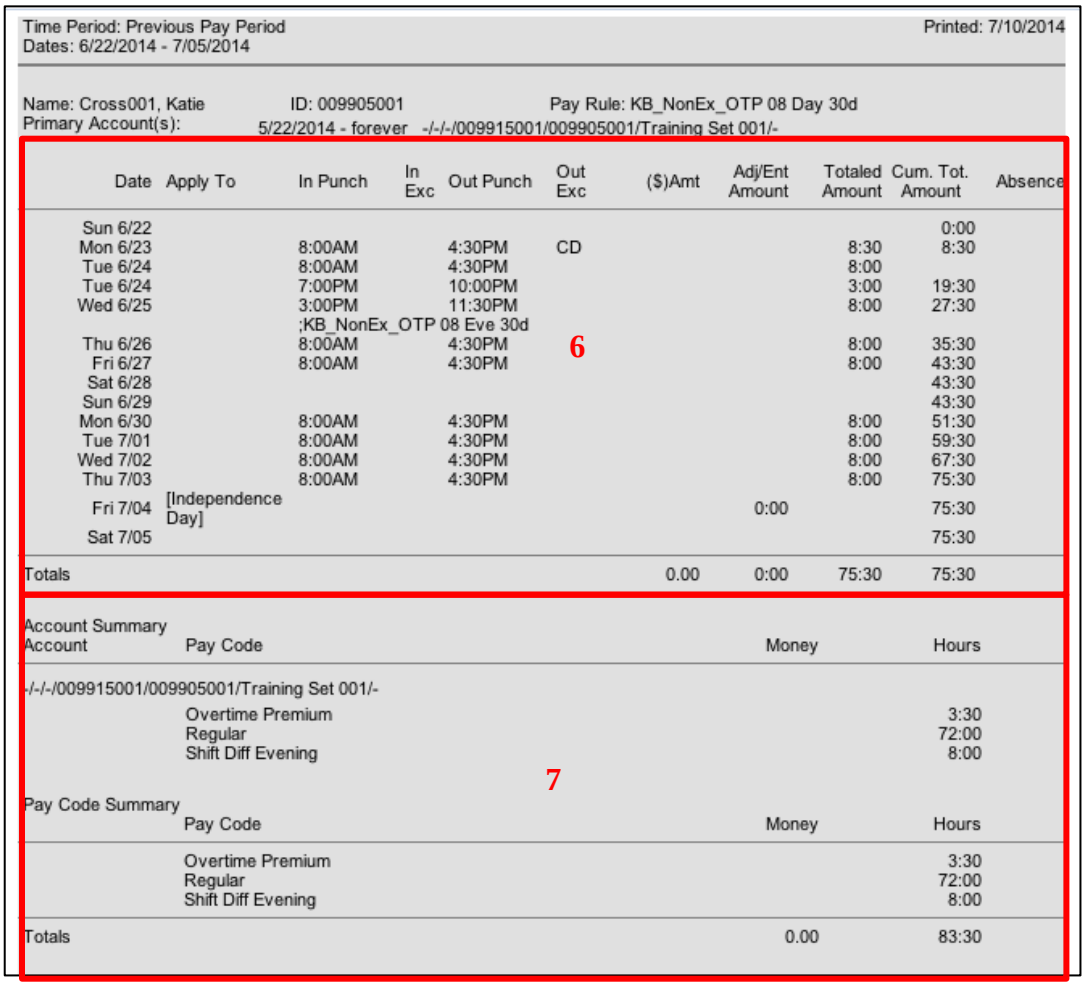
4. Select the **Time Period** from the dropdown list for the period you wish to view.

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



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				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	

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Account Summary

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

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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

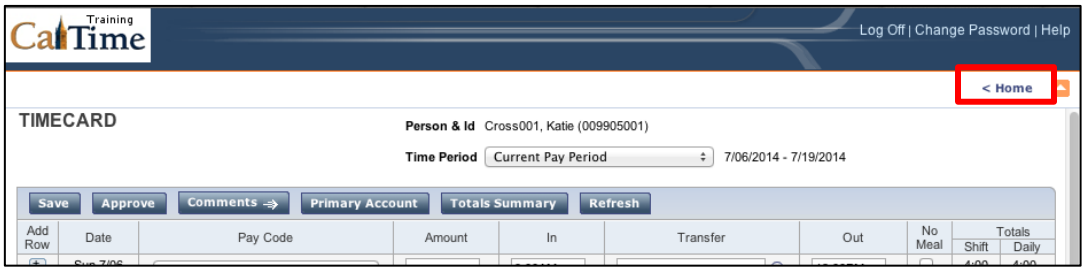
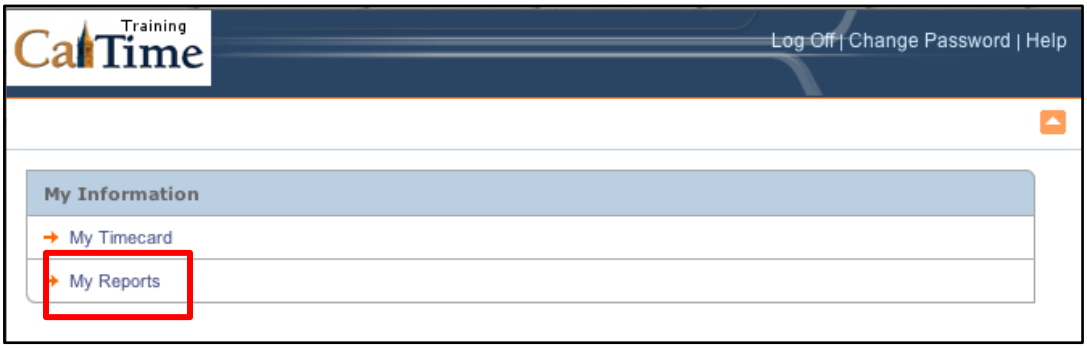
Accrual Balances Overview

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 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 entered 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.

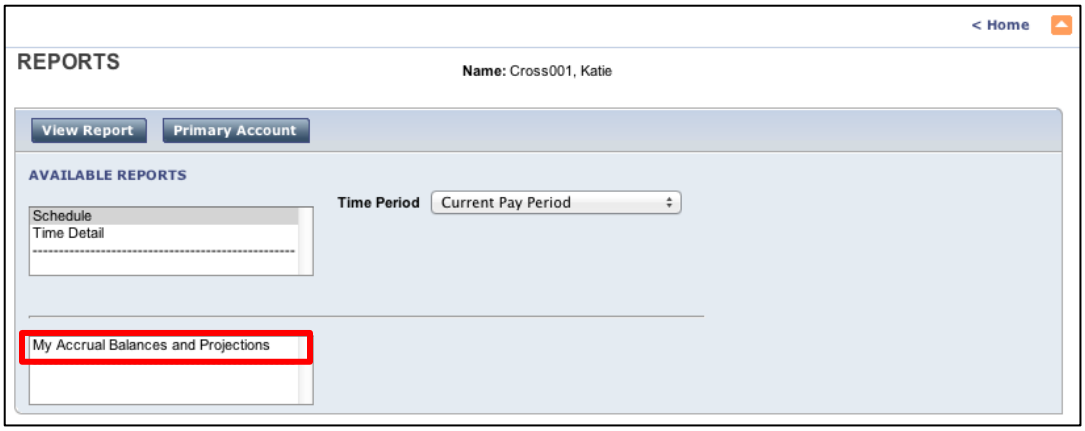
Viewing the Accrual Balance Report

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

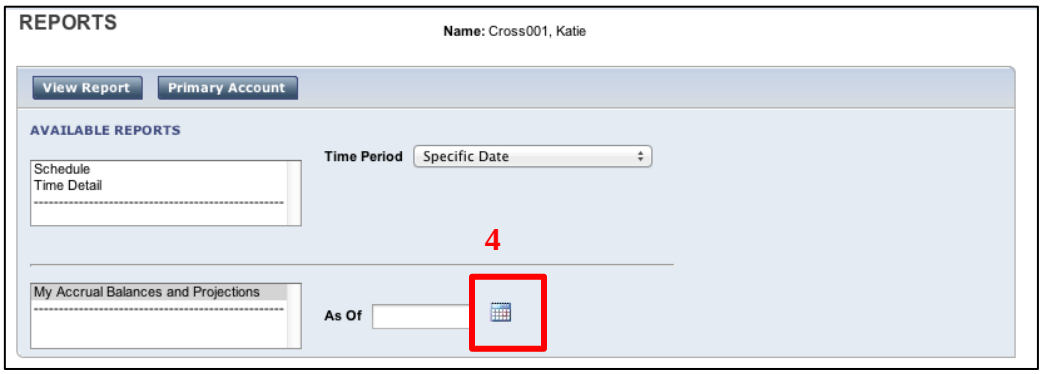
Viewing the Accrual Balance and Projections Report	
1. Go to the home screen shown in step 2. Depending on where you are within the CalTime application, you can click on "**Home**" to get to the home screen.	
2. From the **Home** screen, click on "**My Reports**".	

Viewing the Accrual Balance and Projections Report

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

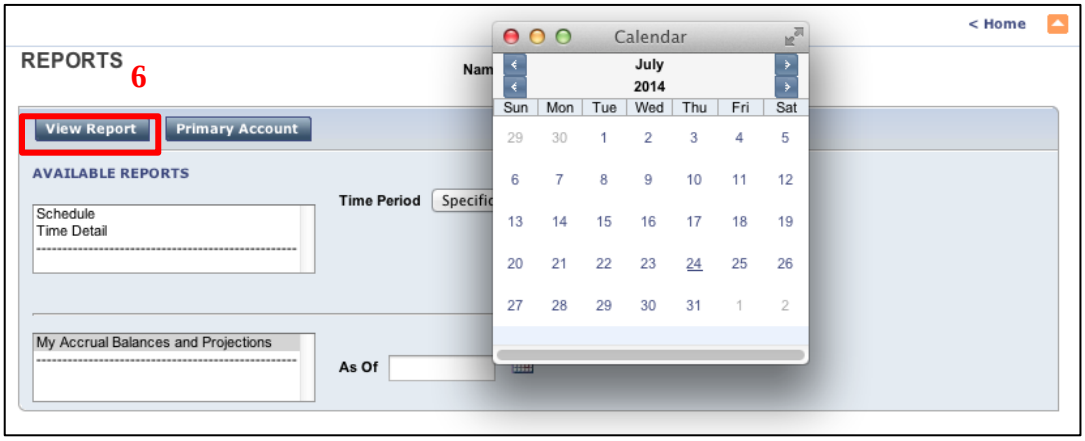


4. Enter the **As Of** date for your report by clicking on the calendar icon.



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

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



Viewing the Accrual Balance and Projections Report

6. CalTime will display the report. The various categories of leave balances are listed on the left. Vacation Maximum is also listed.

7. 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 Printed: 7/10/2014
Name: Cross001, Katie 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

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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:

- Video tutorials
- User guides and job aids