

CalTime & biweekly pay

What supervisors need to know

What's changing?

On November 1, 2014, more than 10,000 non-exempt employees, including most student employees, will begin:

- Using CalTime, Berkeley's standard electronic timekeeping system, to record hours worked and leave taken
- Getting paid every other Wednesday (biweekly)

As a supervisor, you play a key role in ensuring your employees are paid properly and answering questions about their timecards and paychecks.

How can CalTime help you?

- Review and approve timecards electronically
- View sick/vacation leave balances at any time
- Track time on jobs, funding sources, and projects

5 steps to get ready

- Help your employees understand what to expect with biweekly pay. Visit <http://controller.berkeley.edu/non-exempt-employee-transition> for helpful resources.
- Make time for timekeeping. More frequent paydays mean more frequent timekeeping. If you wait until the end of the pay period to make edits and check for problems, there may not be enough time.
- Communicate with employees about their timekeeping responsibilities.
- Delegate your timecard approval role if necessary. Visit the CalTime website or ask your LIL for details.
- Go to supervisor training and encourage employees to receive training.

What are your responsibilities?

- Review employees' timecards regularly to make sure employees have reported their hours worked and leave taken. Supervisors with employees using real-time reporting may need to do this daily, especially in the first few weeks.
- Make edits and notify employees of timecard errors.
- Ensure that employees review their time cards regularly and no later than by the last day of the pay cycle. It is recommended that they approve time cards at the end of the cycle, but departmental practices may vary.
- Approve employees' timecards by the deadline.

When do you approve timecards?

You will have a short window – usually one working day – in which to approve timecards at the end of each biweekly pay cycle. You'll receive an email reminder when it's time. Approval deadlines are listed below:

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

Where to get help?

Visit <http://caltime.berkeley.edu/> for information, training materials, toolkits and updates.

Tech support: Email caltime@berkeley.edu or call Help Desk (510) 664-9000 and press 1, 1, 2.

Training: Visit <http://caltime.berkeley.edu/training> for access to in-person and online training information.

Local Implementation Leader (LIL) Your LIL is your department's CalTime liaison. Find your LIL at <http://caltime.berkeley.edu/home/local-implementation-leader-lil>.

Timekeepers For help with advanced functions. Find your timekeeper at: <http://caltime.berkeley.edu/timekeepers>.

How can CalTime help supervisors perform their responsibilities?

CalTime offers reporting tools to help you keep track of employees' time worked, leave taken, and timecard approvals. For example, you can run a report that will let you see which of your employees have not yet approved their timecards, have missed a shift, have taken vacation leave, or have earned overtime.

Why do I need to approve employee timecards?

Approving hours worked and leave taken by the deadline is a basic supervisor responsibility. Failure to do so may affect whether employees are paid properly and on time.

I'm a supervisor who isn't able to approve my employees' timecards. What are my options?

Supervisors can delegate the task of reviewing and approving timecards on a limited basis (for example, while on vacation or out sick) or an ongoing basis. A supervisor can delegate to one or more people, and can revoke or change this delegation at any time. For details visit <http://caltime.berkeley.edu/how-delegate-supervisor-tasks>.

What are supervisors' duties in CalTime?

Supervisors may need to:

- Approve one or more timecards at a time
- Add, correct, and delete entries by employees
- Add and delete comments on timecards
- Perform work rule and job, grant, or project transfers
- Remove timecard approval
- Create and edit schedules
- Generate reports
- Cancel meal deductions

When should I approve employee timecards?

The biweekly pay cycle is a two-week period that starts on a Sunday and ends on the second Saturday. You will then have a short window – usually one working day – to approve your employees' timecards. Normally, the deadline is on the Monday after each pay cycle closes, but this date may vary due to the holidays.

What are “anytime” and “real-time” reporting?

Each non-exempt employee moving to CalTime will record his or her hours worked on either a **real-time** or **anytime** basis, referring to how frequently they are required to use CalTime.

Anytime reporting: Employees record hours via computer at any time during the biweekly pay cycle. They are encouraged to record their hours frequently to make sure they are entered correctly.

Real-time reporting: Employees record hours on a real-time basis, meaning as soon as they start or stop work. They may use a timekeeping terminal (time clock) or a computer, depending on the department. Student employees will use CalTime on a real-time basis.

Why do students use CalTime in real time?

Students often work on irregular schedules and sometimes in multiple departments. Recording hours in real time helps keep better track of hours worked from day to day.

What do real-time and anytime reporting mean for supervisors?

If you supervise non-exempt employees using real-time reporting, you may need to check timecards more frequently and perform certain edits – for example, if an employee forgets to record when she started work that day. Staff using anytime reporting are required to approve timecards at the end of the pay cycle. If they fail to do so, you may need to remind them.

Can I approve or edit a timecard after the unit's timekeeper has signed off on it?

No. Once the unit's timekeeper signs off, the timecard is locked to all changes, including approvals. That's why you should be sure to review and approve employees' timecards by the deadline. If you need to edit a timecard from a previous pay period, please contact your timekeeper to request a **historical edit** (<http://caltime.berkeley.edu/timekeepers>).

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.