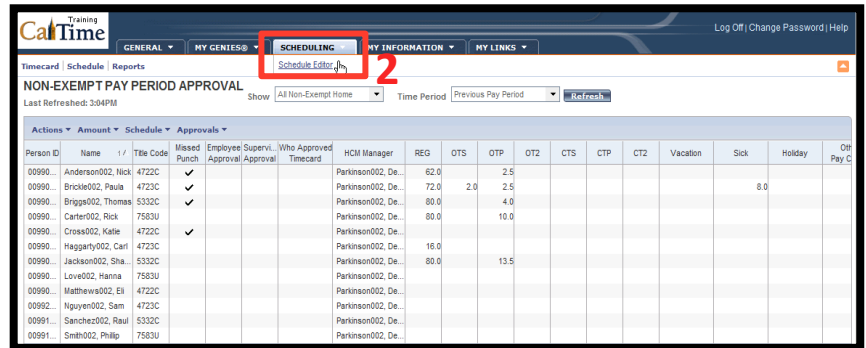
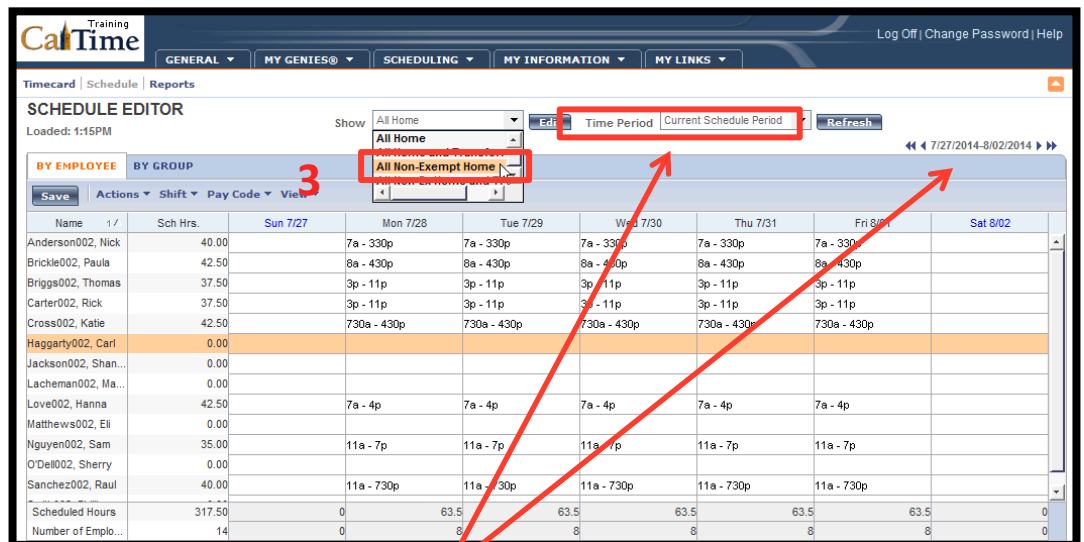


A schedule is a pattern of workdays, hours, non-workdays and pay codes over a period of time, applied to one or more non-exempt employees, such as 4:30–8:30 PM, Tuesday and Thursday every week, or Monday–Friday, 7:00 AM–3:30 PM. To create and assign schedules to your employees, do the following:

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**.*

- Right-click on Carl's name.

**SCHEDULE EDITOR**

Loaded: 2:23PM

BY EMPLOYEE

Name	Sch Hrs.	Sun 7/27	Mon 7/28	Tue 7/29	Wed 7/30	Thu 7/31	Fri 8/01
Anderson002, Nick	40.00		7a - 330p	7a - 330p	7a - 330p	7a - 330p	7a - 330p
Brickle002, Paula	42.50		8a - 430p	8a - 430p	8a - 430p	8a - 430p	8a - 430p
Briggs002, Thomas	37.50		3p - 11p	3p - 11p	3p - 11p	3p - 11p	3p - 11p
Carter002, Rick	37.50		3p - 11p	3p - 11p	3p - 11p	3p - 11p	3p - 11p
Cross002, Katie	42.50		730a - 430p	730a - 430p	730a - 430p	730a - 430p	730a - 430p
Haggarty002, Carl	0.00						
	42.50		7a - 4p	7a - 4p	7a - 4p	7a - 4p	7a - 4p
	0.00						
Schedule Outline ->	35.00		11a - 7p	11a - 7p	11a - 7p	11a - 7p	11a - 7p
Audits ->	40.00		11a - 730p	11a - 730p	11a - 730p	11a - 730p	11a - 730p
Timecard ->	0.00						
Reports ->							
Scheduled Hours	317.50	0	63.5	63.5	63.5	63.5	63.5
Number of Emplo...	12	0	6	6	6	6	6

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

- Click the **Insert Pattern** button.

**Pattern Editor**

Haggarty002, Carl

Effective Dates:    Forever  End Date   Override other patterns

\*Work Start Date:  \*Pattern Start Date:

Recurring:  1  Weeks  Days Items in rotation:  Find

No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1							

Buttons: Insert Shift, **Insert Pattern**, Shift Editor, Pay Code Editor, Delete, OK, Cancel, Help

- 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.

**Select Pattern**

Patterns:

Name	Description
M-F 06001430	Monday - Friday 6a - 230p
M-F 06301530	Monday - Friday 630a - 330p
M-F 07001530	Monday - Friday 7a - 330p
M-F 07001600	Monday - Friday 7a - 4p
M-F 07301600	Monday - Friday 730a - 4p
<b>M-F 07301630</b>	<b>Monday - Friday 730a - 430p</b>
M-F 07301730	9/80 2 week schedule
M-F 07451645	Monday - Friday 745a - 445p
M-F 08001630	Monday - Friday 8a - 430p
M-F 08001700	Monday - Friday 8a - 5p
M-F 08301700	Monday - Friday 830a - 5p
M-F 08301730	Monday - Friday 830a - 530p
M-F 09001730	Monday - Friday 9a - 530p
M-F 09001800	Monday - Friday 9a - 6p

Buttons: **OK**, Cancel, Help

- 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](mailto:caltime@berkeley.edu)) You can also manually add it in the Pattern Editor window.

The Monday–Friday schedule is automatically filled with the hours 7:30 AM–4:30 PM.

- Next we enter the **Work Start Date** (which begins on **Mon 7/28/2014**) and **Pattern Start Date** (**Sun 7/27/2014**).

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.)

- If not active, click the **Forever** radio button.

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

- If there is an end date, click the **End Date** radio button.
- Click the **End Date** drop-list arrow.

13. Select a date from the pop-up calendar.

The screenshot shows the 'Pattern Editor' window for 'Haggarty002, Carl'. The 'Effective Dates' section has 'Work Start Date' set to 7/28/2014 and 'Pattern Start Date' set to 7/27/2014. A pop-up calendar for August 2014 is open, showing dates from 1 to 31. A red arrow points from the instruction to the calendar, and a red number '13' is placed near the 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.

The screenshot shows the 'Pattern Editor' window with the 'Override other patterns' checkbox highlighted by a red box and a red number '14'. The checkbox is currently unchecked.

15. Click **OK**.

The screenshot shows the 'Pattern Editor' window with the 'OK' button highlighted by a red box and a red number '15'. The 'Override other patterns' checkbox remains unchecked.

16. Click **Save**.

16

Name	Sch Hrs.	Sun 7/27	Mon 7/28	Tue 7/29	Wed 7/30	Thu 7/31	Fri 8/01	Sat 8/02
Anderson002, Nick	40.00		7a - 330p	7a - 330p	7a - 330p	7a - 330p	7a - 330p	
Bricke002, Paula	42.50		8a - 430p	8a - 430p	8a - 430p	8a - 430p	8a - 430p	
Briggs002, Thomas	37.50		3p - 11p	3p - 11p	3p - 11p	3p - 11p	3p - 11p	
Carter002, Rick	37.50		3p - 11p	3p - 11p	3p - 11p	3p - 11p	3p - 11p	
Cross002, Katie	42.50		730a - 430p	730a - 430p	730a - 430p	730a - 430p	730a - 430p	
Haggarty002, Carl	42.50		730a - 430p	730a - 430p	730a - 430p	730a - 430p	730a - 430p	
Jackson002, Shan...	0.00							
Love002, Hanna	42.50		7a - 4p	7a - 4p	7a - 4p	7a - 4p	7a - 4p	
Matthews002, Eli	0.00							
Nguyen002, Sam	35.00		11a - 7p	11a - 7p	11a - 7p	11a - 7p	11a - 7p	
Sanchez002, Raul	40.00		11a - 730p	11a - 730p	11a - 730p	11a - 730p	11a - 730p	
Smth002, Phillip	0.00							
Scheduled Hours	360.00	0	72	72	72	72	72	0
Number of Empl...	12	0	9	9	9	9	9	0

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.