

## WHAT YOU NEED TO KNOW

# CalTime & biweekly pay

## For student employees

### What's changing?

On November 1, 2014 you will begin:

- **Using CalTime**, Berkeley's automated timekeeping system
- **Using CalTime to record your hours worked in real time**—as soon as you start or stop work.
- **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'll use either a **computer** or a timekeeping terminal (time clock) – your department will let you know which.
- 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 if you work more than six hours. (Usually 60 minutes, but that can be adjusted by departments.)

### How can CalTime help you?

- **Get paid more frequently**—every two weeks.
- **View your timecard online** at any time.
- 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:

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- **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](mailto:caltime@berkeley.edu) or call the Help Desk (510) 664-9000 press 1, then 1, then 2.

# Frequently asked questions

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## **Which student employees are affected?**

More than 6,000 student employees are affected, including most staff student employees (Student Assistant titles). Students with academic titles, including GSIs, GSAs, GSRs, postdoctoral scholars, readers and tutors are classified as exempt employees, and will not move to CalTime or biweekly pay. Tutors in the Student Learning Center and the Athletic Study Center will move to biweekly pay but not CalTime.

## **Why do students use CalTime on a real-time basis?**

Students often work on irregular schedules and sometimes in multiple departments. By recording their hours in real time, students, their supervisors, and the University can keep better track of hours worked. Student employees won't have to spend time trying to recall their hours worked at the end of the pay cycle.

## **Will I be using a computer or a timekeeping terminal (time clock)?**

If you're not sure, check with your supervisor. In general, terminals are used in departments where employees lack ready access to computers or where terminals have been used successfully for many years.

## **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.

## **Am I required to approve my timecard?**

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

## **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.

## **What if I forget to "clock in or clock out" or I make a mistake?**

Let your supervisor know right away. 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.

## **What if I need financial assistance during the transition to biweekly pay?**

Student employees needing short-term financial assistance may be eligible for a short-term emergency loan (<http://financialaid.berkeley.edu/short-term-emergency-loan>). Contact Cal Student Central in 120 Sproul Hall, (510) 664-9181, or online at <http://studentcentral.berkeley.edu/>.

## **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.