

Overview_____

CalTime allows supervisors to delegate the authority for review and approval of the employee timecards for which they are responsible. Delegated supervisors are granted the same system capabilities as the supervisor and can take care of all supervisory tasks. The original supervisor retains system capabilities within CalTime and still has ultimate responsibility for the accuracy, timeliness, and completeness of employee timecard-keeping.

Choosing a Delegate_____

When choosing a delegate supervisor, keep in mind:

- ▶ The delegate must have first-hand knowledge of the accuracy of employee timecard information.
- ▶ The delegate CANNOT be a student.
- ▶ A person may serve as a delegate for more than one supervisor at a time.
- ▶ Multiple people can be made delegates for a single supervisor.
- ▶ Delegates can serve in that role either temporarily or indefinitely.
- ▶ Delegation stays active until a formal request is made to the CalTime Help Desk to remove it.

Responsibilities of a CalTime Supervisor Delegate_____

Delegates are responsible for:

- ▶ ensuring that all exempt employees delegated to them accurately enter leave taken for each pay period cycle
 - ▶ ensuring that all exempt employees delegated to them approve their timecard by the exempt employee due date, regardless of whether or not leave has been taken
 - ▶ following up with employees who have not completed their timecards
 - ▶ reviewing and verifying employee-submitted timecards for accuracy and completeness
 - ▶ approving completed timecards no later than the CalTime supervisor due date
- NOTE:** Delegates may NOT approve their own timecards as a supervisor. Either their original supervisor or a delegate for their own supervisor must do so.

How to Set Up, Change, or Remove a Delegate_____

To set up, change, or remove a delegate, contact the CalTime Help Desk at:

- ▶ caltime@berkeley.edu

The request should include:

- ▶ the name and ID number of the delegator (supervisor of record)
- ▶ the name of the delegate and delegate's ID number
- ▶ the group or list of employees by name and ID number being delegated. (If your entire group is being delegated, you don't have to list employee names and ID numbers.)

The estimated turn-around time for supervisor delegation is one business day. Upon completion of the request, both the supervisor and the delegate will be notified *via* email.

What the Delegate Should Expect_____

The changes that delegates will see in CalTime will depend on whether or not they are:

- ▶ a supervisor who already approves timecards in CalTime, or
- ▶ an employee who has never approved other employees' timecards

Delegates Who Are Already Supervisors

Supervisors who already approve timecards will see only one change—the addition of new employee(s) to their employee list. System access and capabilities will be the same for all employees for whom they are responsible. Any action taken for the new employees will be recorded with the supervisor's unique ID in CalTime's electronic audit trail.

Delegates Who Are New to Approving Timecards

Delegates who are new to the supervisor role in CalTime will gain access to the additional screens required for timecard review and approval. CalTime will open the **Leave Usage Genie** when logged in instead of their personal timecard, which is found under a supervisor's **My Information** tab.

For more information on Genies (customized views of employee information), delegates should go to the supervisor training section of the CalTime website, located at <http://caltime.berkeley.edu/training/supervisors>.

This site also provides:

- schedules for live demonstrations and hands-on training
- job aids
- online tutorials and procedures

Timecard approval deadlines are described in the supervisor job aid, "Responsibilities and Getting Started."