

A row can be added to a workday in a timecard, *e.g.*, so that more than two in-out punches can be made for that day—which you might need to do when making more than one friendly name transfer, or so a day can be divided into a worked day with leave taken.

The following demonstrates how to add a row when an employee has both worked and taken leave on the same day.

- Log in to CalTime using RDP access. (See the Internet site, http://caltime. berkeley.edu/access for RDP log-in resources and instructions.)
- 2. Click My Genies.
- 3. Click the Timecard Exceptions Genie.

Training										
CalTime	MY GENIES® T SCHEDULING	G 🛨 MY INFO	RMATION	I						
GENERAL V MY GENIES® THE SCHEDULING V MY INFORMATION V										
NON-EXEMPT PAY PERIOD APPROVAL Last Refreshed: 9:03AM Time Period Prev										
Actions  Approvals										
Person ID Name 17 Liffle Code	sed Employee Supervi Who Approved nch Approval Approval Timecard	HCM Manager	REG	OTS						



- Click the Show drop-list arrow.
- 5. Click All Non-Exempt Home and Trans. In.

(	CalTi	me	GENERAL	. <b>-</b> MY	GENIES® 🔻	SCHEDULIN		ORMATION -		
Timecard   Schedule   Reports										
	TIMECAR Last Refresh		PTION	8	Sho	None		Time Period Curr		
	Actions <b>v</b>	Approvals	•							
	Employee ID	Name	14	Home Department	Title Code	Missed Punch	Unexcused Absence	Early In		





## Supervisor of Non-Exempt Employee (RDP): Splitting a Shift (Insert Row)

6.	Select the employee(s) whose timecard needs an	Cal	Training						Home and Une At
				GENERAL	. 🔻 🛛 🕅	Y GENIES®	SCHED	ULING 🔻	
	additional row.	Timecard	Schedule Re	ports					
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		Employee	D Name	<b>6</b> <sub>1A</sub>	Home Departmen	t Title Code	Missed Pu	nch	
		00990100	02 Anderson00	2, Nick 📐	AZCSS	4722C	×		
7.	Click Timecard. 7	Cali Ti Timecarghesc TIMECAR Last Refresh	aining GENERA thedule Reports DEXCEPTION ed: 9:05AM Approvals T Name 1/		GENIES® ▼ Shor Title Code	All Non-Ex Hom		RMATION -	Curr

 Locate the correct date which in this example will be Tue 8/18—and click the Insert Row button.

8

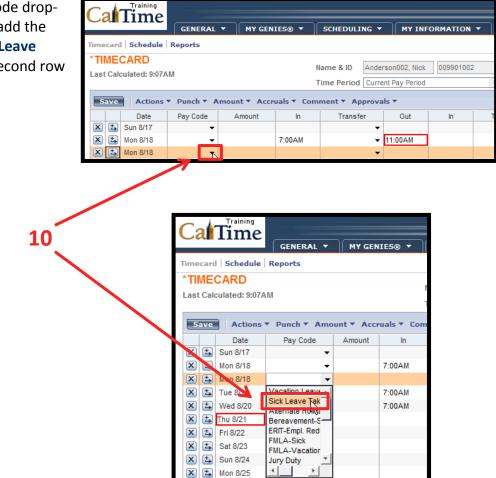
Ca	Time	GENERAL	• MY GEN	IES® 🔻	SCHEDULING -		ORMATION			
Timecard	Schedule	Reports								
*TIMECARD Last Calculated: 9:07AM Time Period Current Pay Period										
	Date	Pay Code	Amount	In	Transfer	Out	In			
Xt	Sun 8/17	•			-					
×±	Mon 8/18 🧹			7:00AM	-	11:00AM				
	Tue 8/19	-		7:00AM	-	3:30PM				
Xt	nsert Row	-		7:00AM	-					

 Observe that there are now two rows for Mon 8/18.

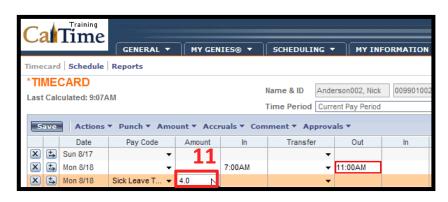
	Time	GENERAL	- MY GEN	IIES® 🔻	SCHEDULING		ORMATION	-
limecar	d Schedule	Reports						
	CARD	AM.				erson002, Nick rent Pay Period	009901002	2
Save	Actions	▼ Punch ▼ A	mount <b>*</b> Accr	uals 🔻 Com	ment 🔻 Approv	vals 🔻		
	Date	Pay Code	Amount	In	Transfer	Out	In	
X t	Sun 8/17	-				-		
X t	Mon 8/18	• •		7:00AM		11:00AM		
Xt	Mon 8/18	4				_		



 Click the Pay Code droplist arrow, and add the Pay Code, Sick Leave Taken, to the second row for Mon 8/18.



**11.** Add the sick leave taken to the **Amount column**.





## Supervisor of Non-Exempt Employee (RDP): Splitting a Shift (Insert Row)

12.		we to store the store the timecard.		Training Time Schedule	GENERAL - Reports	MY GEN	IIES® 🔻	SCHEDULI	NG 🔻 🗌 MY IN	FORMATI	ON
		12	*TIMEC Last Calcu	ilated: 9:07A					Anderson002, Nick Current Pay Period		1002
		12	X	Actions Date Sun 8/17 Mon 8/18 Mon 8/18	Pay Code	Amount	In 7:00AM	nment ▼ Ap Transfe	-	In	
	NOTE: NOTE:	The word <b>TIMECARD</b> will change from orange to black, once the timecard has been saved. A <b>Shift</b> total of 4.0 displays.	Timecard Sche TIMECARD Last Saved: Sr1: Save: Ac Save: Ac	GENER edule Reports ) 2AM ctions V Punch ate Pay C 177 178 Sick Leave	Amount      Accruals      Amount     Accruals	Name & ID Time Peri Comment  Comment  AM	Anderson002, od Current Pay Pe	eriod In	HY LINKS      Transfer     Out	4.0 8	ge Pas Daily 3.0
		The <b>Daily Total</b> equals 8.0 hours, which includes the 4.0 hours of Sick Leave Taken.									

 When done, click Log Off or Reports, or click My Genies to choose another Genie.

Cal	Time	GENERAL -	MY GEN	IIES® 🔻	SCHEDULING -	MY IN	FORMATION			Off   C a	nge Pa	ssword   Help
Timecard	Schedule	Reports						10				
TIMEC Last Sav	ed: 9:12AM	▼ Punch ▼ Amo	ount - Acc		Name & ID Ande Time Period Curro Ament T Approva			2				
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X 🕹	Sun 8/17	-			-			+				
X 🕹	Mon 8/18	Sick Leave T 👻	4.0		-			•				
Xt	Mon 8/18	-		7:00AM	-	11:00AM				4.0	8.0	8.0
	Tue 8/19	-		7:00AM	-	3:30PM B		R		8.0	8.0	16.0