Version 2

# Navigating RDP CalTime for Timekeepers

Updated 9/19/2014

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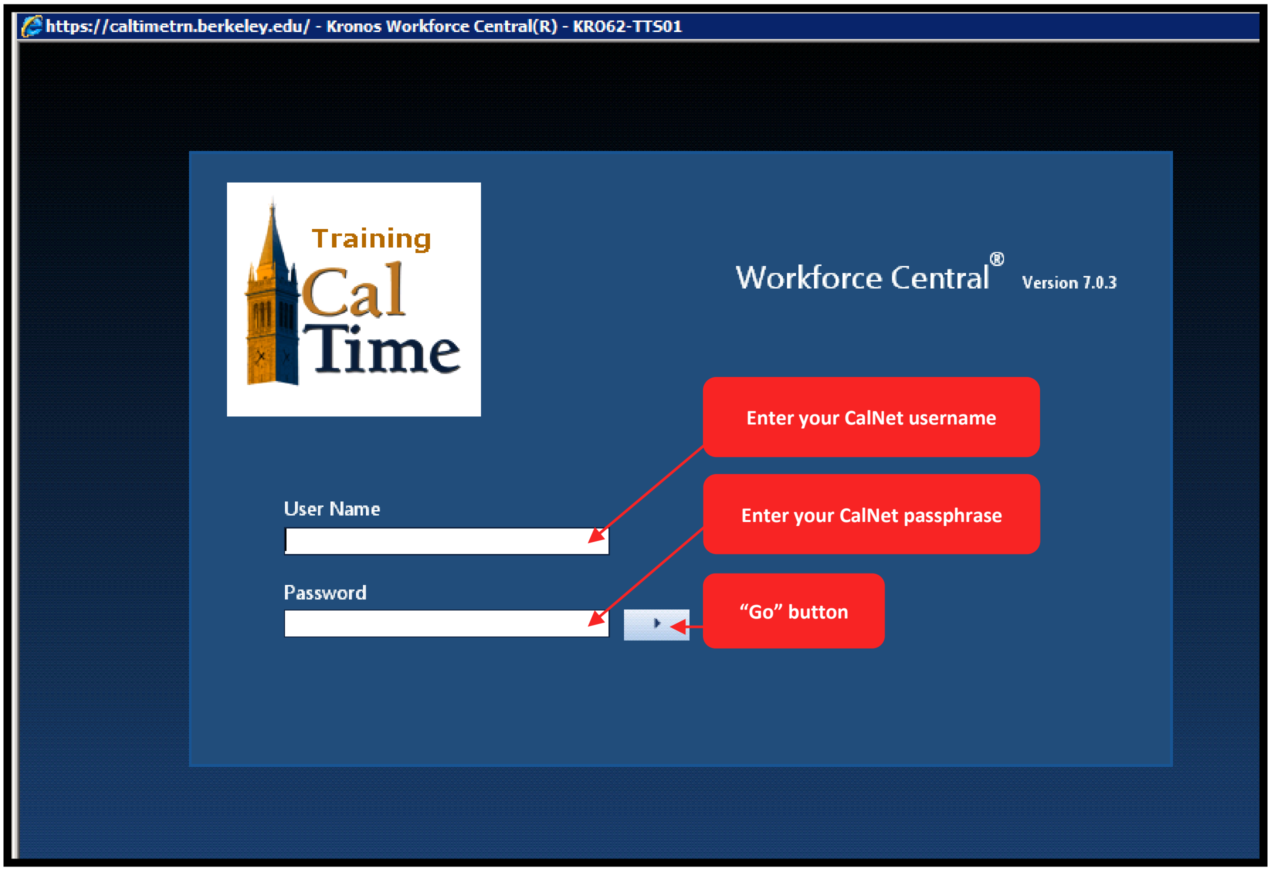
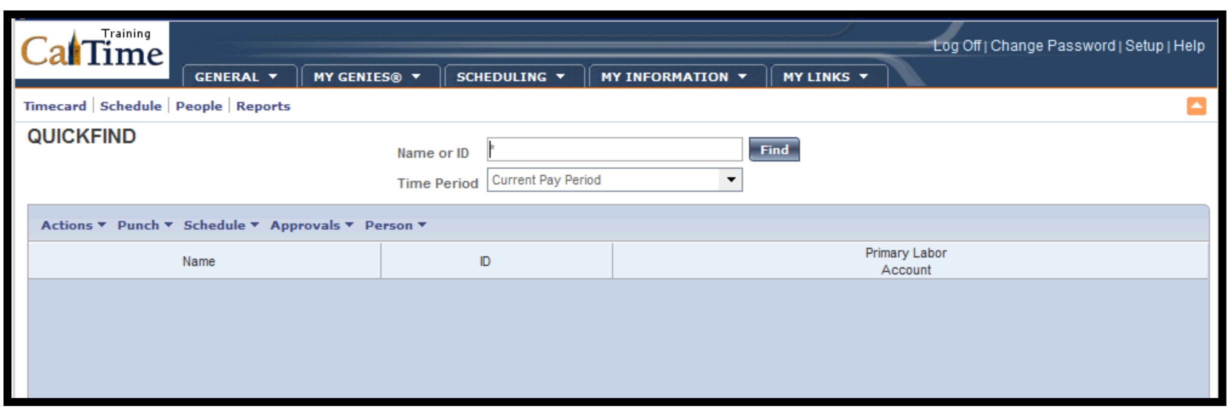
# CalTime Log In

Once you have downloaded and double-clicked on your RDP CalTime Access icon, you will see a log in screen:

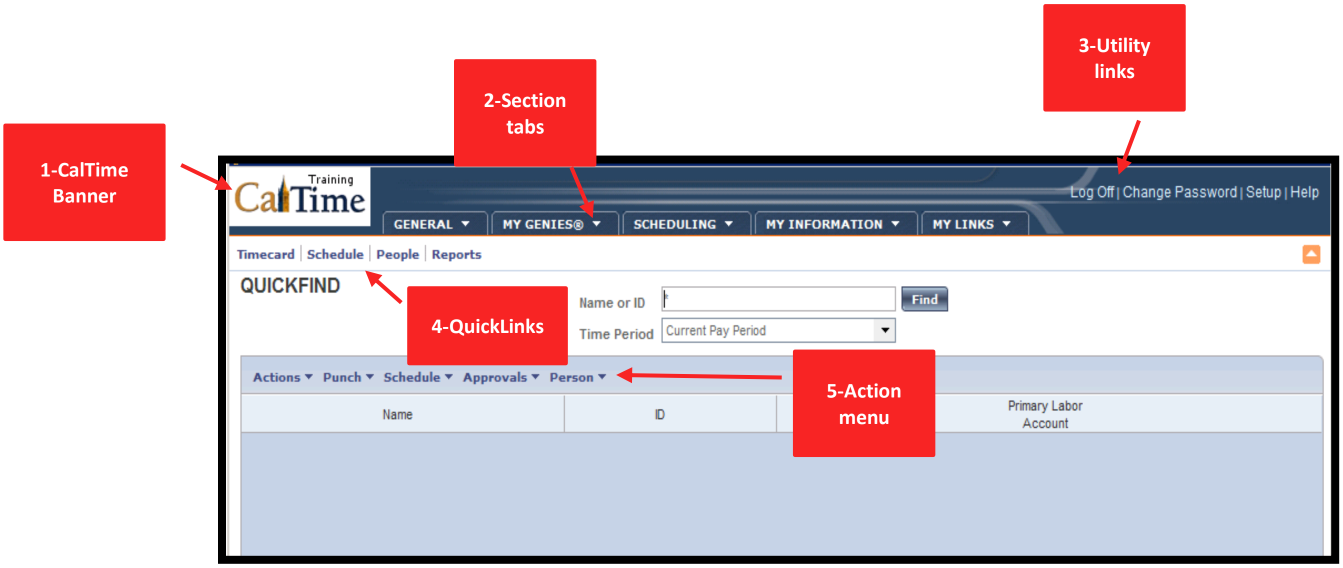



Type your **CalNet username** (where it calls for a User Name) and **passphrase** (where it requests a Password), and press the **Enter** key or click the right-pointing arrow "**Go**" button.

Caltime will open to the **QUICKFIND** window when a timekeeper logs in.



The **QUICKFIND** window (*and other Genies*) contains several elements of note:




1- **CalTime Banner** contains the **Section Tabs** and **Utility links**.

2- **Section tabs** head the **GENERAL**, **MY GENIES**, **SCHEDULING**, **MY INFORMATION**, and **MY LINKS** drop-list menus.

- All the public and personal genies available to a timekeeper will appear here under the **MY GENIES** drop list.

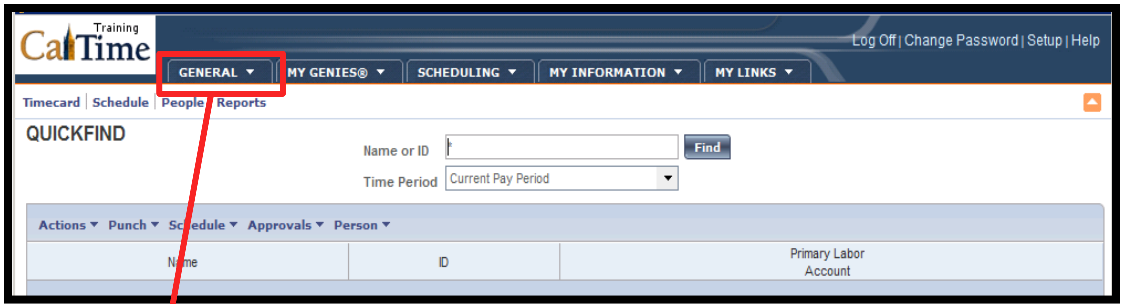
3- **Utility links** allow for **Log Off** and access to the **SETUP** screen.

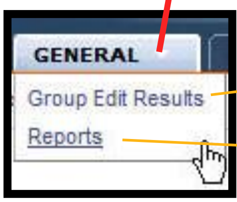
4- **QuickLinks** are the gateways to employee timecards, schedules, people attributes, and reports.

- **Timecard** permits you to view, print, approve, and modify the contents of employee timecards.
- **Schedule** lets timekeepers, supervisors, and schedulers view and modify employee schedules.
- **People** gives you access to employees' custom fields, primary account, and other employee conditions.
- **Reports** will link you to the page from which you may choose one of several reports to generate. The reports can be based on selected employees or all employees.

5- The **Actions menu** allows for various actions on employee timecards and contains additional navigation links to CalTime's **People** and **Reports** sections.

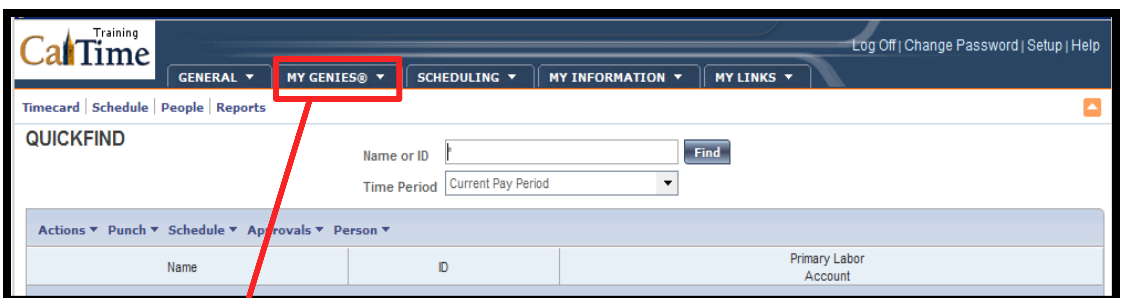
## Section Tabs

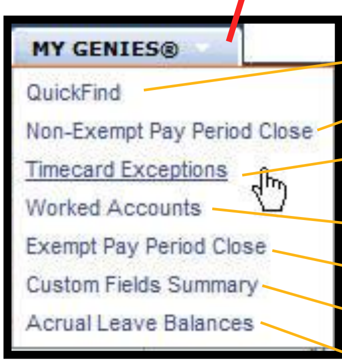



Reviews results of any group edit a timekeeper performs

Displays the CalTime Reports window




Quickly navigate to one or more employees

Displays all data relevant to Non-Exempt close of pay period

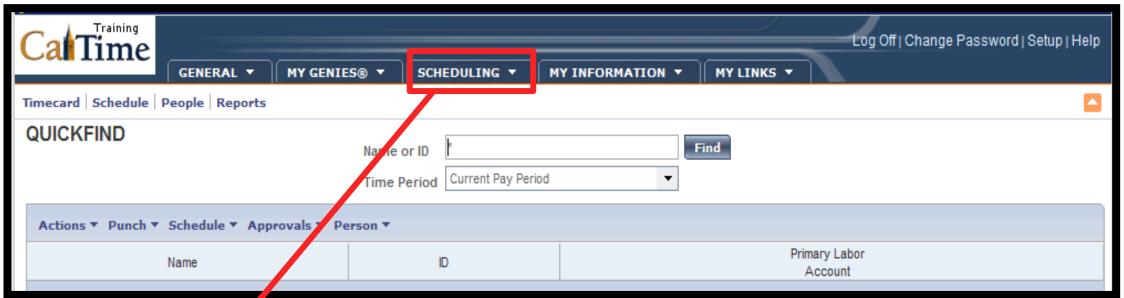
Shows missed punches, holidays, missed shifts (when schedules are applied), and early and late In- and Out-punches (when schedules are applied)

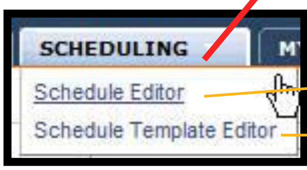
Displays total hours worked per job

Includes all data relevant to Exempt close of pay period

Shows current custom field settings for employees

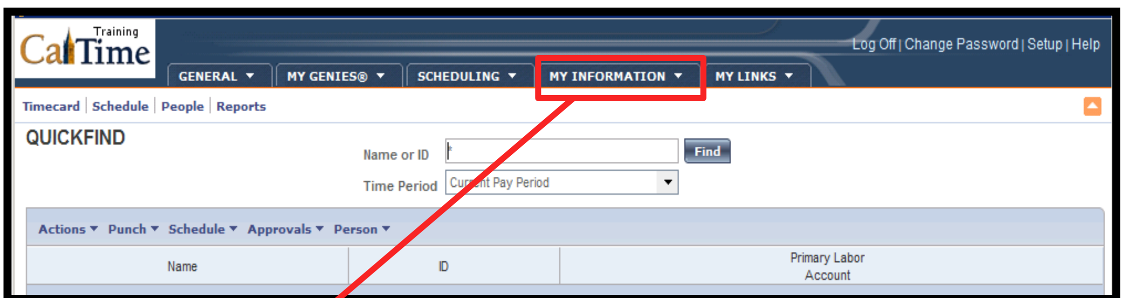
Reports accrued leave balances for selected employees

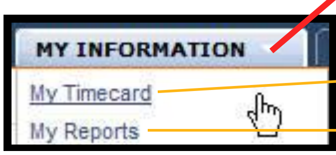



Allows you to apply, modify, or delete schedules for employees

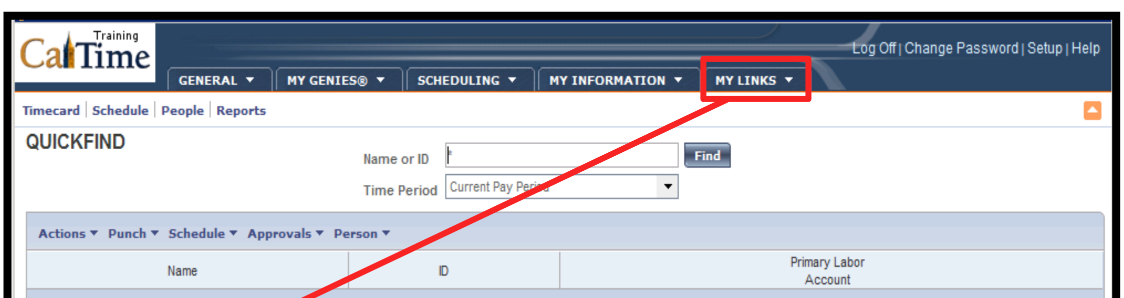
*(only available to system administrators)*

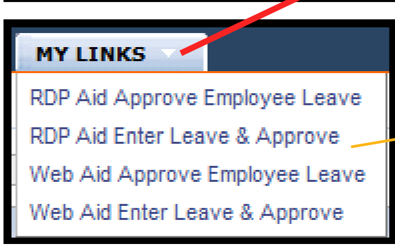



Provides access to your own timecard

Provides access to your accrual balances, schedule, and time detail reports




Displays a list of useful job aids

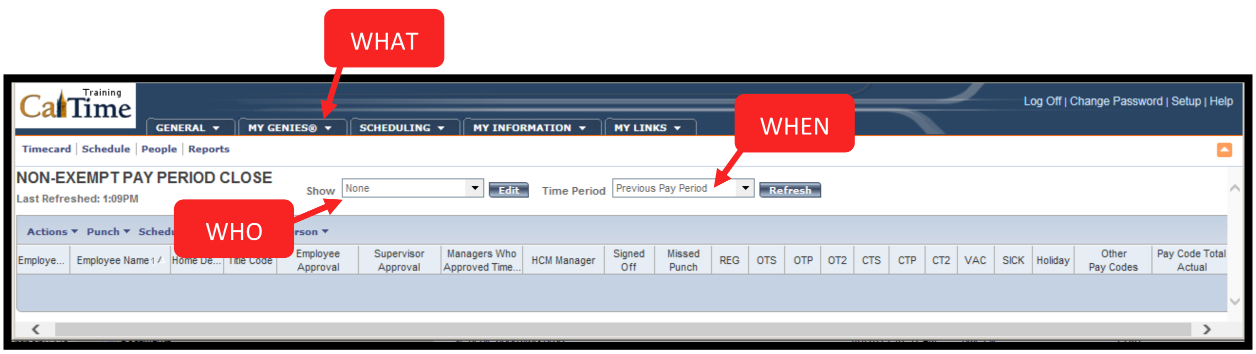
# What, Who, and When

Timekeepers usually navigate to a specific group timecard view in order to perform their tasks. To get to a specific group timecard view, make the following three choices (in the order in which they are listed): Genie, HyperFind, and Time Period.

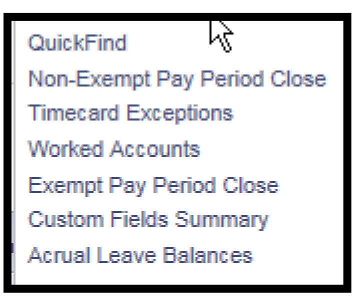
**Genies** provide the **WHAT**, specific columns of data (as displayed below), *e.g.*, employee number, employee name, employee approval . . .

**Show** gives access to HyperFinds, which give the **WHO**, specific rows of employee records.

**Time Period** gives the **WHEN**, the date range to be viewed, *e.g.*, **Previous Pay Period**, **Current Pay Period** . . .




## WHAT (Genies)



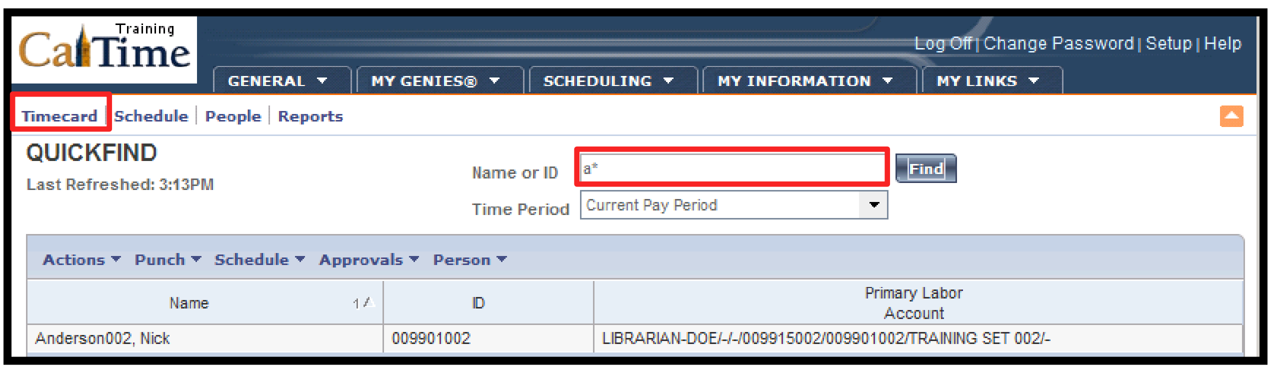

The list to the left shows the CalTime Genies available to timekeepers and supervisors. This list is followed by a brief description and image of each of the Genies . . .

### QuickFind

Previously explored in this handout (*see pages 2–4*), QuickFind locates one or more employees, such as someone with a specific last name or ID number, or anyone whose last name begins with a given letter. QuickFind's **Show** text cell is *not* case-sensitive.

| Wildcard Character | Description | Example |
|---|---|---|
| * | An asterisk represents one or more letter characters | **b*** finds all employees with a last name beginning with "**B**".<br>***, C*** finds all employees whose first name begins with the letter C. (*Names are stored: "Last, First".*) |
| % | A percent symbol indicates one or more numerals.<br><br>*Search criteria are not case sensitive*, so you don't have to type uppercase letters for the first letter of a name. | **%1** finds all employees whose ID number ends with the number 1<br><br>*bay* and *Bay* will produce the same search results. |

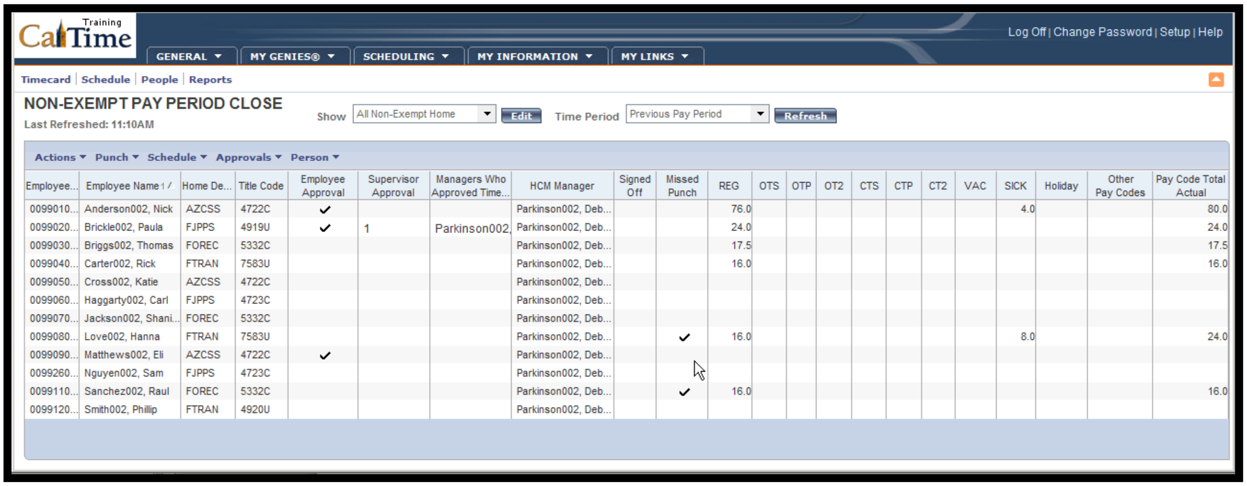
Below you see the QuickFind search results for a last name beginning with "**a**", in the **Current Pay Period**. Note that it shows the found employee's name, ID, and primary labor account. From here, a timekeeper or supervisor could double-click on the employee's name to gain access to the employee's timecard.




## Non-Exempt Pay Period Close

This Genie is used at the end of a pay period to review and sign-off timecards for those employees with an FLSA status of *Non-Exempt*. Below, you can see that it contains all the relevant data for review and approval, such as whether or not an employee has approved the timecard, whether or not a supervisor has approved (and which supervisor), missed punches, regular hours worked, comp time/overtime, vacation leave taken, and so forth. Double-click on any employee's name to view his/her timecard.

All columns are sortable by clicking on the column head. All columns are resizable by clicking on the right border and dragging.

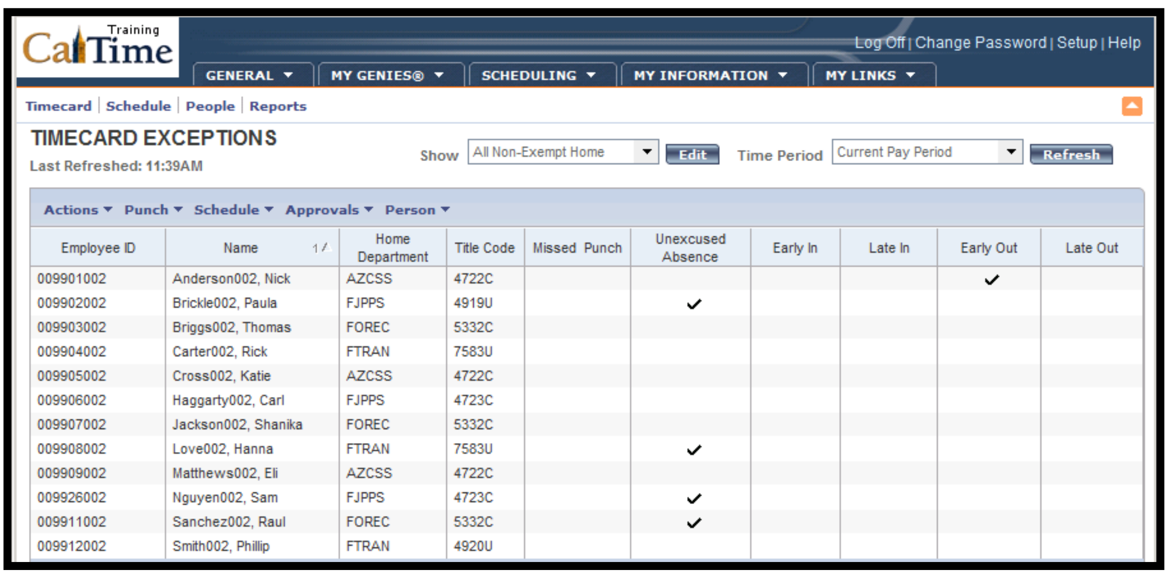



| Employee... | Employee Name | Home De... | Title Code | Employee Approval | Supervisor Approval | Managers Who Approved Time... | HCM Manager | Signed Off | Missed Punch | REG | OTS | OTP | OT2 | CTS | CTP | CT2 | VAC | SICK | Holiday | Other Pay Codes | Pay Code Total Actual |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0099010... | Anderson002, Nick | AZCSS | 4722C | ✓ | | | Parkinson002, Deb... | | | 76.0 | | | | | | | | 4.0 | | | 80.0 |
| 0099020... | Brickle002, Paula | FJPPS | 4919U | ✓ | 1 | Parkinson002, | Parkinson002, Deb... | | | 24.0 | | | | | | | | | | | 24.0 |
| 0099030... | Briggs002, Thomas | FOREC | 5332C | | | | Parkinson002, Deb... | | | 17.5 | | | | | | | | | | | 17.5 |
| 0099040... | Carter002, Rick | FTRAN | 7583U | | | | Parkinson002, Deb... | | | 16.0 | | | | | | | | | | | 16.0 |
| 0099050... | Cross002, Katie | AZCSS | 4722C | | | | Parkinson002, Deb... | | | | | | | | | | | | | | |
| 0099060... | Haggarty002, Carl | FJPPS | 4723C | | | | Parkinson002, Deb... | | | | | | | | | | | | | | |
| 0099070... | Jackson002, Shani... | FOREC | 5332C | | | | Parkinson002, Deb... | | | | | | | | | | | | | | |
| 0099080... | Love002, Hanna | FTRAN | 7583U | | | | Parkinson002, Deb... | | ✓ | 16.0 | | | | | | | | 8.0 | | | 24.0 |
| 0099090... | Matthews002, Eli | AZCSS | 4722C | ✓ | | | Parkinson002, Deb... | | | | | | | | | | | | | | |
| 0099260... | Nguyen002, Sam | FJPPS | 4723C | | | | Parkinson002, Deb... | | | | | | | | | | | | | | |
| 0099110... | Sanchez002, Raul | FOREC | 5332C | | | | Parkinson002, Deb... | | ✓ | 16.0 | | | | | | | | | | | 16.0 |
| 0099120... | Smith002, Phillip | FTRAN | 4920U | | | | Parkinson002, Deb... | | | | | | | | | | | | | | |

## Timecard Exceptions

This Genie is used *daily* during the pay period to review timecards. Note the columns for Missed Punch, Unexcused Absence (*with schedules applied*), and early and late In and Out punches (*with schedules applied*). Double-click on any employee's name to view his/her timecard.

All columns are sortable by clicking on the column head. All columns are resizable by clicking on the right border and dragging.

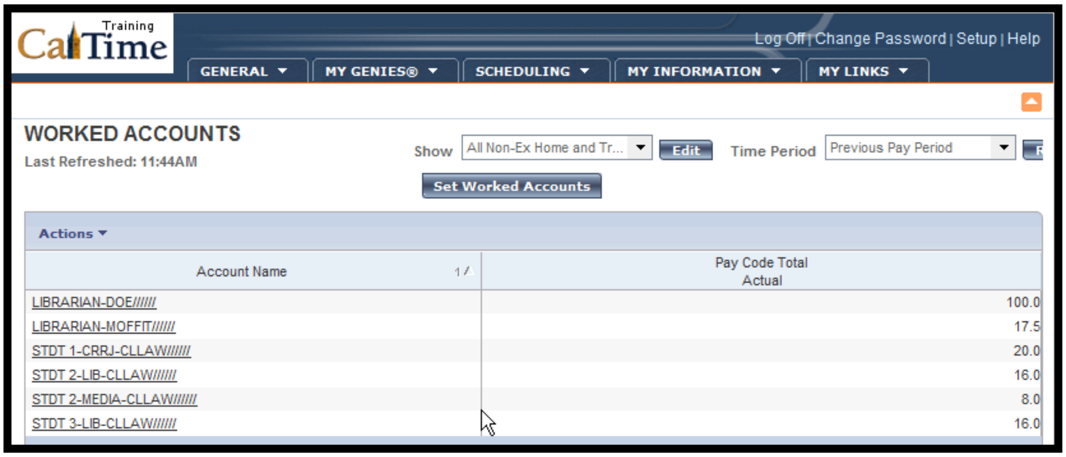



| Employee ID | Name | Home Department | Title Code | Missed Punch | Unexcused Absence | Early In | Late In | Early Out | Late Out |
|---|---|---|---|---|---|---|---|---|---|
| 009901002 | Anderson002, Nick | AZCSS | 4722C | | | | | ✓ | |
| 009902002 | Brickle002, Paula | FJPPS | 4919U | | ✓ | | | | |
| 009903002 | Briggs002, Thomas | FOREC | 5332C | | | | | | |
| 009904002 | Carter002, Rick | FTRAN | 7583U | | | | | | |
| 009905002 | Cross002, Katie | AZCSS | 4722C | | | | | | |
| 009906002 | Haggarty002, Carl | FJPPS | 4723C | | | | | | |
| 009907002 | Jackson002, Shanika | FOREC | 5332C | | | | | | |
| 009908002 | Love002, Hanna | FTRAN | 7583U | | ✓ | | | | |
| 009909002 | Matthews002, Eli | AZCSS | 4722C | | | | | | |
| 009926002 | Nguyen002, Sam | FJPPS | 4723C | | ✓ | | | | |
| 009911002 | Sanchez002, Raul | FOREC | 5332C | | ✓ | | | | |
| 009912002 | Smith002, Phillip | FTRAN | 4920U | | | | | | |

## Worked Accounts

This Genie is used at any time to review hours worked for different jobs.

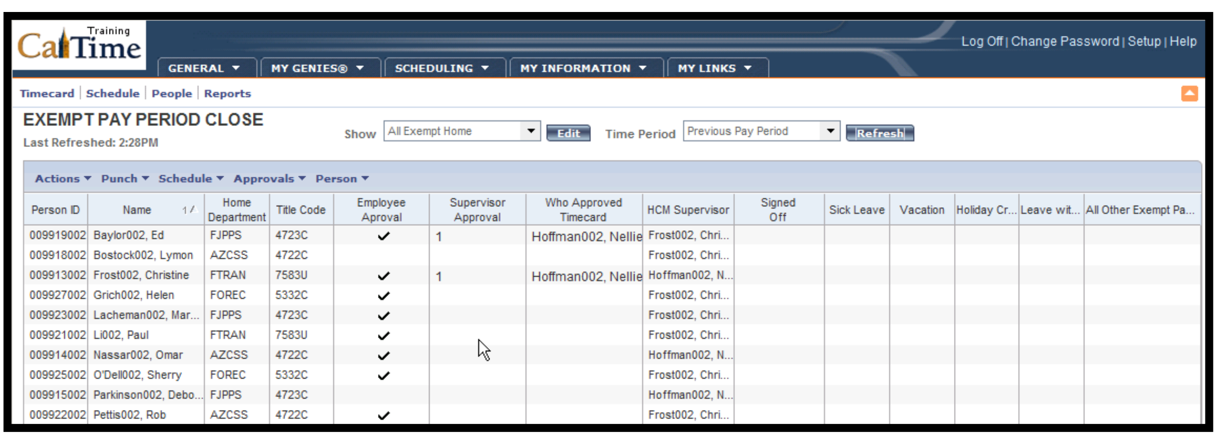
Both columns are sortable by clicking on the column head. Both columns are resizable by clicking on the right border and dragging.




## Exempt Pay Period Close

This Genie is used at the end of a pay period to review and approve timecards for those employees with an FLSA status of *Exempt*. Below, you can see that it contains all the relevant data for review and approval, such as whether or not an employee has approved the timecard, whether or not a supervisor has approved (and which supervisor), vacation leave taken, and so forth. Double-click on any employee's name to view his/her timecard.

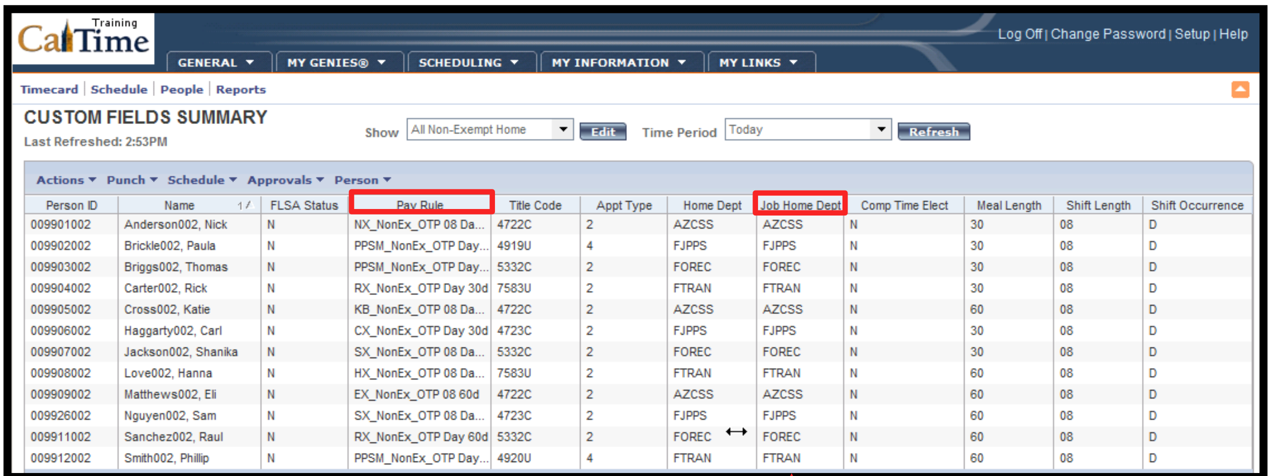
All columns are sortable by clicking on the column head. All columns are resizable by clicking on the right border and dragging.



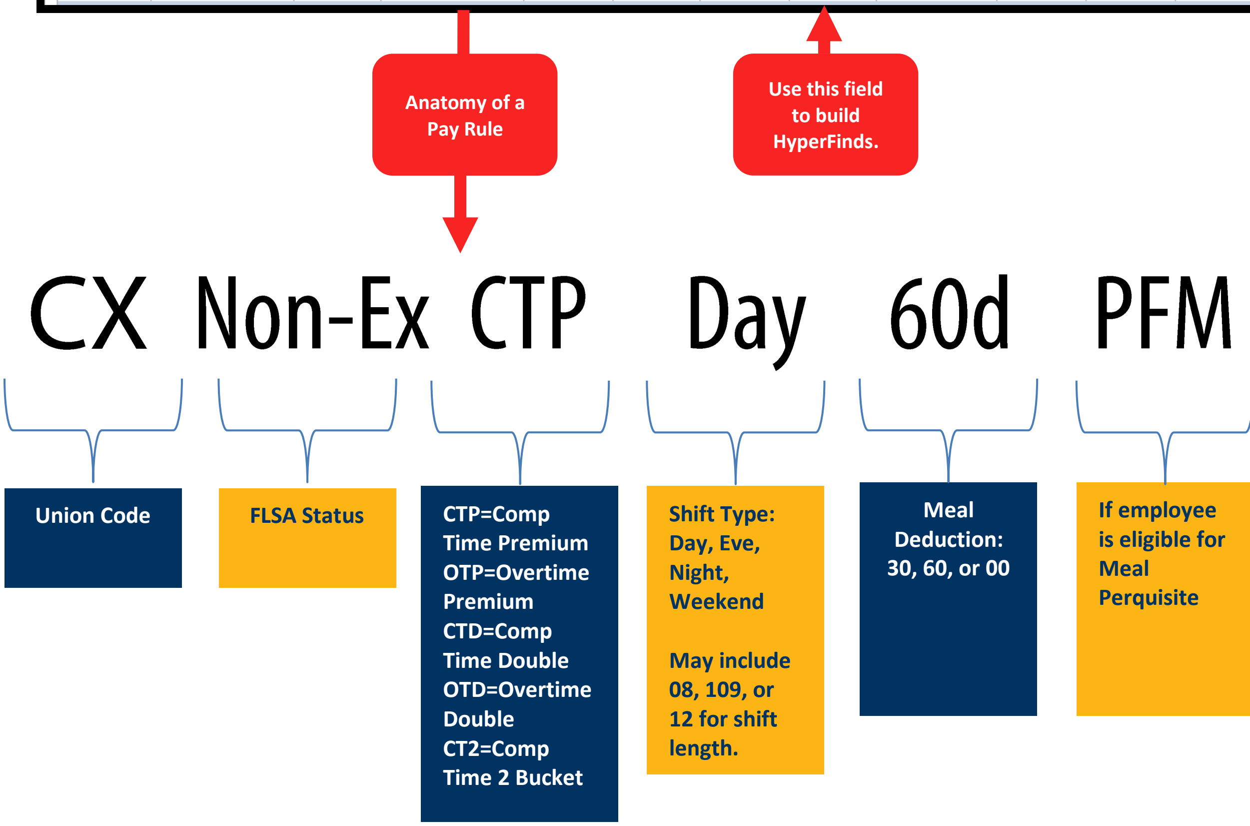
## Custom Fields Summary

This Genie is used to display a *non-exempt* employee's pay rule, appointment type, home department, job home department, compensatory time election, meal length, shift length, and shift occurrence. Both timekeepers and supervisors can consult it for this range of information. (Timekeepers can *change* custom field data from the Setup menu—*see page 15*.)Double-click on any employee's name to view his/her timecard. It defaults to **Today**, so you are viewing your employees' current statuses.

All columns are sortable by clicking on the column head. All columns are resizable by clicking on the right border and dragging.



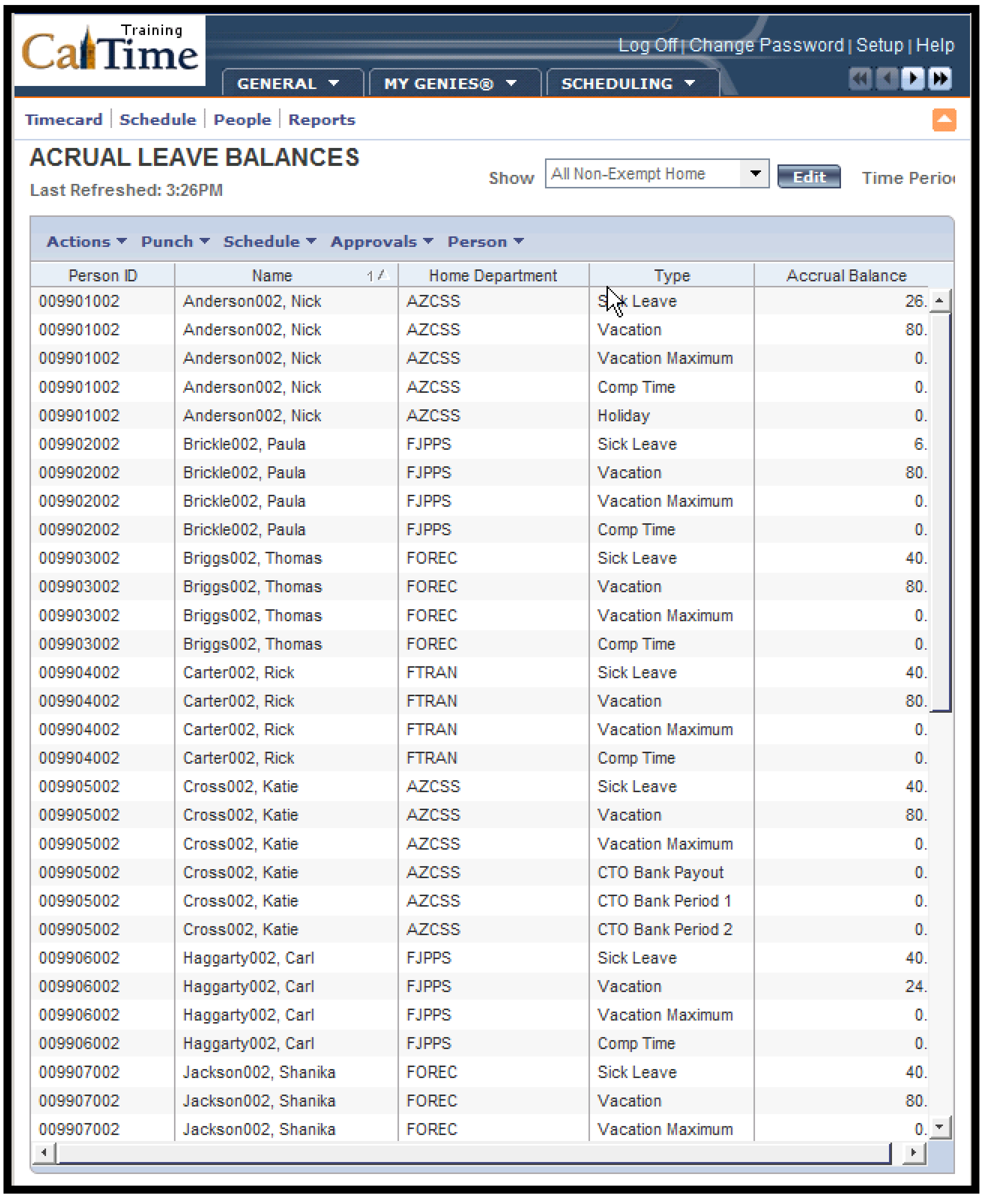

| Person ID | Name | FLSA Status | Pay Rule | Title Code | Appt Type | Home Dept | Job Home Dept | Comp Time Elect | Meal Length | Shift Length | Shift Occurrence |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 009901002 | Anderson002, Nick | N | NX_NonEx_OTP 08 Da... | 4722C | 2 | AZCSS | AZCSS | N | 30 | 08 | D |
| 009902002 | Brickle002, Paula | N | PPSM_NonEx_OTP Day... | 4919U | 4 | FJPPS | FJPPS | N | 30 | 08 | D |
| 009903002 | Briggs002, Thomas | N | PPSM_NonEx_OTP Day... | 5332C | 2 | FOREC | FOREC | N | 30 | 08 | D |
| 009904002 | Carter002, Rick | N | RX_NonEx_OTP Day 30d | 7583U | 2 | FTRAN | FTRAN | N | 30 | 08 | D |
| 009905002 | Cross002, Katie | N | KB_NonEx_OTP 08 Da... | 4722C | 2 | AZCSS | AZCSS | N | 60 | 08 | D |
| 009906002 | Haggarty002, Carl | N | CX_NonEx_OTP Day 30d | 4723C | 2 | FJPPS | FJPPS | N | 30 | 08 | D |
| 009907002 | Jackson002, Shanika | N | SX_NonEx_OTP 08 Da... | 5332C | 2 | FOREC | FOREC | N | 30 | 08 | D |
| 009908002 | Love002, Hanna | N | HX_NonEx_OTP 08 Da... | 7583U | 2 | FTRAN | FTRAN | N | 60 | 08 | D |
| 009909002 | Matthews002, Eli | N | EX_NonEx_OTP 08 60d | 4722C | 2 | AZCSS | AZCSS | N | 60 | 08 | D |
| 009926002 | Nguyen002, Sam | N | SX_NonEx_OTP 08 Da... | 4723C | 2 | FJPPS | FJPPS | N | 60 | 08 | D |
| 009911002 | Sanchez002, Raul | N | RX_NonEx_OTP Day 60d | 5332C | 2 | FOREC | FOREC | N | 60 | 08 | D |
| 009912002 | Smith002, Phillip | N | PPSM_NonEx_OTP Day... | 4920U | 4 | FTRAN | FTRAN | N | 60 | 08 | D |



## Accrual Leave Balances

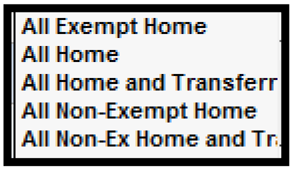
This Genie is used to display an employee's accrual leave balances. Both timekeepers and supervisors can consult it for this information. Double-click on any employee's name to view his/her timecard.

All columns are sortable by clicking on the column head. All columns are resizable by clicking on the right border and dragging.




| Person ID | Name | Home Department | Type | Accrual Balance |
|---|---|---|---|---|
| 009901002 | Anderson002, Nick | AZCSS | Sick Leave | 26. |
| 009901002 | Anderson002, Nick | AZCSS | Vacation | 80. |
| 009901002 | Anderson002, Nick | AZCSS | Vacation Maximum | 0. |
| 009901002 | Anderson002, Nick | AZCSS | Comp Time | 0. |
| 009901002 | Anderson002, Nick | AZCSS | Holiday | 0. |
| 009902002 | Brickle002, Paula | FJPPS | Sick Leave | 6. |
| 009902002 | Brickle002, Paula | FJPPS | Vacation | 80. |
| 009902002 | Brickle002, Paula | FJPPS | Vacation Maximum | 0. |
| 009902002 | Brickle002, Paula | FJPPS | Comp Time | 0. |
| 009903002 | Briggs002, Thomas | FOREC | Sick Leave | 40. |
| 009903002 | Briggs002, Thomas | FOREC | Vacation | 80. |
| 009903002 | Briggs002, Thomas | FOREC | Vacation Maximum | 0. |
| 009903002 | Briggs002, Thomas | FOREC | Comp Time | 0. |
| 009904002 | Carter002, Rick | FTRAN | Sick Leave | 40. |
| 009904002 | Carter002, Rick | FTRAN | Vacation | 80. |
| 009904002 | Carter002, Rick | FTRAN | Vacation Maximum | 0. |
| 009904002 | Carter002, Rick | FTRAN | Comp Time | 0. |
| 009905002 | Cross002, Katie | AZCSS | Sick Leave | 40. |
| 009905002 | Cross002, Katie | AZCSS | Vacation | 80. |
| 009905002 | Cross002, Katie | AZCSS | Vacation Maximum | 0. |
| 009905002 | Cross002, Katie | AZCSS | CTO Bank Payout | 0. |
| 009905002 | Cross002, Katie | AZCSS | CTO Bank Period 1 | 0. |
| 009905002 | Cross002, Katie | AZCSS | CTO Bank Period 2 | 0. |
| 009906002 | Haggarty002, Carl | FJPPS | Sick Leave | 40. |
| 009906002 | Haggarty002, Carl | FJPPS | Vacation | 24. |
| 009906002 | Haggarty002, Carl | FJPPS | Vacation Maximum | 0. |
| 009906002 | Haggarty002, Carl | FJPPS | Comp Time | 0. |
| 009907002 | Jackson002, Shanika | FOREC | Sick Leave | 40. |
| 009907002 | Jackson002, Shanika | FOREC | Vacation | 80. |
| 009907002 | Jackson002, Shanika | FOREC | Vacation Maximum | 0. |

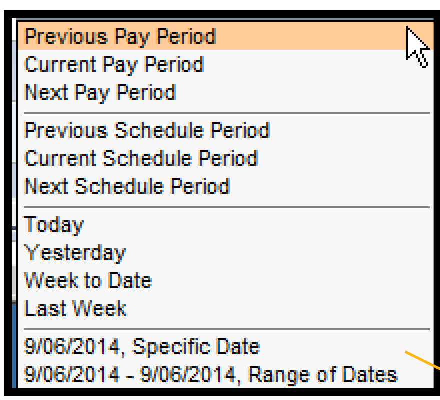
## WHO (hyperfinds)




The list to the left shows the public and personal **HyperFinds** in the **Show** drop menu available to timekeepers and supervisors.

- **All Exempt Home** and **All Non-Exempt Home** show specific groups by FLSA status.
- **All Exempt and Non-Exempt Home and Transferred In** shows a specific group by FLSA status and includes employees who have charged time to the groups accounts.
- **All Home** shows all employees assigned to the timekeeper.
- **Public Hyperfinds will appear in bold type.** Personal HyperFinds will appear in regular type. Only timekeepers and system administrators can create personal HyperFinds. They can be assigned to timekeepers and supervisors.

## WHEN (time period)

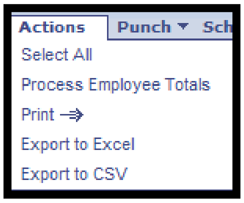



To the left is a list of Time Periods typically available to a Timekeeper. The most commonly selected are:

- **Previous Pay Period** displays the previous biweekly pay period for non-exempt employees and the previous month for exempt employees.
- **Current Pay Period** displays the current bi-weekly pay period for non-exempt employees and the current month for exempt employees.
- **Next Pay Period** will display the appropriate next biweekly or month pay period
- The bottom section of the window allows the Timekeeper to enter a **Specific Date** or **Range of Dates** to be retrieved.

# The Action Menu

All Genies *except* **Work Accounts** have an **Action** menu comprised of the same items:




**Actions** — From this sub-menu, you can select all employees, print the Genie contents, and export the Genie contents to *Microsoft Excel* or CSV-formatted file.

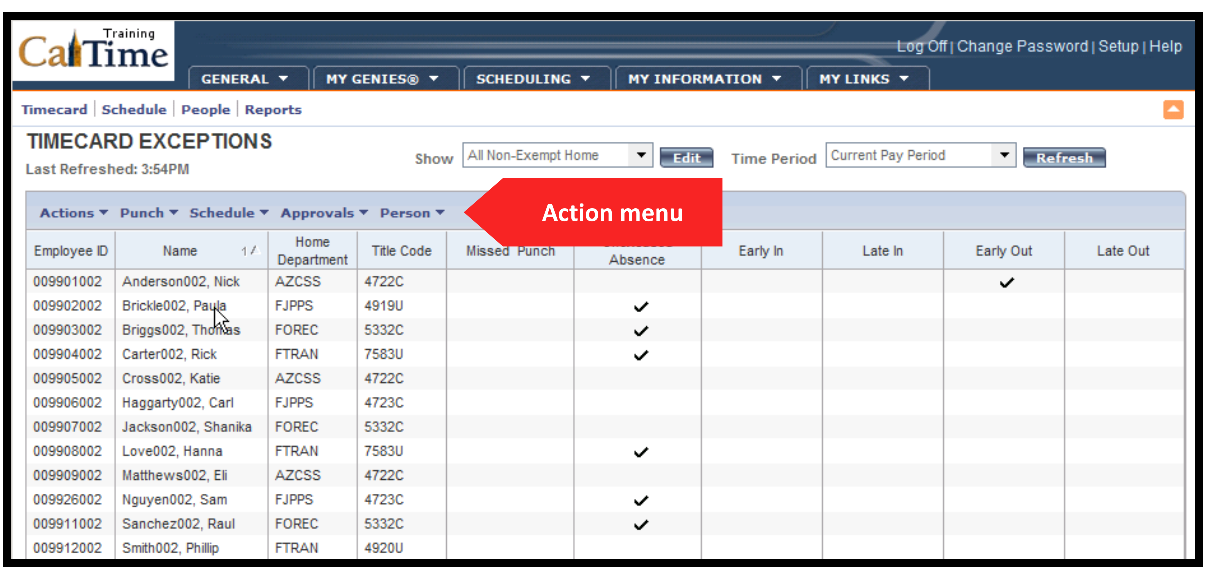

**Punch** — You can add or delete a punch for a selected In- or Out-punch text cell.


**Schedule** — You can create and apply a schedule pattern for a selected employee.


**Approval** — Supervisors can approve a selected employee's timecard or remove approval. Timekeepers can sign off a timecard.


**Person** — You can edit the Person information for a selected employee.

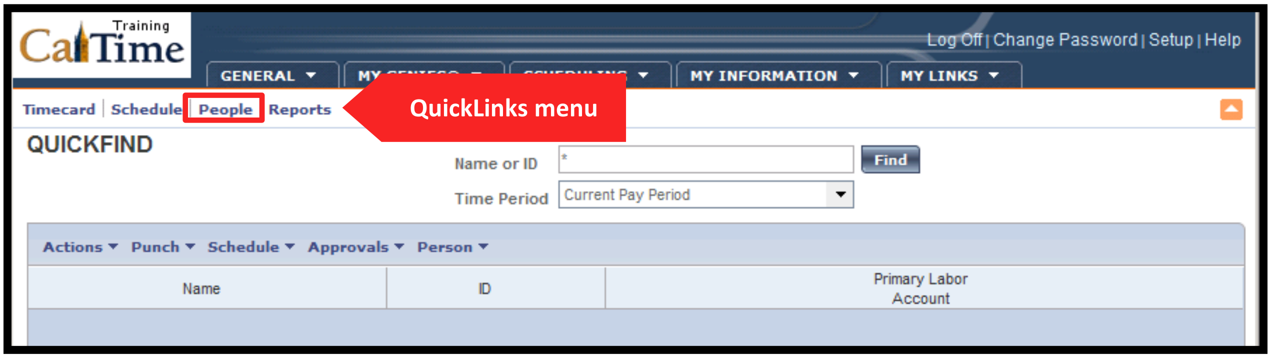
Below you see the **Action** menu as it appears in the **Timecard Exceptions** Genie:



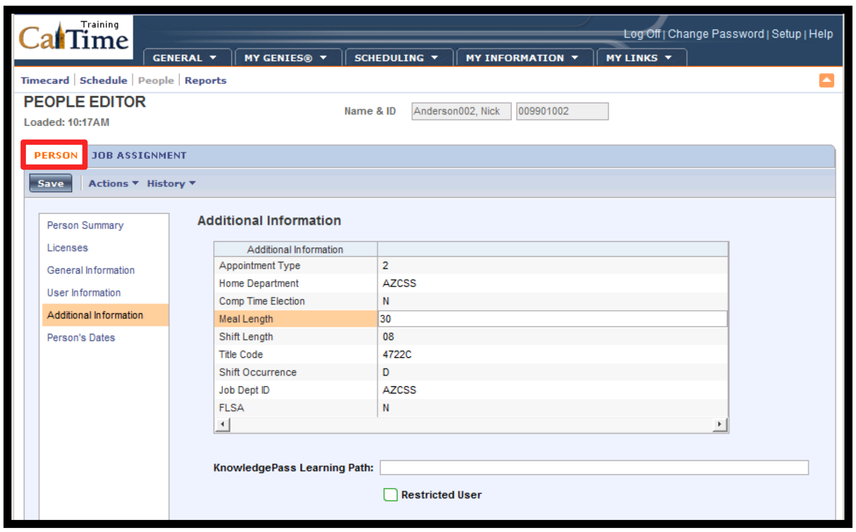

| Employee ID | Name | Home Department | Title Code | Missed Punch | Absence | Early In | Late In | Early Out | Late Out |
|---|---|---|---|---|---|---|---|---|---|
| 009901002 | Anderson002, Nick | AZCSS | 4722C | | | | | ✓ | |
| 009902002 | Brickle002, Paula | FJPPS | 4919U | | ✓ | | | | |
| 009903002 | Briggs002, Thomas | FOREC | 5332C | | ✓ | | | | |
| 009904002 | Carter002, Rick | FTRAN | 7583U | | ✓ | | | | |
| 009905002 | Cross002, Katie | AZCSS | 4722C | | | | | | |
| 009906002 | Haggarty002, Carl | FJPPS | 4723C | | | | | | |
| 009907002 | Jackson002, Shanika | FOREC | 5332C | | | | | | |
| 009908002 | Love002, Hanna | FTRAN | 7583U | | ✓ | | | | |
| 009909002 | Matthews002, Eli | AZCSS | 4722C | | | | | | |
| 009926002 | Nguyen002, Sam | FJPPS | 4723C | | ✓ | | | | |
| 009911002 | Sanchez002, Raul | FOREC | 5332C | | ✓ | | | | |
| 009912002 | Smith002, Phillip | FTRAN | 4920U | | | | | | |

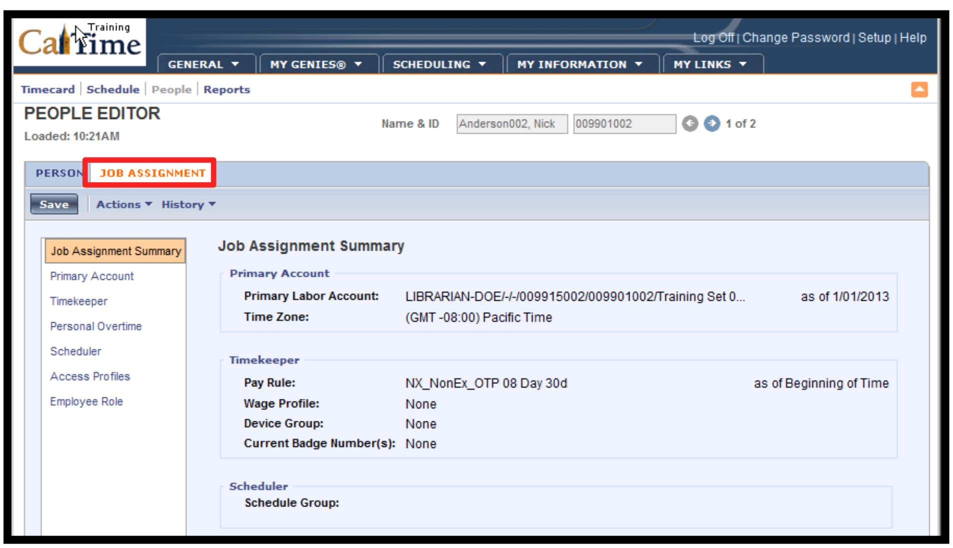
# People Editor (QuickLinks menu)

The **People** submenu provides access to two areas of importance for timekeepers: **Person** data and **Job Assignment** data. From any Genie, click on **People** to access the **People Editor** dialog windows.



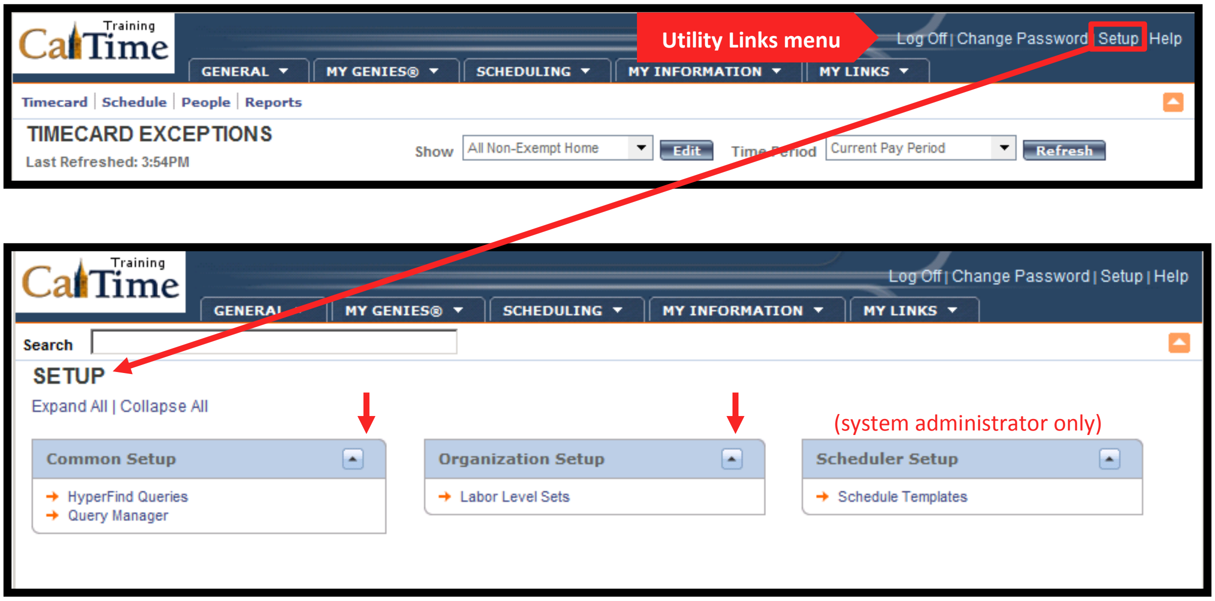

Below you see the two tabs available in PEOPLE EDITOR, Person and Job Assignment:



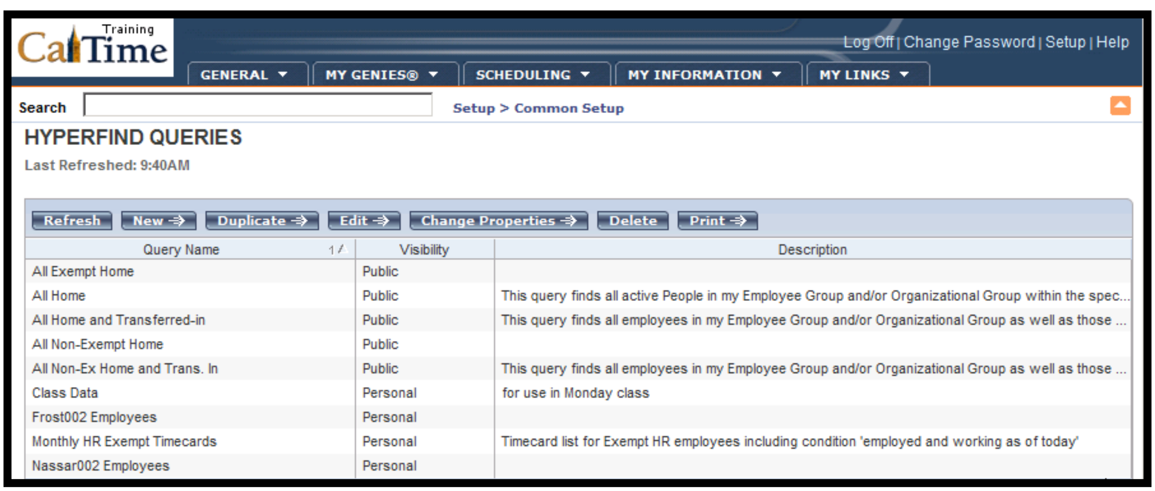
# Setup (Utility Links menu)

The **Setup** submenu provides access to three areas of importance for timekeepers: **HyperFind Queries**, **Query Manager**, and **Labor Level Sets**:



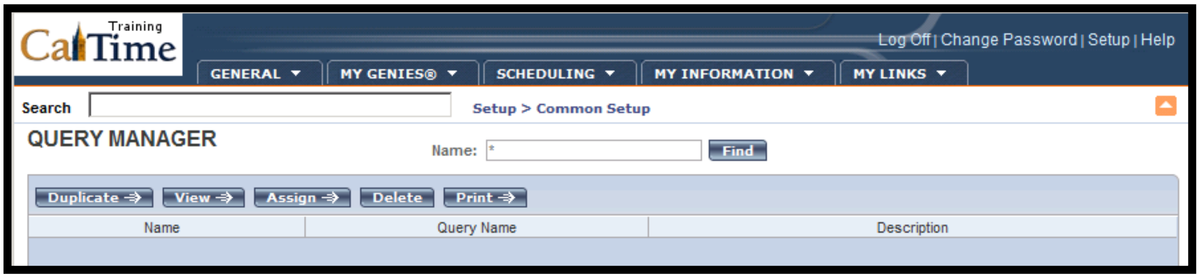

## HYPERFIND QUERIES

From this dialog window, timekeepers can search for, create, duplicate, edit, change properties of, delete, and print HyperFind queries.



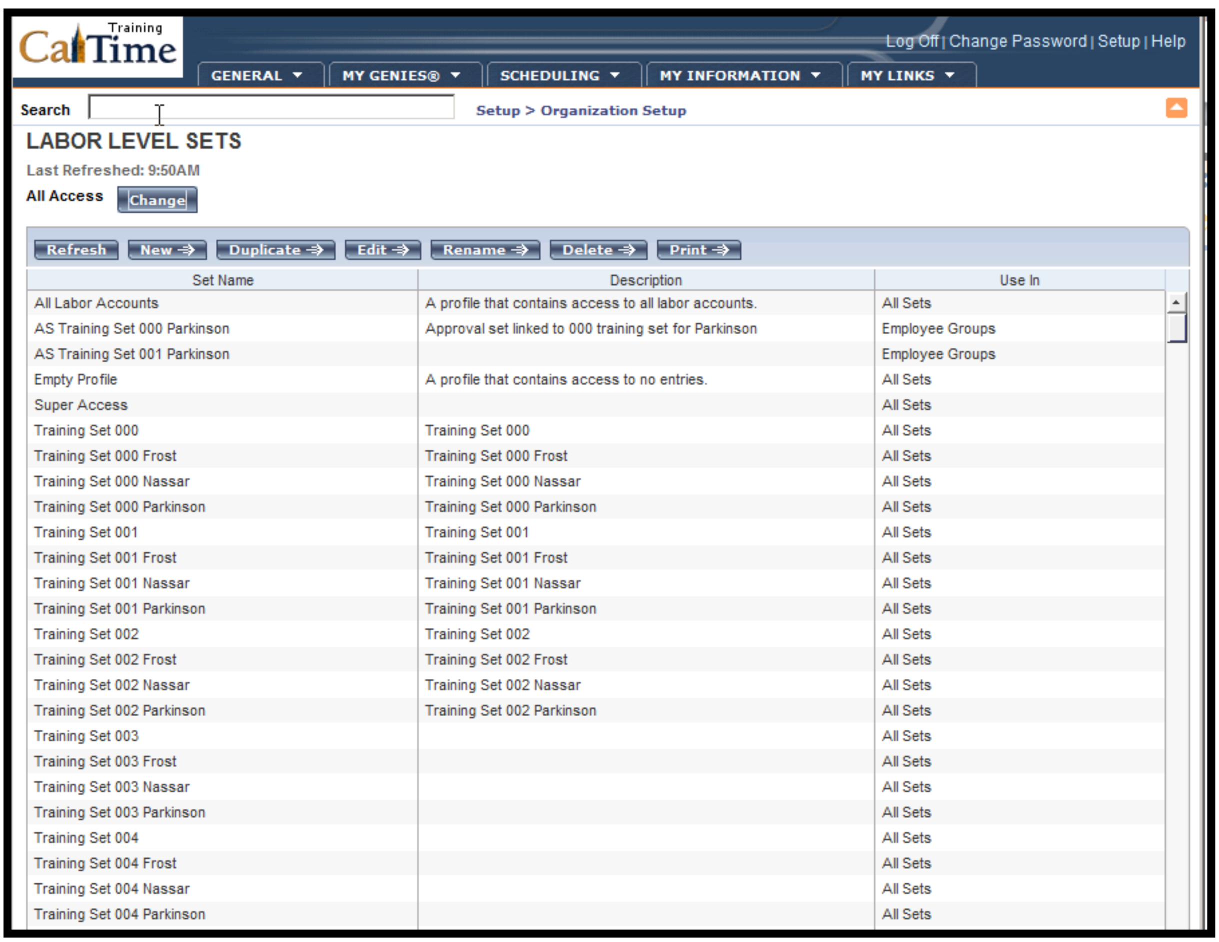
## QUERY MANAGER

From this dialog window, timekeepers can find, duplicate, view, assign, delete, and print existing HyperFind queries.




## LABOR LEVEL SETS

From this dialog window, timekeepers can find, create, duplicate, edit, rename, delete, and print labor level sets. (*System administrators modify labor level sets.*)




| Set Name | Description | Use In |
|---|---|---|
| All Labor Accounts | A profile that contains access to all labor accounts. | All Sets |
| AS Training Set 000 Parkinson | Approval set linked to 000 training set for Parkinson | Employee Groups |
| AS Training Set 001 Parkinson | | Employee Groups |
| Empty Profile | A profile that contains access to no entries. | All Sets |
| Super Access | | All Sets |
| Training Set 000 | Training Set 000 | All Sets |
| Training Set 000 Frost | Training Set 000 Frost | All Sets |
| Training Set 000 Nassar | Training Set 000 Nassar | All Sets |
| Training Set 000 Parkinson | Training Set 000 Parkinson | All Sets |
| Training Set 001 | Training Set 001 | All Sets |
| Training Set 001 Frost | Training Set 001 Frost | All Sets |
| Training Set 001 Nassar | Training Set 001 Nassar | All Sets |
| Training Set 001 Parkinson | Training Set 001 Parkinson | All Sets |
| Training Set 002 | Training Set 002 | All Sets |
| Training Set 002 Frost | Training Set 002 Frost | All Sets |
| Training Set 002 Nassar | Training Set 002 Nassar | All Sets |
| Training Set 002 Parkinson | Training Set 002 Parkinson | All Sets |
| Training Set 003 | | All Sets |
| Training Set 003 Frost | | All Sets |
| Training Set 003 Nassar | | All Sets |
| Training Set 003 Parkinson | | All Sets |
| Training Set 004 | | All Sets |
| Training Set 004 Frost | | All Sets |
| Training Set 004 Nassar | | All Sets |
| Training Set 004 Parkinson | | All Sets |