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

If you find that a schedule does not reflect an employee’s actual work day, you may choose to delete his/her assigned schedule. This job aid includes two sections: Deleting a Schedule from a Given Point Forward and Deleting a Schedule Altogether (see page 3).

Deleting a Schedule from a Given Point, Forward

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

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

3. Choose All Non-Exempt Home from the Show drop list.

4. Ensure that the Time Period selected includes the dates to be deleted. Use the Time Period drop list to select the appropriate timeframe: Current Schedule Period, Next Schedule Period, or Range of Dates.
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5. Right-click on the employee’s name. (In this case, it is Carl Haggarty.)


7. Click the End Date option button.

8. Click in the End Date text box, and type the last day of the schedule you want to be in effect. (In this case, it is 8/12/2014.)

9. Click OK.

Observe that Carl no longer has a schedule after 8/12/2014:

NOTE: From 8/13/2014 on, Carl will no longer have a schedule.

10. When you are done with Schedule Editor, click on one of the Genies, click Reports, or click Log Off to end your CalTime session.
Deleting a Schedule Altogether

1. After logging in to CalTime, click the Scheduling tab, and then click Schedule Editor.

2. Choose All Non-Exempt Home from the Show drop list.

3. Right-click on the employee's name. (In this case, it is Carl Haggarty.)

4. Click Delete Pattern > Shift or Pay Code.

5. Select the pattern to be deleted (if more than one pattern is present), and click Delete.

6. Click OK.
Observe that Carl’s schedule no longer exists:

7. When you are done with Schedule Editor, click on one of the Genies, click Reports, or click Log Off to end your CalTime session.