CalTime Demo for Supervisors of Non-Exempt Employees
Agenda
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1 ✓ Learning Objectives
2 ✓ November 1st Changes
3 ✓ What is Biweekly and CalTime?
4 ✓ Roles and Responsibilities
5 ✓ How Does CalTime Work?
6 ✓ Deadlines
7 ✓ Demonstrations
8 ✓ Review
9 ✓ Resources and Getting Help
Learning Objectives
Supervisors should be able to . . .

- Define the CalTime responsibilities of a supervisor and a non-exempt employee
- Identify the timecard approval deadlines
- Review employees’ timecards for accuracy, addressing missed punches, unexcused absences, late and early In and Out punches, and overtime
- Perform work rule transfers; add leave (for RT swipers); apply comments; run Genies; and edit non-exempt employees’ timecards
- Enter employee work hours and perform job, contract, or grant transfers as necessary, when employee is not able
- Approve employees’ timecards by your deadline
- Know where to go for CalTime resources and help
What happens on November 1?
Non-exempt employees, including most student employees, start:

- **Using CalTime** to record their hours worked, transfers, and leave taken
- Getting paid every two weeks (biweekly)
- Using a different method for calculating vacation and sick leave accruals (Factor Leave Accrual)
Biweekly Basics
## Biweekly Pay Basics

<table>
<thead>
<tr>
<th>Get paid EVERY OTHER WEDNESDAY</th>
<th>Pay period 80 HOURS (2 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly pay rate is converted to HOURLY PAY RATE</td>
<td>1/2 OF MONTHLY BENEFIT PREMIUMS are taken out of each biweekly paycheck</td>
</tr>
<tr>
<td>EARNED OVERTIME is included in each paycheck</td>
<td>Receive 26 PAYCHECKS/YEAR (maximum of 27): 2 paychecks/month for 10 months 3 paychecks/month for 2 months</td>
</tr>
</tbody>
</table>
What is CalTime?
CalTime is a Kronos-software-based Timekeeping system already being used by more than 5,000 exempt employees at Berkeley.
It is also . . .

A time-worked and leave-reporting system that
coordinates with Human Capital Management (HCM) and the Payroll
and Personnel Systems (PPS)

Profile Data
e.g., name,
home dept.,
supervisor of record

Non-exempt
hours and
exempt and
non-exempt
leave

CalTime
Glossary

Active Pay Status

Anytime Employee

Approval Sets

Compensatory Time

Device Groups

Exempt Employee

Biweekly

Employee Group

Factor Leave Accrual

Missed Punch

Non-Exempt Employee

Real Time Employee

TIMECARD

Terminal

Positive Pay

Friendly Name

Overtime

Default
CalTime Advantages
## CalTime Advantages

CalTime provides advantages to each user population:

<table>
<thead>
<tr>
<th>Employees</th>
<th>Supervisors</th>
<th>Timekeepers</th>
</tr>
</thead>
<tbody>
<tr>
<td>▶ electronic entry of hours worked, transfer, leave taken, and timecard approval</td>
<td>▶ electronic review and approval</td>
<td>▶ eliminates data entry into diverse systems</td>
</tr>
<tr>
<td>▶ ready access to current and previous timecards</td>
<td>▶ quick, accurate reporting of hours worked, transfers, and leave balances</td>
<td>▶ electronic tracking of approvals</td>
</tr>
<tr>
<td>▶ ready access to leave balances</td>
<td>▶ on-demand access to employee timecards and reports</td>
<td>▶ allows a detailed audit trail of all timekeeping- and leave-related activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▶ on-demand access to employee timecards and reports</td>
</tr>
</tbody>
</table>
CalTime Roles & Responsibilities
Roles

Three Main Roles

- Employee
- Supervisor
- Timekeeper
Exempt Employees

Are paid monthly, report full days of leave, are not eligible for overtime . . .

Can Use Their PCs Throughout the Month
to record leave and approve their timecard by the end of the month
Non-Exempt Employees

Are paid according to time worked, report leave and time worked in quarter-hour increments, are eligible for overtime . . .

Anytime PC Users
Record time, leave, and transfers on PCs

Real Time PC Time-Stampers
Use PCs to record time and transfers through a time-stamp program, but can record leave and edit punches through their timecards on PCs

Real Time Swipers and Biometric Users
Swipe IDs at terminals (timeclocks) or use a form of fingerprint ID to clock in and out and record time and transfers. (If they otherwise have access to a PC, they can enter their own leave, but supervisors will generally record leave for them.)
Below you see the Web-based timecard that non-exempt ANYTIME employees will soon be using.

Above and to the left you see the PC-based timestamp and the type of terminal that non-exempt REAL TIME employees will soon be using.
Responsibilities (Non-Exempt)

Non-Exempt Employees
- Accurately report the hours they have worked, and (in some cases) job transfers and leave they have taken.
- Review and approve their biweekly timecards by the pay period end every other Saturday.

Supervisors
- Review their employees’ timecards frequently. *(Timecard Exception Genie)*
- Notify employees of timecard errors and to make the necessary corrections.
- If the employee lacks PC access or is ill, make timecard corrections with the permission of employees.
- Biweekly, review and APPROVE their employees’ timecards the first Monday following pay period end. *(Non-Exempt Pay Period Approval Genie)*

Timekeepers
- Follow up with supervisors as needed to make sure all timecards are approved.
- **SIGN OFF** the timecards.
- Maintain CalTime timecard lists and supervisor groups.
- Coordinate with PPS/HCM regarding proper handling of pay codes such as LWOP, FMLA, Worker’s Comp, etc.
- Resolve historical timecard issues (historical edits).
How does CalTime work?
Employee enters time and approves timecard by deadline

Supervisor reviews, edits, and approves timecard

Timekeeper signs off timecards

CalTime sends time and leave reported to Payroll

Payroll generates paycheck

Employee gets paid

FROM TIMECARD TO PAYCHECK
Deadlines
When are approval deadlines?

<table>
<thead>
<tr>
<th>PAY PERIOD</th>
<th>EMPLOYEE Deadline</th>
<th>SUPERVISOR Deadline</th>
<th>PAYDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1–8</td>
<td>Saturday, November 8th</td>
<td>Monday, November 10th</td>
<td>Wednesday, November 19</td>
</tr>
<tr>
<td>November 9–22</td>
<td>Saturday, November 22</td>
<td>Monday, November 24 (by noon)</td>
<td>Wednesday, December 3</td>
</tr>
<tr>
<td>November 23–19</td>
<td>Saturday, December 6</td>
<td>Monday, December 8</td>
<td>Wednesday, December 17</td>
</tr>
</tbody>
</table>
Demonstrations
CalTime Overview Demonstrations

1 ✓ Access and Log in to CalTime
2 ✓ Introduction to CalTime Screen and Genies
3 ✓ Introduction to Exceptions (*missed punches*)
4 ✓ Adding Comments
5 ✓ Canceling Meal Deductions
6 ✓ Splitting a Row (adding a Pay Code)
7 ✓ Approving Employee Timecards
8 ✓ Generating the Time and Accrual Detail Reports
9 ✓ Log off CalTime
Review
CalTime Supervisor Review

✓ **Frequently Review** all your non-exempt employees’ timecards using the **Timecard Exceptions** Genie. Pay special attention to missed punches, early ins and outs, total hours each day, and overtime.

✓ **Save** the timecard after making any changes.

✓ **Contact** your employees when corrections need to be made on their timecards.

✓ In accordance with department policy, **contact** your employees when they have not approved their timecards by Monday morning, following pay period end.

✓ **Approve** employee timecards between *midnight on the Saturday following pay period end* and *midnight on the Monday following pay period end*.

✓ Go to: **caltime.berkeley.edu/training/supervisors** if you need CalTime step-by-step job aids and other resources.
Resources
Support and Suggestions

Need Resources?
caltime.berkeley.edu/training/supervisors

Need Help?
caltime@berkeley.edu

Let us know . . .

✔ What you need help with
✔ Who needs help (employees, supervisors)
✔ Include screen shots, if you have them
Thank you for your attention!