



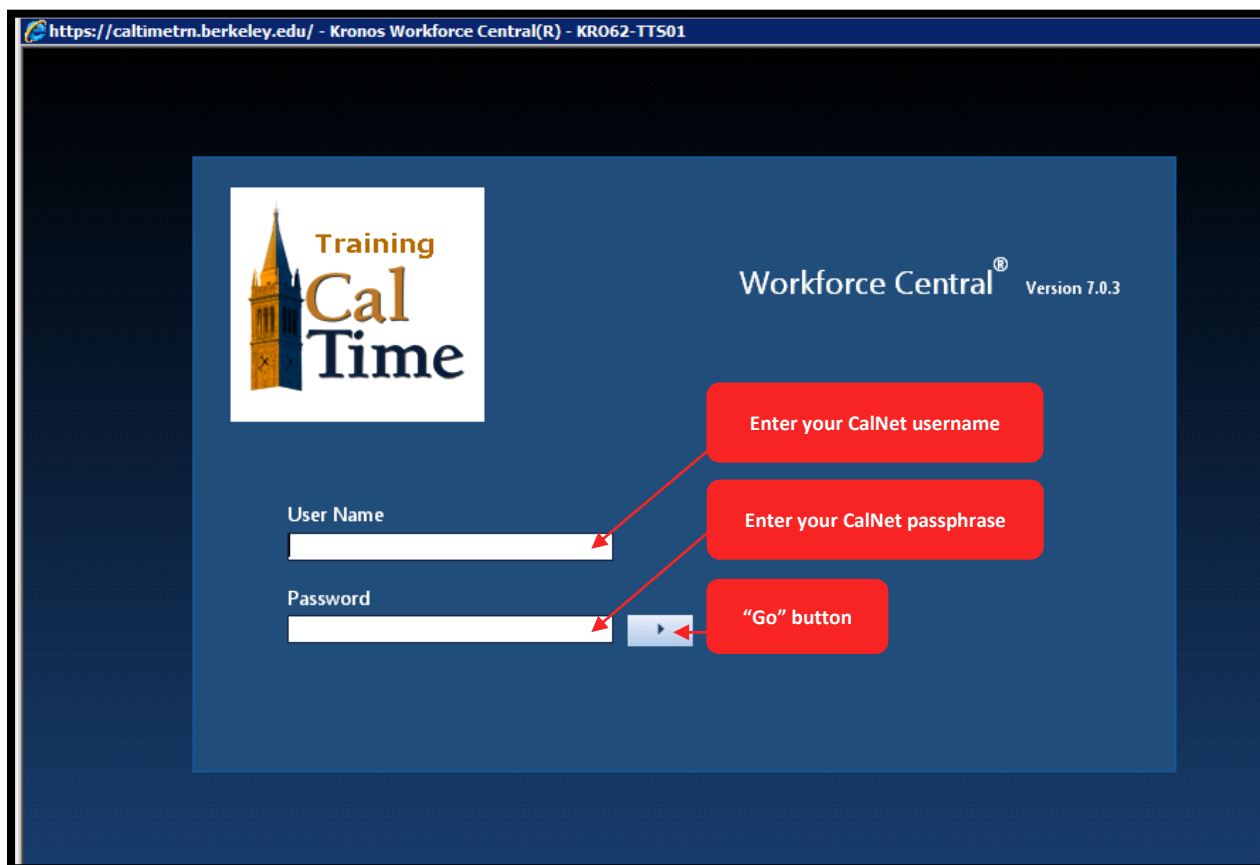
Navigating RDP CalTime for Timekeepers

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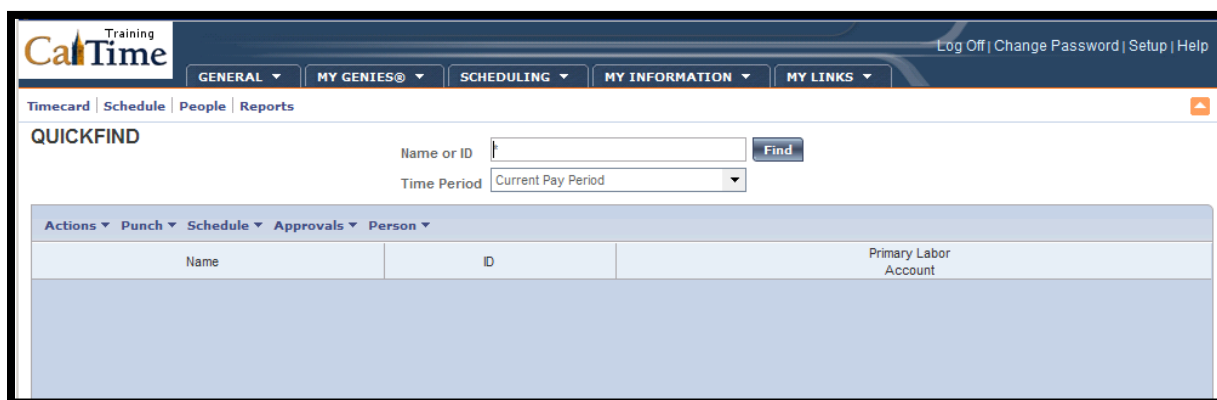
CalTime Log In

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



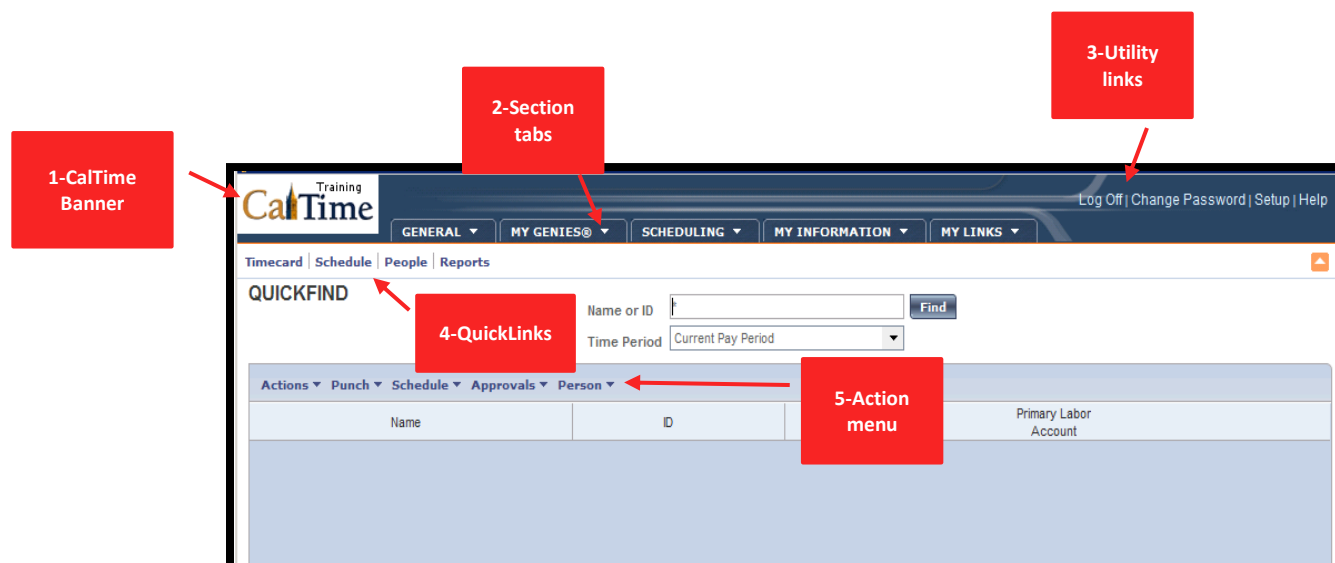
Type your **CalNet username** (where it calls for a User Name) and **passphrase** (where it requests a Password), and press the **Enter** key or click the right-pointing arrow **“Go”** button.

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



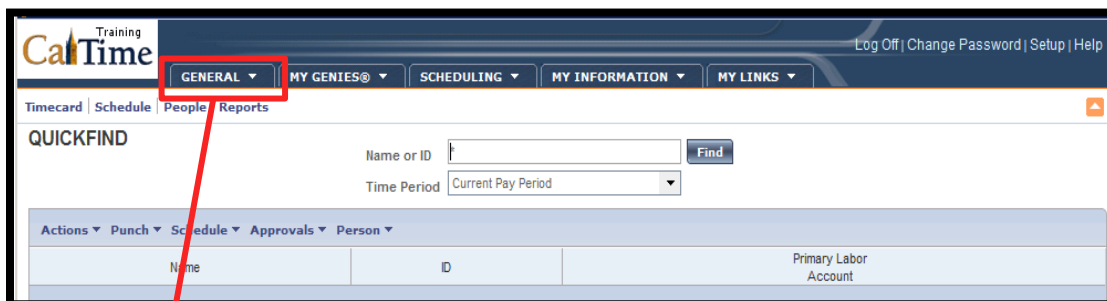
Name	ID	Primary Labor Account

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



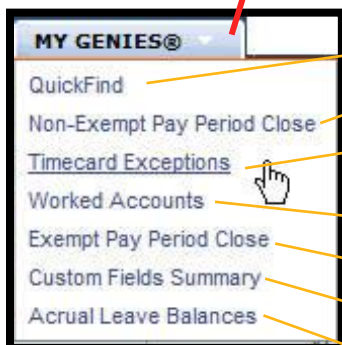
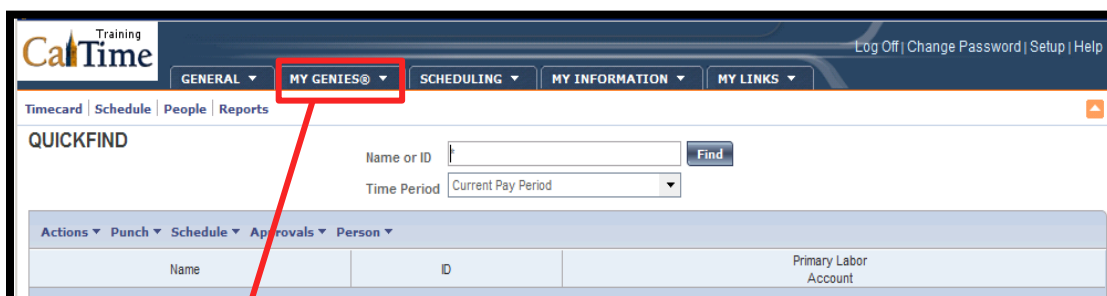
- 1- **CalTime Banner** contains the **Section Tabs** and **Utility links**.
- 2- **Section tabs** head the **GENERAL**, **MY GENIES**, **SCHEDULING**, **MY INFORMATION**, and **MY LINKS** drop-list menus.
 - All the public and personal genies available to a timekeeper will appear here under the **MY 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

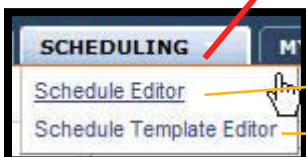
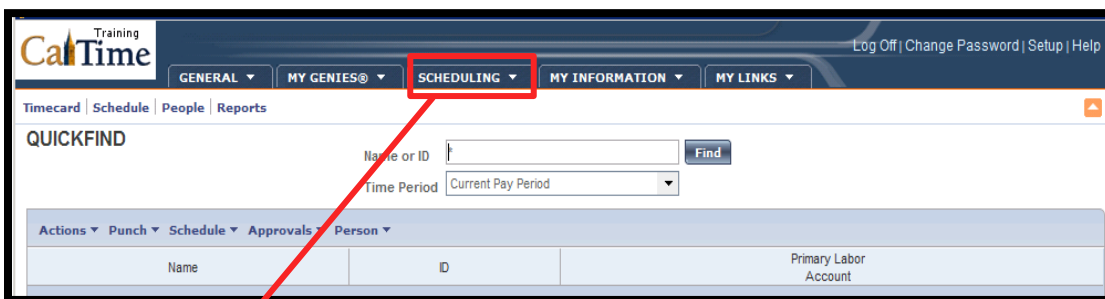
Shows missed punches, holidays, missed shifts (when schedules are applied), and early and late In- and Out-punches (when schedules are applied)

Displays total hours worked per job

Includes all data relevant to Exempt close of pay period

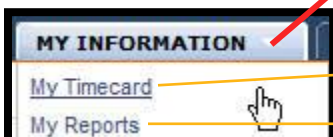
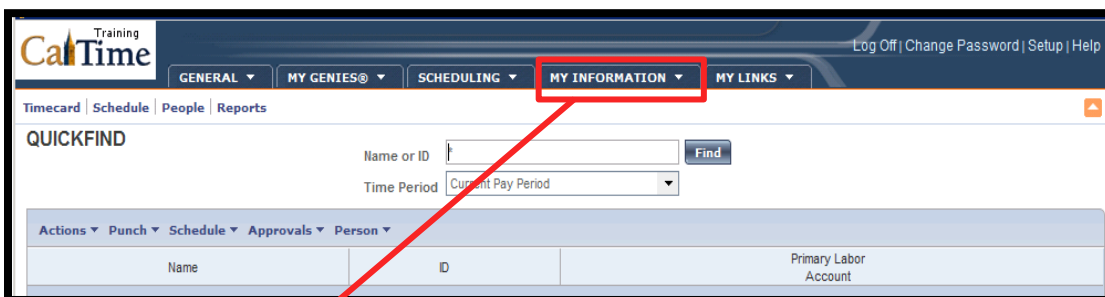
Shows current custom field settings for employees

Reports accrued leave balances for selected employees



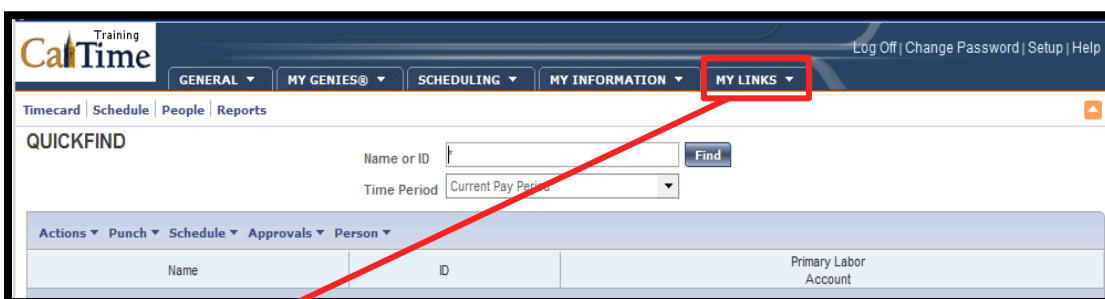
Allows you to apply, modify, or delete schedules for employees

(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.



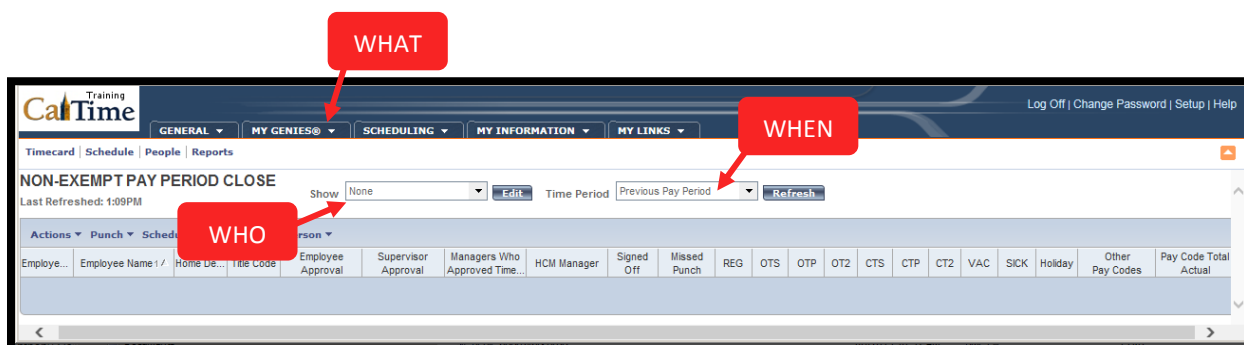
Genies provide the **WHAT**, specific columns of data (as displayed below), *e.g.*, employee number, employee name, employee approval . . .



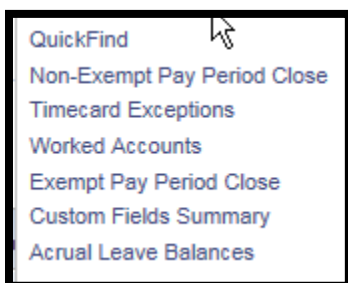
Show gives access to HyperFinds, which give the **WHO**, specific rows of employee records.



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



WHAT (Genies)



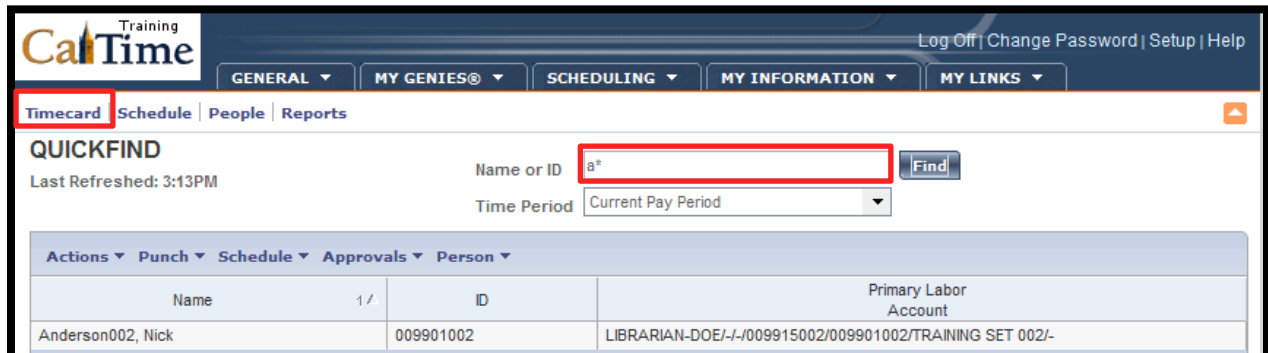
The list to the left shows the CalTime Genies available to timekeepers and supervisors. This list is followed by a brief description and image of each of the Genies . . .

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”. *, C* finds all employees whose first name begins with the letter C. (<i>Names are stored: “Last, First”.</i>)
%	A percent symbol indicates one or more numerals. <i>Search criteria are not case sensitive, so you don’t have to type uppercase letters for the first letter of a name.</i>	%1 finds all employees whose ID number ends with the number 1 *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.



CalTime Training

Log Off | Change Password | Setup | Help

GENERAL ▼ MY GENIES® ▼ SCHEDULING ▼ MY INFORMATION ▼ MY LINKS ▼

Timecard Schedule People Reports

QUICKFIND

Last Refreshed: 3:13PM

Name or ID: Find

Time Period:

Name	ID	Primary Labor Account
Anderson002, Nick	009901002	LIBRARIAN-DOE/-/009915002/009901002/TRAINING SET 002/-

Non-Exempt Pay Period Close

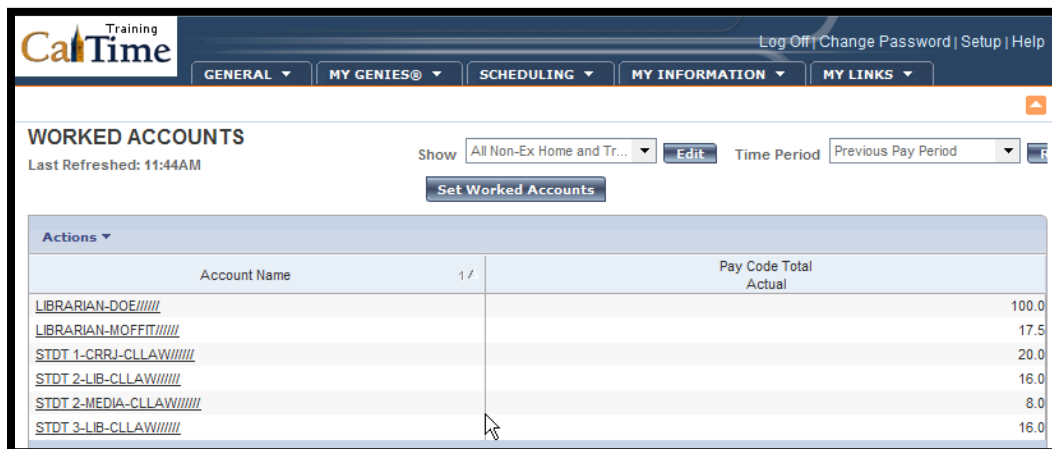
This Genie is used at the end of a pay period to review and sign-off timecards for those employees with an FLSA status of *Non-Exempt*. Below, you can see that it contains all the relevant data for review and approval, such as whether or not an employee has approved the timecard, whether or not a supervisor 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.

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.




Account Name	Pay Code Total Actual
LIBRARIAN-DOE/////	100.0
LIBRARIAN-MOFFIT/////	17.5
STDT 1-CRRJ-CLLAW/////	20.0
STDT 2-LIB-CLLAW/////	16.0
STDT 2-MEDIA-CLLAW/////	8.0
STDT 3-LIB-CLLAW/////	16.0

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.

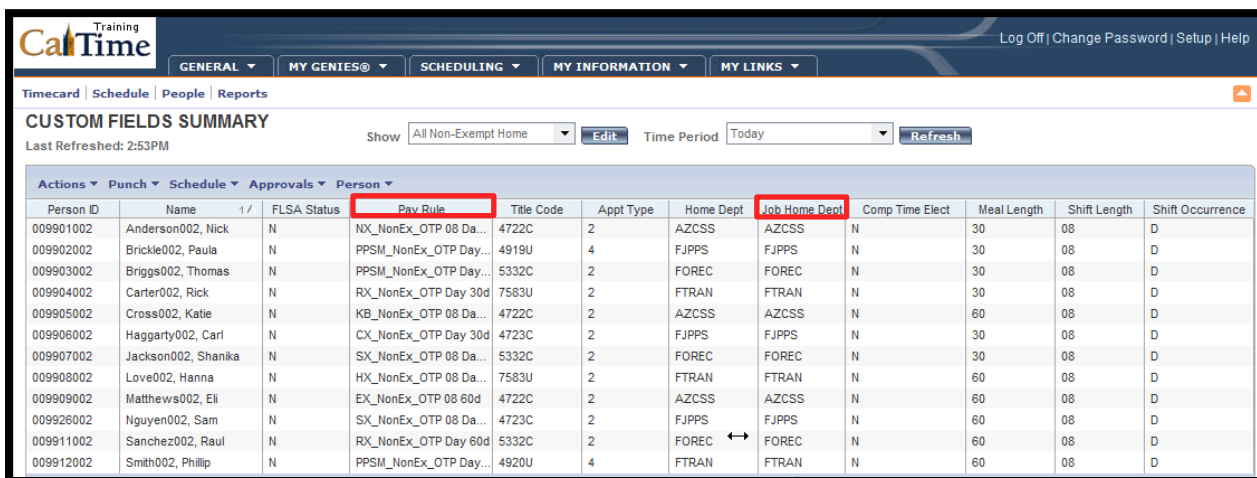


Person ID	Name	Home Department	Title Code	Employee Approval	Supervisor Approval	Who Approved Timecard	HCM Supervisor	Signed Off	Sick Leave	Vacation	Holiday Cr...	Leave wit...	All Other Exempt Pa...
009919002	Baylor002, Ed	FJPPS	4723C	✓	1	Hoffman002, Nellie	Frost002, Chri...						
009918002	Bostock002, Lymon	AZCSS	4722C				Frost002, Chri...						
009913002	Frost002, Christine	FTRAN	7583U	✓	1	Hoffman002, Nellie	Hoffman002, N...						
009927002	Grich002, Helen	FOREC	5332C	✓			Frost002, Chri...						
009923002	Lacheman002, Mar...	FJPPS	4723C	✓			Frost002, Chri...						
009921002	Li002, Paul	FTRAN	7583U	✓			Frost002, Chri...						
009914002	Nassar002, Omar	AZCSS	4722C	✓			Hoffman002, N...						
009925002	O'Dell002, Sherry	FOREC	5332C	✓			Frost002, Chri...						
009915002	Parkinson002, Debo...	FJPPS	4723C	✓			Hoffman002, N...						
009922002	Pettis002, Rob	AZCSS	4722C	✓			Frost002, Chri...						

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	1 /	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

Anatomy of a
Pay Rule

Use this field
to build
HyperFinds.

CX Non-Ex CTP Day 60d PFM

Union Code

FLSA Status

CTP=Comp
Time Premium
OTP=Overtime
Premium
CTD=Comp
Time Double
OTD=Overtime
Double
CT2=Comp
Time 2 Bucket

Shift Type:
Day, Eve,
Night,
Weekend

May include
08, 109, or
12 for shift
length.

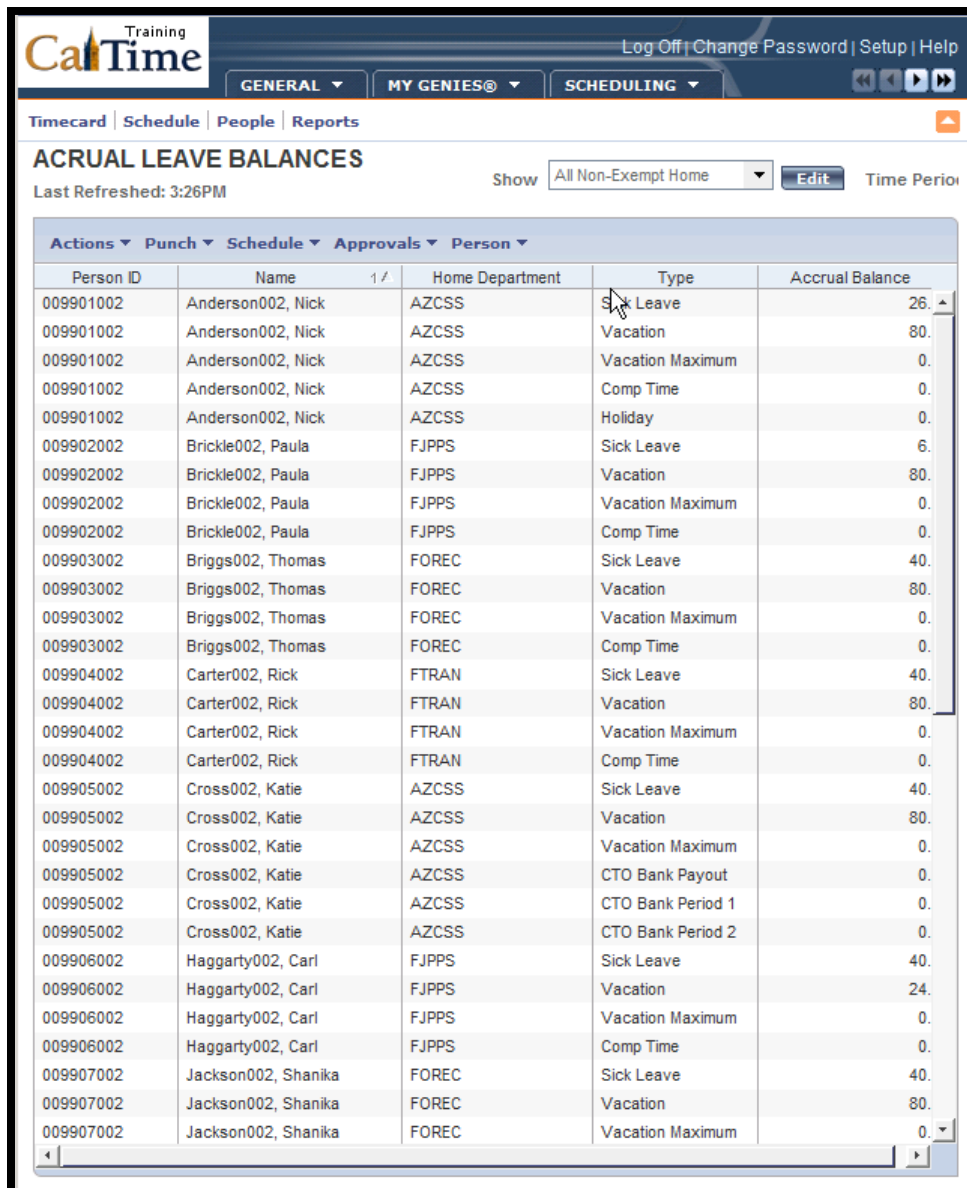
Meal
Deduction:
30, 60, or 00

If employee
is eligible for
Meal
Perquisite

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)

All Exempt Home
All Home
All Home and Transferr
All Non-Exempt Home
All Non-Ex Home and Tr

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)

Previous Pay Period
Current Pay Period
Next Pay Period
Previous Schedule Period
Current Schedule Period
Next Schedule Period
Today
Yesterday
Week to Date
Last Week
9/06/2014, Specific Date
9/06/2014 - 9/06/2014, Range of Dates

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:



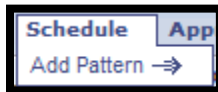
Actions

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

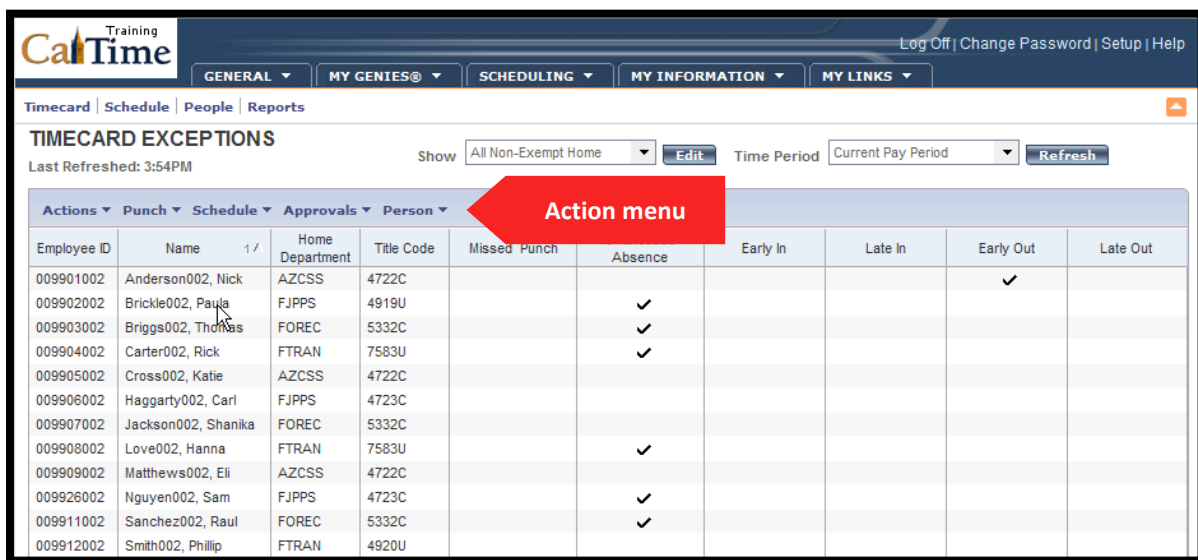
Supervisors can approve a selected employee's timecard or remove approval. Timekeepers can sign off a timecard.



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:



CalTime Training

Log Off | Change Password | Setup | Help

GENERAL | MY GENIES | SCHEDULING | MY INFORMATION | MY LINKS

Timecard | Schedule | People | Reports

TIMECARD EXCEPTIONS

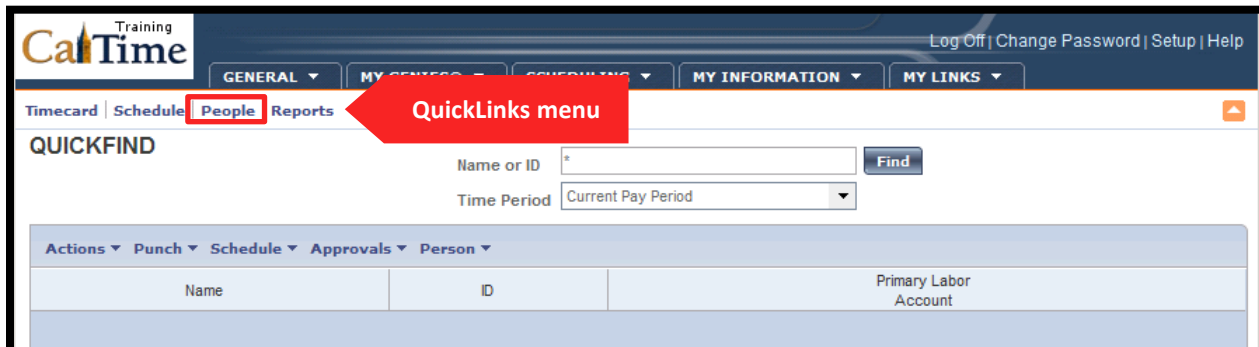
Last Refreshed: 3:54PM

Show: All Non-Exempt Home Edit Time Period: Current Pay Period Refresh

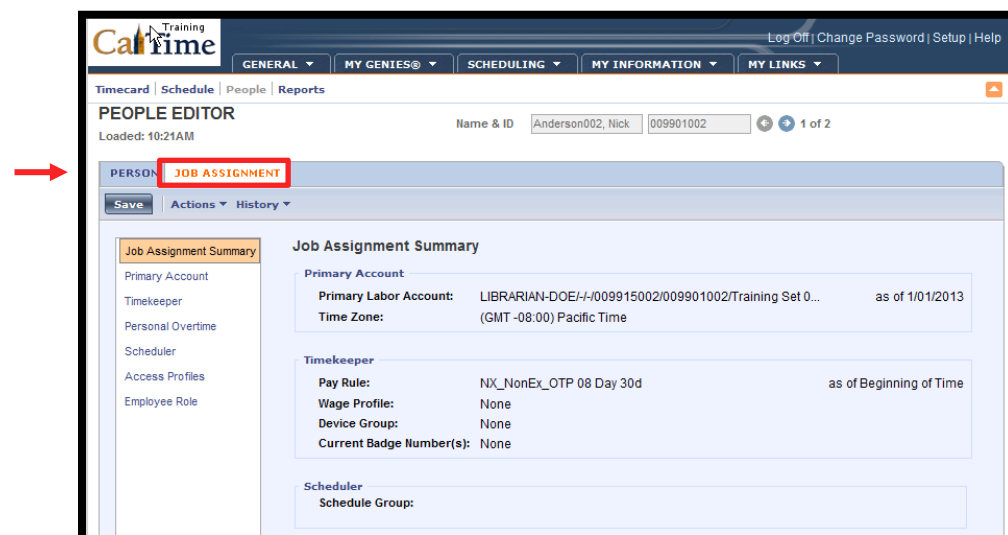
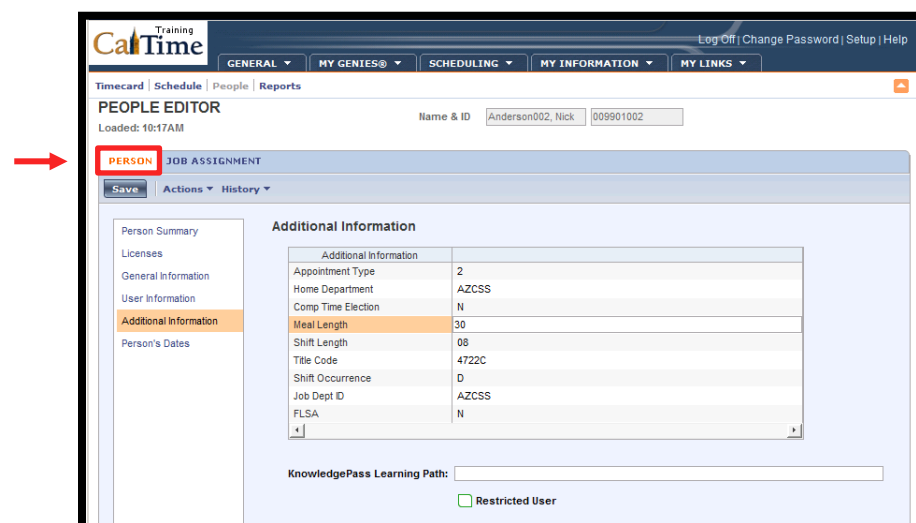
Employee ID	Name	Home Department	Title Code	Missed Punch	Absence	Early In	Late In	Early Out	Late Out
009901002	Anderson002, Nick	AZCSS	4722C					✓	
009902002	Brickle002, Paula	FJPPS	4919U		✓				
009903002	Briggs002, Thomas	FOREC	5332C		✓				
009904002	Carter002, Rick	FTRAN	7583U		✓				
009905002	Cross002, 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.

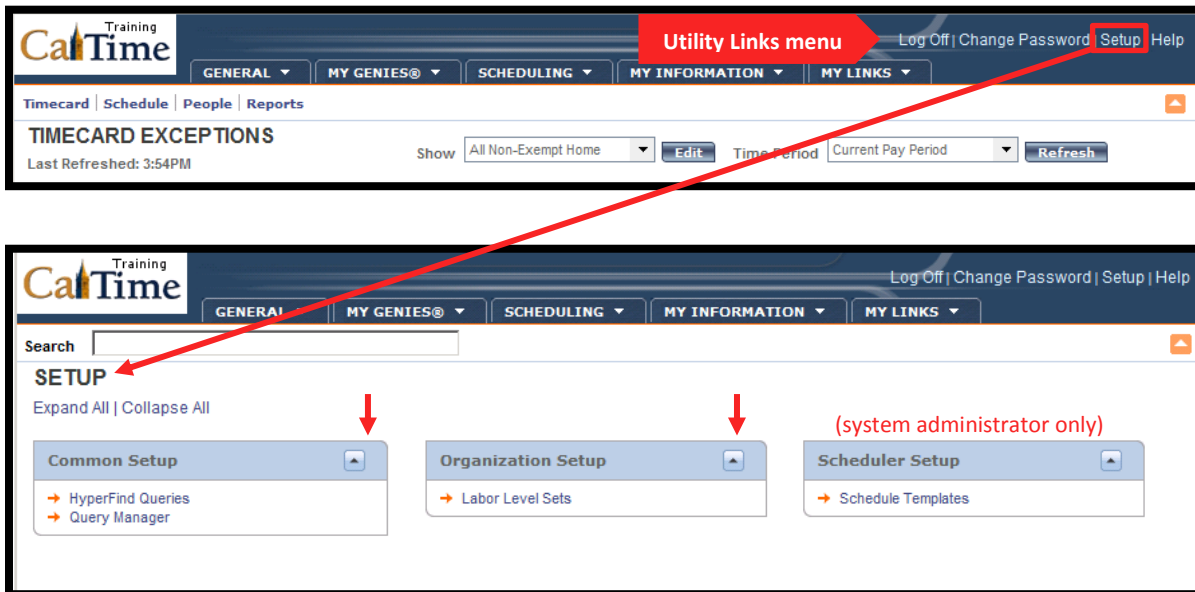


Below you see the two tabs available in PEOPLE EDITOR, Person and Job Assignment:



Setup (Utility Links menu)


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



The top screenshot shows the CalTime interface with the 'Setup' link highlighted in the 'Utility Links menu'. The bottom screenshot shows the 'SETUP' section with three expandable boxes: 'Common Setup' (containing 'HyperFind Queries' and 'Query Manager'), 'Organization Setup' (containing 'Labor Level Sets'), and 'Scheduler Setup' (containing 'Schedule Templates'). A red arrow points to the 'Common Setup' box.

HYPERFIND QUERIES

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



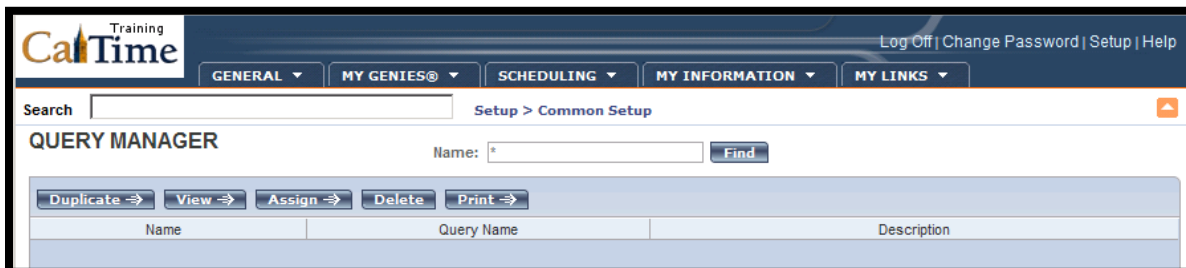
The screenshot shows the 'HYPERFIND QUERIES' dialog window. It features a table with the following data:

Query Name	Visibility	Description
All Exempt Home	Public	
All Home	Public	This query finds all active People in my Employee Group and/or Organizational Group within the spec...
All Home and Transferred-in	Public	This query finds all employees in my Employee Group and/or Organizational Group as well as those ...
All Non-Exempt Home	Public	
All Non-Ex Home and Trans. In	Public	This query finds all employees in my Employee Group and/or Organizational Group as well as those ...
Class Data	Personal	for use in Monday class
Frost002 Employees	Personal	
Monthly HR Exempt Timecards	Personal	Timecard list for Exempt HR employees including condition 'employed and working as of today'
Nassar002 Employees	Personal	

Buttons above the table: Refresh, New, Duplicate, Edit, Change Properties, Delete, Print.

QUERY MANAGER

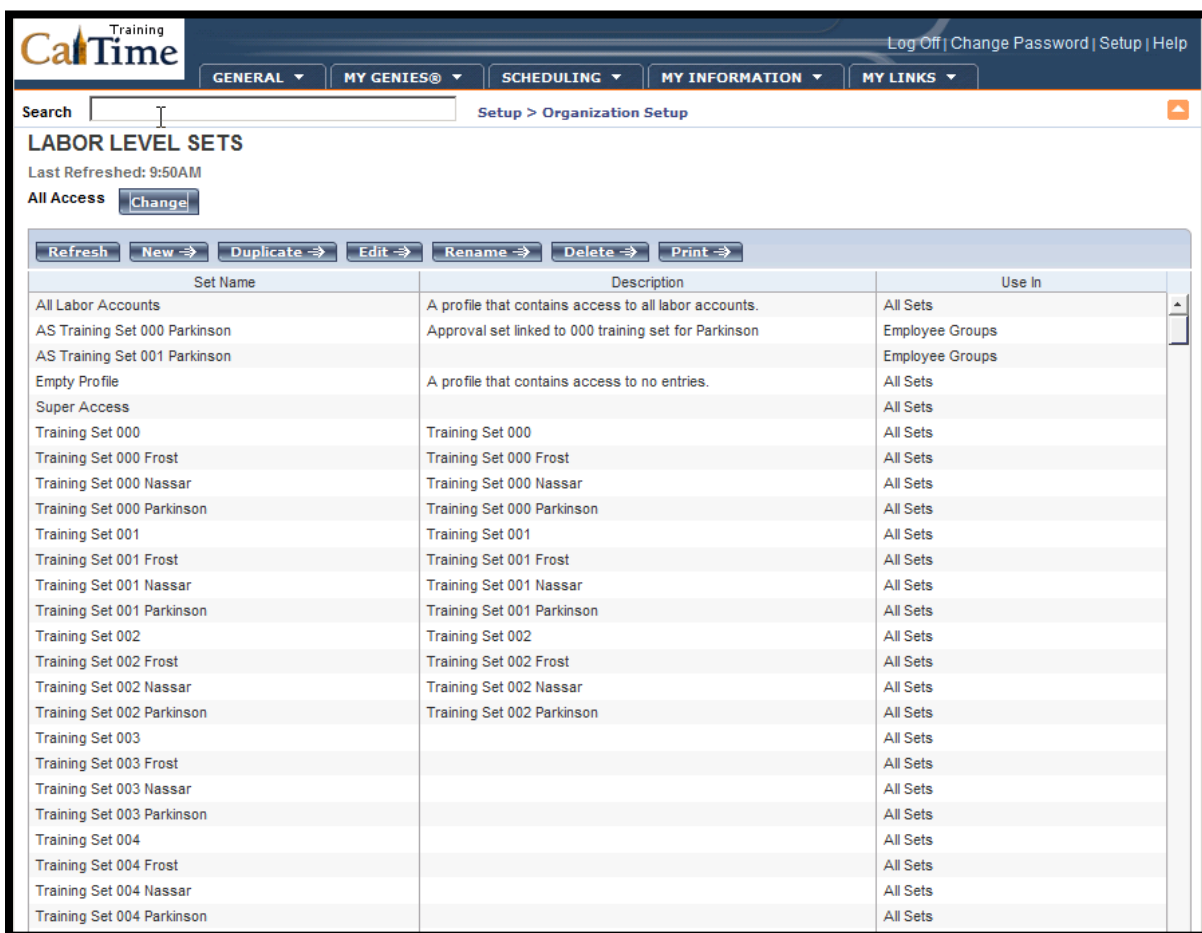
From this dialog window, timekeepers can find, duplicate, view, assign, delete, and print existing HyperFind queries.



The screenshot shows the CalTime Training interface. At the top, there's a navigation bar with tabs: GENERAL, MY GENIES®, SCHEDULING, MY INFORMATION, and MY LINKS. Below this is a search bar and a breadcrumb trail: Setup > Common Setup. The main heading is "QUERY MANAGER". Below the heading is a "Name:" field with an asterisk and a "Find" button. Underneath are five action buttons: Duplicate, View, Assign, Delete, and Print. At the bottom, there's a table with three columns: Name, Query Name, and Description.

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.)*



The screenshot shows the CalTime Training interface. At the top, there's a navigation bar with tabs: GENERAL, MY GENIES®, SCHEDULING, MY INFORMATION, and MY LINKS. Below this is a search bar and a breadcrumb trail: Setup > Organization Setup. The main heading is "LABOR LEVEL SETS". Below the heading, it says "Last Refreshed: 9:50AM" and "All Access" with a "Change" button. Underneath are seven action buttons: Refresh, New, Duplicate, Edit, Rename, Delete, and Print. At the bottom, there's a table with three columns: Set Name, Description, and Use In. The table lists various labor level sets, including "All Labor Accounts", "AS Training Set 000 Parkinson", "AS Training Set 001 Parkinson", "Empty Profile", "Super Access", and several "Training Set" entries for different users and 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