

WHAT YOU NEED TO KNOW

CalTime & biweekly pay

Non-exempt employees — RealTime 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**

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 forgot to enter your time, or if you need help.** If you wait until the end of the pay cycle, your supervisor may not have enough time to help you.
- **Review your timecard** regularly, and no later than the end of your last workday to make sure your hours are entered correctly.

How will you use CalTime?

- You can access CalTime on **any computer** connected to the Internet.
- **Use CalTime in real time**—as soon as you start work, stop work, when you take leave (vacation, sick leave, etc.) and, if you work multiple campus jobs, when you transfer between different jobs or contracts/grants.
- A **time stamp** will record in CalTime when you start and stop work. The time stamp is your approval of your time worked.
- A **regular lunch break** has been programmed for you. (Usually 60 minutes, but that can be adjusted by departments.)

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?

It is recommended that you approve your timecard at the end of your last workday or shift of the pay period. The biweekly pay cycle is a two-week period that starts on a Sunday and ends on the second Saturday. The table below shows the first four biweekly cycles.

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.

Frequently asked questions

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.

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.

What happens if I am late?

You will have a 7-minute grace period before and after each quarter hour. For example, if you punch in at 9:07am, the system records and displays the time in CalTime as 9:07am, but for the purposes of calculating the number of hours to be paid, the system will round the time (internally) to 9:00am. If you punch in at 9:08am, then the system will round up to 9:15am. Employees are expected to report to work on a timely basis, and to get supervisor approval for any overtime worked.

What if I forget to “clock in” or “clock out”?

Let your supervisor know right away.

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.

Am I required to approve my timecard?

It is recommended that you review and approve your timecard at the end of your last workday or shift of the pay cycle. Approving your timecard helps you confirm that your hours and any overtime earned are correctly recorded.

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.

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.