



PAPER TIME CARD PROCESS AND MANAGEMENT

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.



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- b. Copies of the form as needed, will be provided to the employee and/or supervisor.