Supervisor of Non-Exempt Employees (RDP):
Modifying a Schedule for Several Days

Once you have created and assigned a schedule to an employee, you may need to edit a portion of it to accommodate changes to his/her schedule, such as vacation leave. For this, you will edit individual shifts, rather than applying a pattern template, as you may have done when you first created the employee’s schedule. The following example modifies a schedule for non-exempt employee, Carl Haggerty, to accommodate a seven-day vacation leave.

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 it isn’t visible in the Show field, choose All Non-Exempt Home from the Show drop list.

4. To the right you see Carl’s schedule, which continues Forever.
5. To confirm this, right-click on Carl’s name, and click on Schedule Outline.

6. The Schedule Outline displays Carl’s schedule details. When you are done reading them, click OK.

In order to place his vacation leave into the schedule, we will add a Pay Code into each day Carl will be on vacation.

7. From the Time Period drop list, choose the last option, “Range of Dates”.

Make sure you can view a range of dates that will at least display the time frame in which Carl’s vacation falls.
8. For this example, the **Start Date** should be **7/28/2014** with an **End Date** of **8/15/2014**, so I can view his vacation leave and the schedule that surrounds it.

9. Click **OK**.

10. Use the scroll bar at the bottom of the **Schedule Editor** to scroll to the right and bring the second week into view.

11. **Right-click** in the cell for the first day of Carl’s vacation (in this example, **8/04**).

12. Click **Add > Pay Code**.
13. Make sure the **Effective Date** is the first date of the vacation.

14. The **Pay Code** should read “Vacation Leave Taken”. *(Other Pay Codes are available on the drop list.)*

15. Type “8” for the daily **Amount**. *(You could enter “8” or “10” or “12”, depending on what constitutes a full workday.)*

16. Click the **Override Shift** check box, and select the **Whole Shift** option (so the entire shift is replaced on the schedule, and the employee is not expected to work on that day.)

17. Make sure the **Start Time** is the normal beginning time for Carl’s shifts.

18. **Repeat** for 5 days.

**NOTE:** If you repeated for 7 days, it would include Saturday and Sunday. To tag the following Monday and Tuesday as the last two days of vacation, input the **Pay Codes** for them separately.
19. Click OK.

Below you see the second week of Carl’s schedule, plus the first two days of the third week. We will edit those two day so they are storing the Vacation Leave Taken Pay Code. After that, Carl’s 7:30 AM–4:30 PM schedule will resume.
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20. Right-click in the cell for the second Monday of Carl’s vacation. (In this example, we right-click Monday 8/11/2014.)


22. Make sure the **Effective Date** is the date for that Monday.

23. Use the same settings as above for Pay Code, Amount, Override Shift, Whole Shift, and Start Time.

24. Repeat for 2 days.

25. Click OK.

Note that the last week has two vacation days, then the pattern of Carl's shift resumes on Wednesday (and will continue Forever.)
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26. Click Save to store your changes.

NOTE: The words, Schedule Editor, change from orange to black, once the schedule changes have been saved.

If you view Carl Haggarty’s Timecard after saving the schedule, you will see his Mon–Friday, 7:30 AM–4:30 PM schedule plus his vacation days.

27. 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.