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

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://caltimel.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.

7. Click Timecard.

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

9. Observe that there are now two rows for 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.

11. Add the sick leave taken to the **Amount column**.
12. Click Save to store the changes to the timecard.

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.

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