Supervisor of Non-Exempt Employees (RDP):
Assigning Schedules

A schedule is a pattern of workdays, hours, non-workdays and pay codes over a period of time, applied to one or more non-exempt employees, such as 4:30–8:30 PM, Tuesday and Thursday every week, or Monday–Friday, 7:00 AM–3:30 PM. To create and assign schedules to your employees, do the following:

1. Log in to CalTime using RDP. (See instructions on how to log in via RDP at http://caltime.berkeley.edu/access.)

2. Click the Scheduling tab, and then click Schedule Editor.

3. If necessary, choose All Non-Exempt Home from the Show drop list.

The Time Period defaults to Current Schedule Period, which is a week long. In the illustration above, we are looking at the schedule period section from Sun 7/27–Sat 8/02.

The following example creates a schedule for non-exempt employee, Carl Haggerty. It will be 7:30 AM–4:30 PM Monday–Friday, starting in the Current Schedule Period. His first work day is 7/28/2014.

We must decide if we want to apply a shift for individual workdays, or apply a preset schedule called a Pattern Template. Because Carl’s schedule will repeat daily, from week to week, we choose a Pattern Template.
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4. Right-click on Carl’s name.

![Image of CalTime software interface with highlighted 'Right-click on Carl’s name' step]

5. Left-click Add Pattern > Shift or Pay Code.

![Image of CalTime software interface with highlighted 'Add Pattern' step]

6. Click the Insert Pattern button.

![Image of CalTime software interface with highlighted 'Insert Pattern button' step]

7. Carl’s schedule will begin at 7:30 AM and end at 4:30 PM, so we choose: M-F 07301630.

**NOTE:** The Description on the right uses 12-hour time to label the template unlike the Name, which uses 24-hour time.

![Image of CalTime software interface with highlighted 'Insert Pattern' step]

8. Click OK.

**NOTE:** If you do not see the pattern you need, contact a CalTime system administrator and request it be added to the list. (caltime@berkeley.edu) You can also manually add it in the Pattern Editor window.

![Image of CalTime software interface with highlighted 'Click OK' step]
9. Next we enter the Work Start Date (which begins on Mon 7/28/2014) and Pattern Start Date (Sun 7/27/2014). The Monday–Friday schedule is automatically filled with the hours 7:30 AM–4:30 PM.

After that, we enter the End Date. This pattern is Carl’s permanent schedule, so we need no end date in this example.

(Skip Step 10 if there IS an end date.)

10. If not active, click the Forever radio button.

(Skip Steps 11–13 if there IS NO end date.)

11. If there is an end date, click the End Date radio button.

12. Click the End Date drop-list arrow.
13. Select a date from the pop-up calendar.

Last, we consider whether or not this pattern should override other patterns.

We plan on inputting a seven-day vacation pattern at the beginning of August. That will take precedence over his regular schedule, so, no, we do not want the schedule we are creating here to override his vacation days.

14. Leave the Override other patterns checkbox blank.

15. Click OK.
16. Click Save.

17. Click OK.

18. Click Refresh.

19. When you are done with Schedule Editor and viewing the employee’s timecard, click on one of the Genies, click Reports, or click Log Off to end your CalTime session.