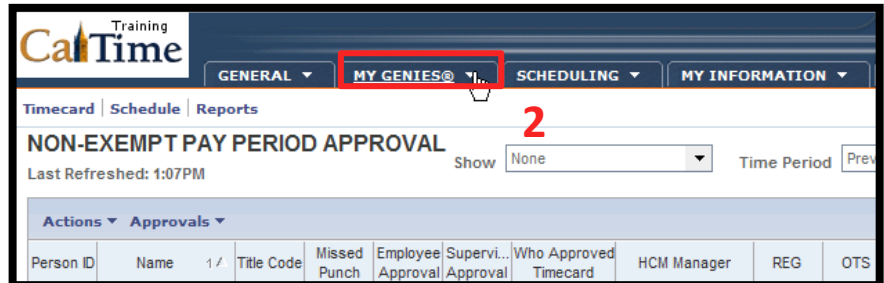


The **Custom Fields Summary Genie** shows you the current Fair Labor Standards Act (FLSA) Status (E=exempt, N=non-exempt), **Title Code**, **Appt Type**, **Home Dept**, **Job Home Dept**, **Comp Time Elect** choice, **Meal Length** for automatic meal deduction after 6 work hours, normal **Shift Length**, and **Shift Occurrence** for each of your non-exempt employees. This Genie can be helpful if an employee makes a query about any of the above or if a supervisor needs to see a change made in any of the custom field settings.

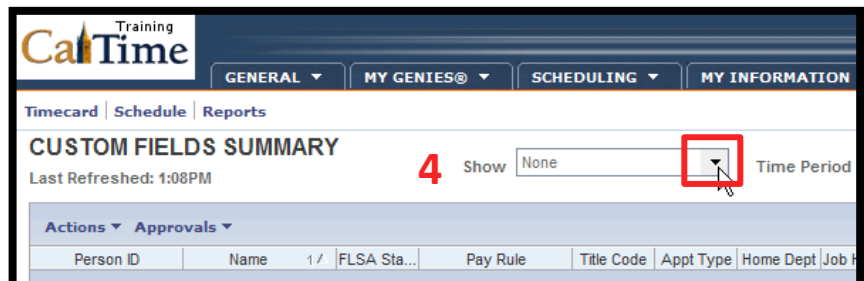
1. Log in to CalTime using RDP access. (See the Internet site, <http://caltime.berkeley.edu/access> for RDP log-in resources and instructions.)



2. Click the **My Genies** drop-list arrow.
3. Choose the **Custom Fields Summary Genie**.

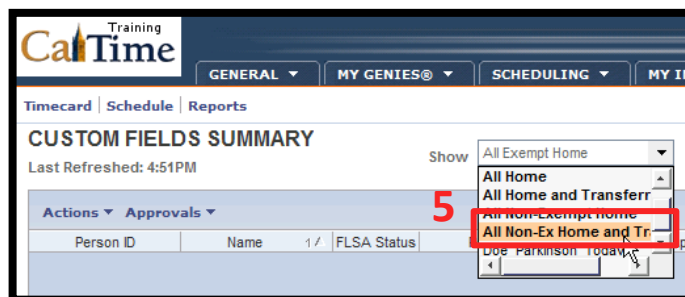


4. Click the **Show** drop-list arrow.

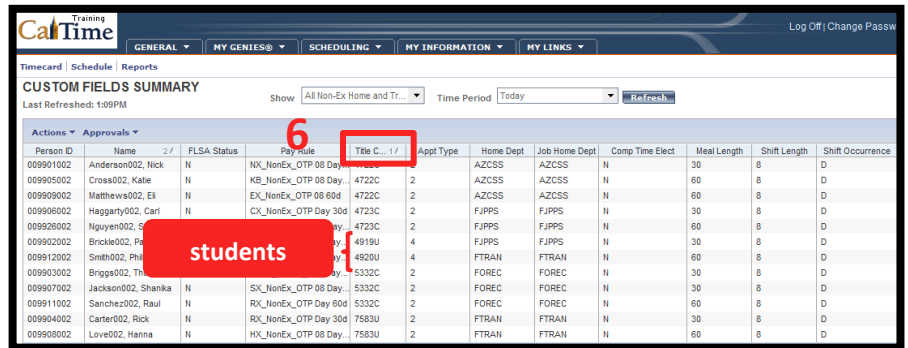


5. Select **All Non-Exempt Home and Trans In**.

Time Period defaults to **Today**, which is generally appropriate.

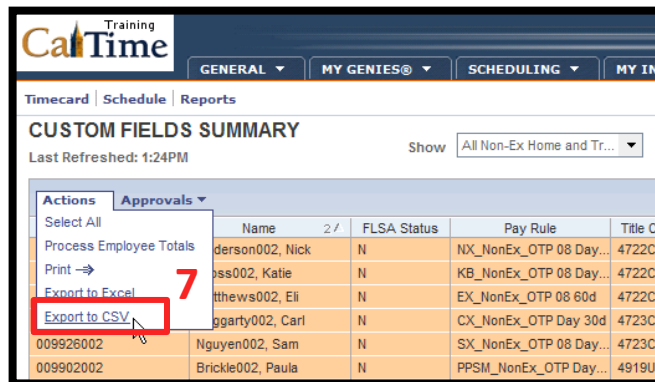
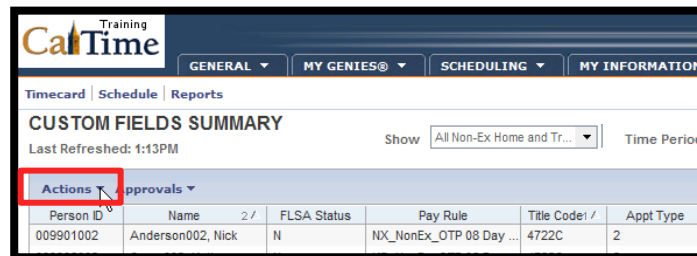


- All columns in this Genie are sortable. For example, to group by **Title Code**, click once on the **Title Code** column heading. This moves the low title codes to the top of the list.



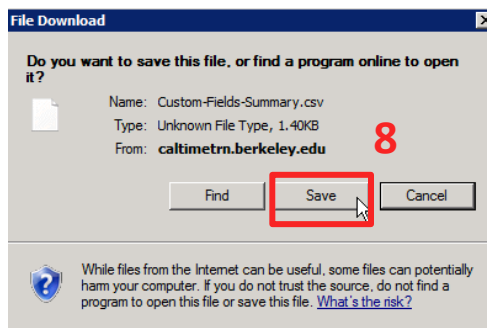
You can also export the contents of this Genie to Microsoft Excel or as a comma-separated-value (CSV) file.

- For example, from the **Actions** drop list, choose **Export to CSV**.

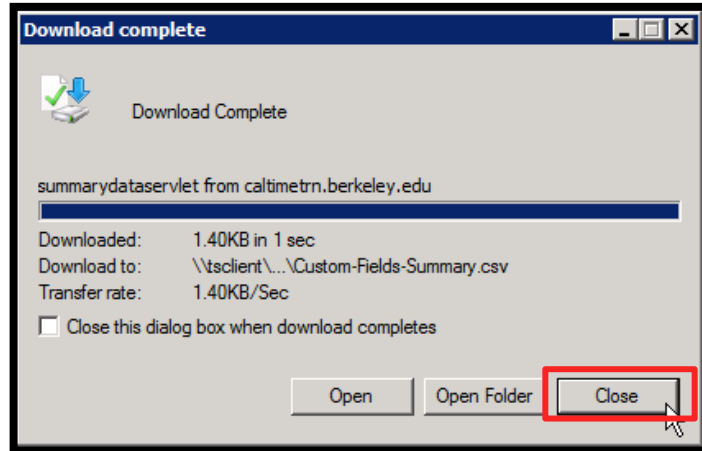


- Respond to the following dialog window by clicking **Save**.

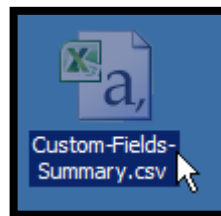
Designate a storage location for the file that you can easily find, such as the **Desktop**. (You can always move it later to another location.)



9. Click **Close**.



10. Locate the file and double-click on it to open it in *Microsoft Excel*.

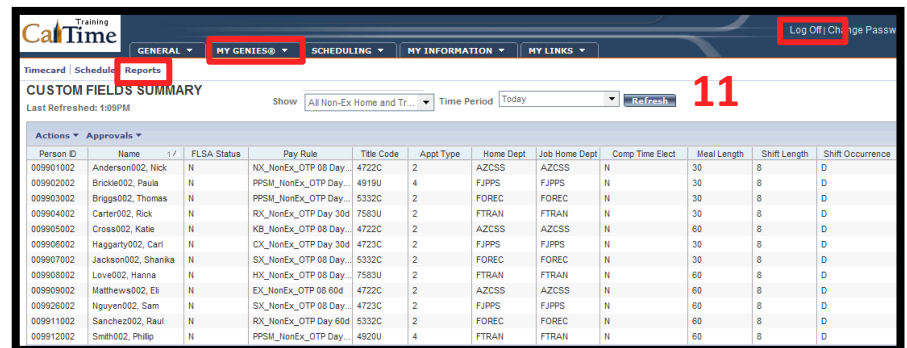


10

what the file's icon looks like

When done, close Excel and return to CalTime.

11. Click **My Genies** to return to access to the **Genies**, click **Reports** to generate a report, or click **Log Off** to end your CalTime session.



If you need custom field summary data changed, such as an employee's meal length or shift occurrence, contact your timekeeper and request the change.