

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	. - MY	GENIES® 🔻	SCHEDULIN		ORMATION -		
Timecard Schedule Reports										
	TIMECAR Last Refresh		PTION	8	Sho	None		Time Period Curr		
	Actions v	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					
			ARD EXCE	PTIONS	3	Sh	ow All Non-	Ex Home a	anc
		Actions	• Approvals	_					
		Employee	D Name	6 _{1A}	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

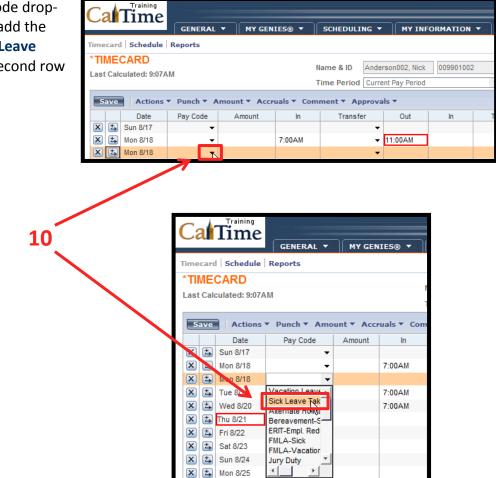
Ca	Time	GENERAL	• MY GEN	IES® 🔻	SCHEDULING -		ORMATION			
Timecard	Schedule	Reports								
*TIMECARD Last Calculated: 9:07AM Time Period Current Pay Period										
	Date	Pay Code	Amount	In	Transfer	Out	In			
Xt	Sun 8/17	•			-					
×±	Mon 8/18 🧹			7:00AM	-	11:00AM				
	Tue 8/19	-		7:00AM	-	3:30PM	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

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

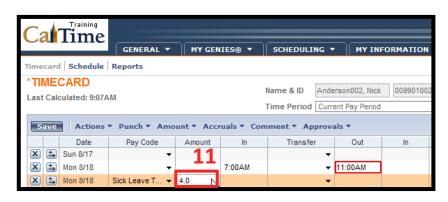
	Time	GENERAL	- MY GEN	IIES® 🔻	SCHEDULING		ORMATION	-
limecar	d Schedule	Reports						
	CARD	AM.				erson002, Nick rent Pay Period	009901002	2
Save	Actions	▼ Punch ▼ A	mount * Accr	uals 🔻 Com	ment 🔻 Approv	vals 🔻		
	Date	Pay Code	Amount	In	Transfer	Out	In	
X t	Sun 8/17	-				-		
X t	Mon 8/18	• •		7:00AM		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 TIMECARD will change from orange to black, once the timecard has been saved. A Shift 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 Daily Total 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