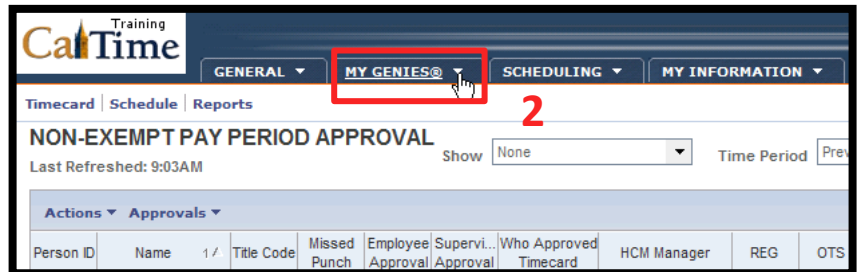


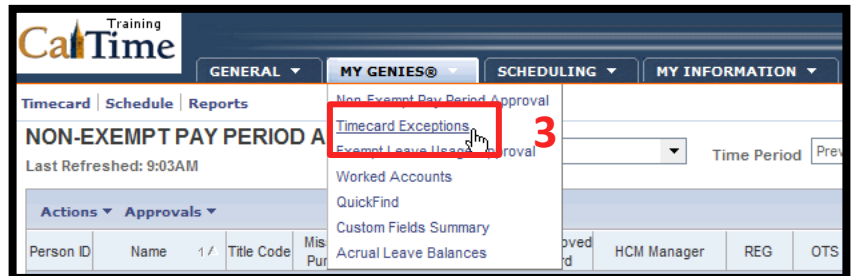
A row can be added to a workday in a timecard, e.g., so that more than two in-out punches can be made for that day—which you might need to do when making more than one friendly name transfer, or so a day can be divided into a worked day with leave taken.

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

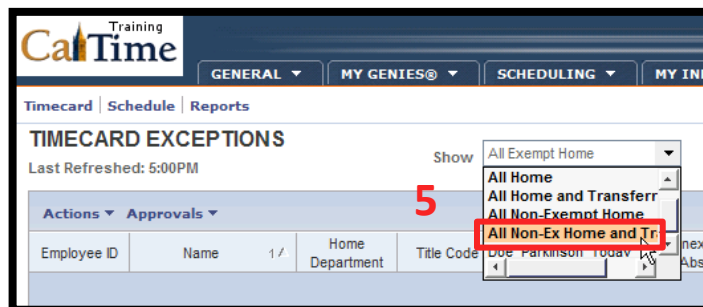
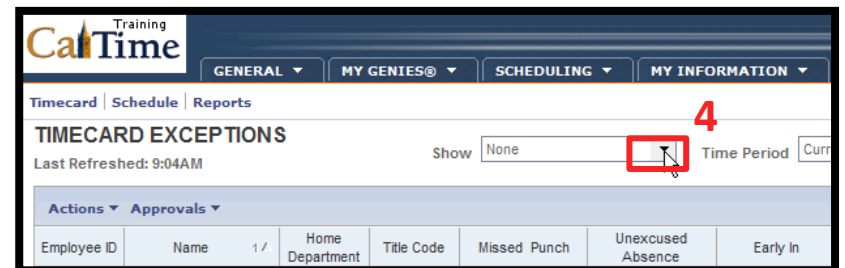
1. Log in to CalTime using RDP access. (See the Internet site, <http://caltime.berkeley.edu/access> for RDP log-in resources and instructions.)



2. Click **My Genies**.
3. Click the **Timecard Exceptions** Genie.



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



6. Select the employee(s) whose timecard needs an additional row.

CalTime Training

GENERAL MY GENIES@ SCHEDULING

Timecard | Schedule | Reports

TIMECARD EXCEPTIONS

Last Refreshed: 9:05AM

Show All Non-Ex Home and Tr...

Actions Approvals

Employee ID	Name	Home Department	Title Code	Missed Punch	Unexcused Absence	Early In
009901002	Anderson002, Nick	AZCSS	4722C	✓	✓	

7. Click Timecard.

7

CalTime Training

GENERAL MY GENIES@ SCHEDULING MY INFORMATION

Timecard | Schedule | Reports

TIMECARD EXCEPTIONS

Last Refreshed: 9:05AM

Show All Non-Ex Home and Tr... Time Period Curr

Actions Approvals

Employee ID	Name	Home Department	Title Code	Missed Punch	Unexcused Absence	Early In
009901002	Anderson002, Nick	AZCSS	4722C	✓	✓	

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

8

CalTime Training

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Timecard | Schedule | Reports

*TIMECARD

Last Calculated: 9:07AM

Name & ID Anderson002, Nick 009901002

Time Period Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals

Date	Pay Code	Amount	In	Transfer	Out	In
Sun 8/17						
Mon 8/18			7:00AM		11:00AM	
Tue 8/19			7:00AM		3:30PM	
Insert Row			7:00AM			

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

CalTime Training

GENERAL MY GENIES@ SCHEDULING MY INFORMATION

Timecard | Schedule | Reports

*TIMECARD

Last Calculated: 9:07AM

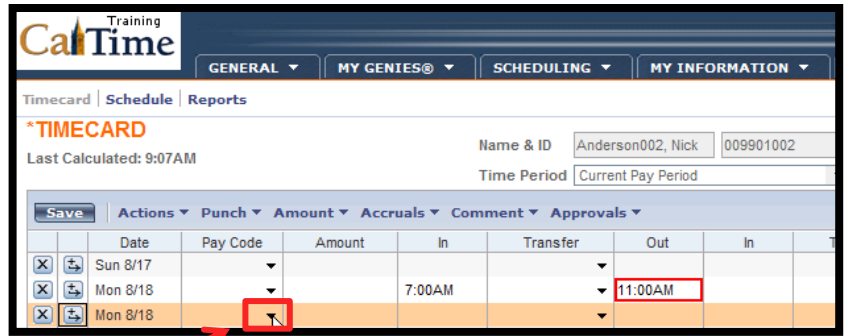
Name & ID Anderson002, Nick 009901002

Time Period Current Pay Period

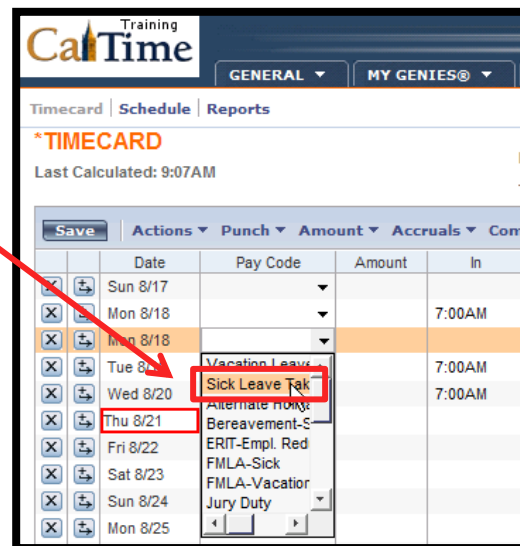
Save Actions Punch Amount Accruals Comment Approvals

Date	Pay Code	Amount	In	Transfer	Out	In
Sun 8/17						
Mon 8/18			7:00AM		11:00AM	
Mon 8/18						

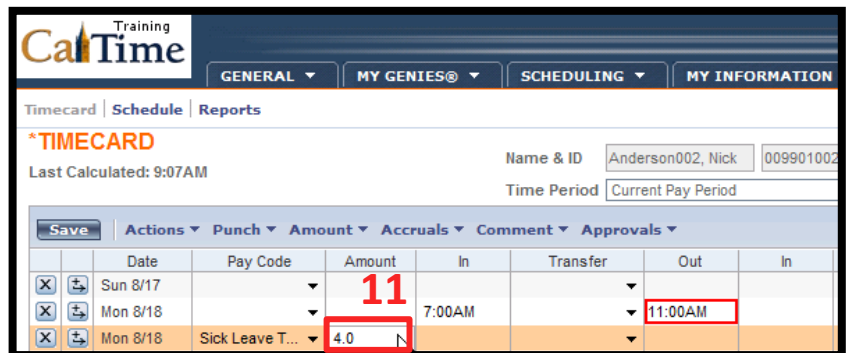
10. Click the Pay Code drop-list arrow, and add the **Pay Code, Sick Leave Taken**, to the second row for **Mon 8/18**.



10



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



12. Click **Save** to store the changes to the timecard.

12

Training
CalTime

GENERAL | MY GENIES® | SCHEDULING | MY INFORMATION

Timecard | Schedule | Reports

*TIMECARD Name & ID Anderson002, Nick 009901002
Last Calculated: 9:07AM Time Period Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals

	Date	Pay Code	Amount	In	Transfer	Out	In
X	Sun 8/17						
X	Mon 8/18			7:00AM		11:00AM	
X	Mon 8/18	Sick Leave T...	4.0				

NOTE: The word **TIMECARD** will change from orange to black, once the timecard has been saved.

NOTE: A **Shift** total of 4.0 displays. The **Daily Total** equals 8.0 hours, which includes the 4.0 hours of Sick Leave Taken.

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Timecard | Schedule | Reports

TIMECARD Name & ID Anderson002, Nick 009901002
Last Saved: 9:12AM Time Period Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
X	Sun 8/17										
X	Mon 8/18	Sick Leave T...	4.0							4.0	8.0
X	Mon 8/18			7:00AM		11:00AM					
X	Tue 8/19			7:00AM		3:30PM				8.0	8.0

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

13

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CalTime

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Timecard | Schedule | Reports

TIMECARD Name & ID Anderson002, Nick 009901002
Last Saved: 9:12AM Time Period Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals

	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							4.0	8.0	8.0
X	Mon 8/18			7:00AM		11:00AM						
X	Tue 8/19			7:00AM		3:30PM				8.0	8.0	16.0