1. PAPER TIME CARD PROCESS

   a. This Paper Time Card is effective November 1, 2014 and can be used campuswide for non-exempt employees who are in-scope for CalTime but cannot access the system to record their time worked or leave taken.

2. TIMEKEEPING METHOD

   a. Indicate all hours worked within the biweekly pay period by inputting IN and OUT times for each day (you do not need to indicate overtime as it will be automatically calculated by the system)

   b. Indicate all leave hours within the biweekly pay period using the appropriate pay code for each day (for example, vacation or sick leave taken)

   c. Indicate the friendly name or job the time should be associated with if you have more than one job, friendly name, or project you need to assign time to.

   d. The paper time card should be completed in its entirety prior to your supervisor’s approval.

3. Employee Name & UC Berkeley ID#

   a. Please record your name and UC Berkeley ID#, which can be found on your Cal 1 ID card.

4. Employee signature

   a. Your signature is required so please remember to sign the paper timecard. The signature certifies that the information is true and accurate.

5. Supervisor signature

   a. The supervisor is also required to sign the paper timecard. The supervisor signature certifies that the supervisor approves the information as accurate and complete.

6. Administration and Records

   a. The paper timecard information will be input to the CalTime system on behalf of the employee and retained by the Supervisor for five years for audit purposes.
b. Copies of the form as needed, will be provided to the employee and/or supervisor.