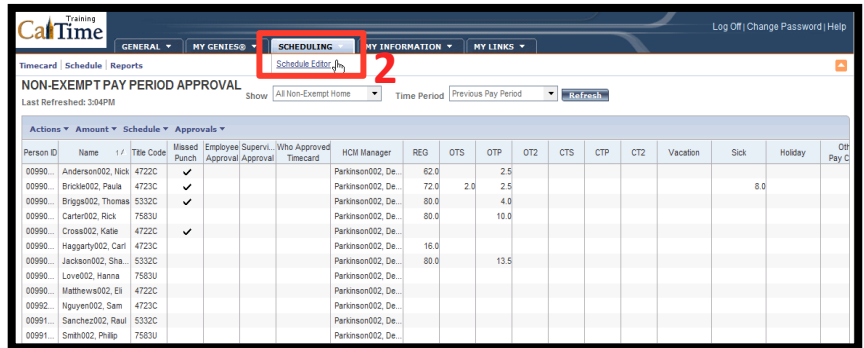


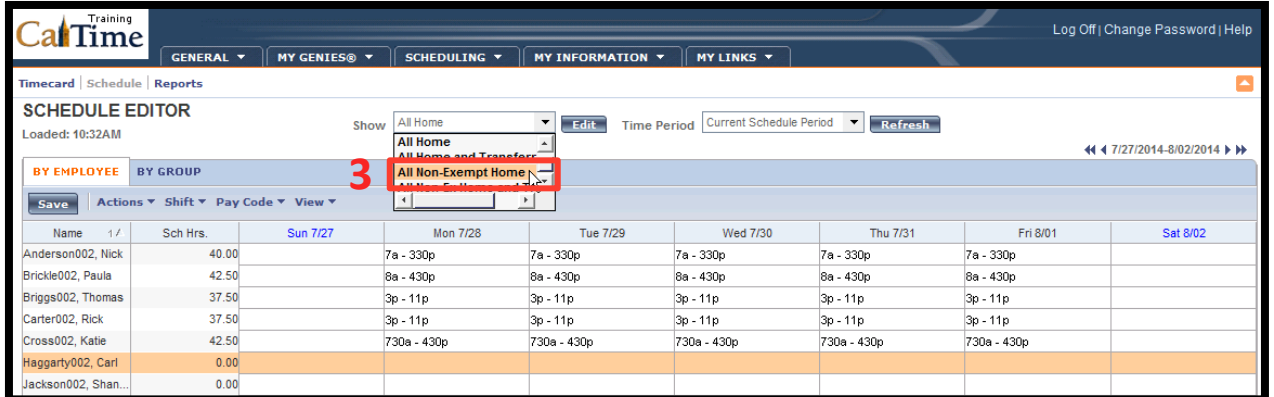
Once you have created and assigned a schedule to an employee, you may need to edit a portion of it to accommodate changes to his/her schedule, such as vacation leave. For this, you will edit individual shifts, rather than applying a pattern template, as you may have done when you first created the employee's 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>.)

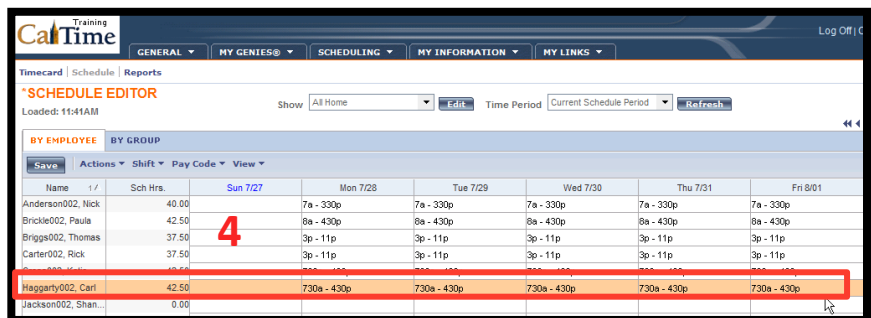
2. Click the **Scheduling** tab, and then click **Schedule Editor**.



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**.



- To confirm this, right-click on Carl's name, and click on **Schedule Outline**.

5

Name	Sch Hrs.	Sun 7/27	Mon 7/28	Tue 7/29	Wed 7/30
Anderson002, Nick	40.00		7a - 330p	7a - 330p	7a - 330p
Brickle002, Paula	42.50		8a - 430p	8a - 430p	8a - 430p
Briggs002, Thomas	37.50		3p - 11p	3p - 11p	3p - 11p
Carter002, Rick	37.50		3p - 11p	3p - 11p	3p - 11p
Cross002, Katie	42.50		730a - 430p	730a - 430p	730a - 430p
Haggarty002, Carl	42.50		730a - 430p	730a - 430p	730a - 430p
Jackson002, Shan...	0.00				
002, Hanna	42.50		7a - 4p	7a - 4p	7a - 4p
ews002, Eli	0.00				
en002, Sam	35.00		11a - 7p	11a - 7p	11a - 7p
chez002, Raul	40.00		11a - 730p	11a - 730p	11a - 730p
002, Phillip	0.00				
Scheduled Hours	360.00	0	72	72	72

- The Schedule Outline displays Carl's schedule details. When you are done reading them, click **OK**.

6

Name	Type	Start Date	End Date	Details
1 Week	pattern	7/28/2014	Forever	1 Week: 730a - 430p(Mon, Tue, Wed, Thu, Fri)

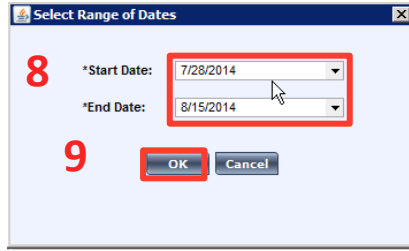
In order to place his vacation leave into the schedule, we will add a **Pay Code** into each day Carl will be on vacation.

- 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.

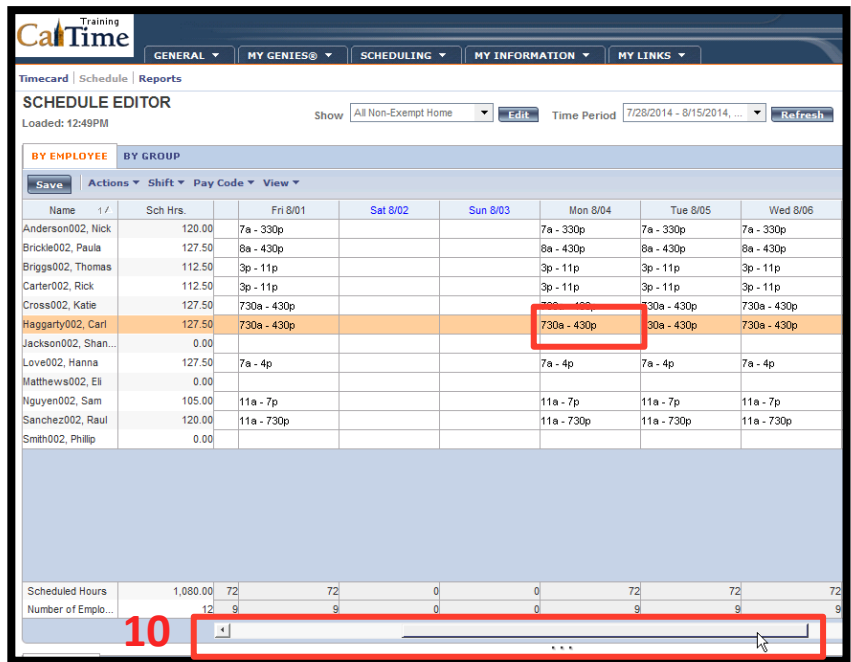
Name	Sch Hrs.	Sun 7/27	Mon 7/28	Tue 7/29	Wed 7/30	Fri 8/01
Anderson002, Nick	40.00		7a - 330p	7a - 330p	7a - 330p	7a - 330p
Brickle002, Paula	42.50		8a - 430p	8a - 430p	8a - 430p	8a - 430p
Briggs002, Thomas	37.50		3p - 11p	3p - 11p	3p - 11p	3p - 11p
Carter002, Rick	37.50		3p - 11p	3p - 11p	3p - 11p	3p - 11p
Cross002, Katie	42.50		730a - 430p	730a - 430p	730a - 430p	730a - 430p
Haggarty002, Carl	42.50		730a - 430p	730a - 430p	730a - 430p	730a - 430p
Jackson002, Shan...	0.00					

- 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.



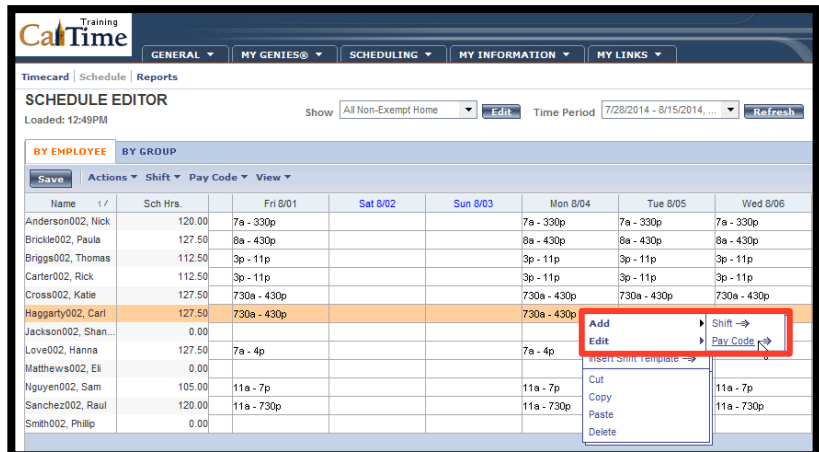
- Click **OK**.

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



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

- Click **Add > Pay Code**.



13. Make sure the **Effective Date** 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.)

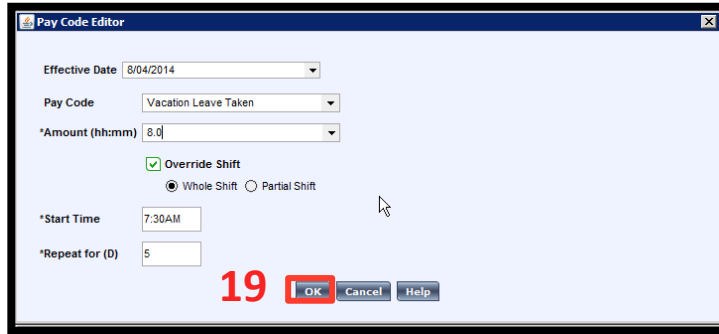
16. Click the **Override Shift** check box, and select the **Whole Shift** option (so the entire shift is replaced on the schedule, and the employee is not expected to work on that day.)

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.



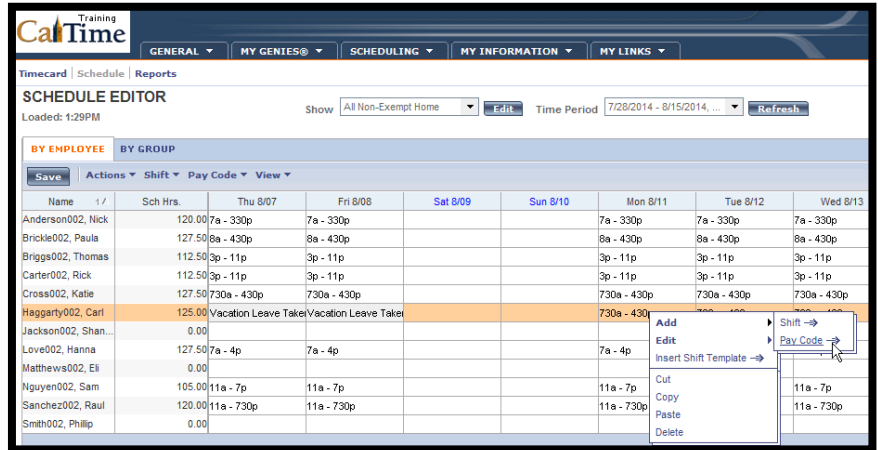
Below you see the second week of Carl’s schedule, plus the first two days of the third week. We will edit those two day so they are storing the **Vacation Leave Taken Pay Code**. After that, Carl’s **7:30 AM–4:30 PM** schedule will resume.

Name	Sch Hrs.	Mon 7/28	Tue 7/29	Wed 7/30	Thu 7/31	Fri 8/01	Sat 8/02	Sun 8/03	Mon 8/04	Tue 8/05
Anderson002, Nick	120.00	7a - 330p	7a - 330p	7a - 330p	7a - 330p	7a - 330p			7a - 330p	7a - 330p
Brickle002, Paula	127.50	8a - 430p	8a - 430p	8a - 430p	8a - 430p	8a - 430p			8a - 430p	8a - 430p
Briggs002, Thomas	112.50	3p - 11p	3p - 11p	3p - 11p	3p - 11p	3p - 11p			3p - 11p	3p - 11p
Carter002, Rick	112.50	3p - 11p	3p - 11p	3p - 11p	3p - 11p	3p - 11p			3p - 11p	3p - 11p
Cross002, Katie	127.50	730a - 430p	730a - 430p	730a - 430p	730a - 430p	730a - 430p			730a - 430p	730a - 430p
Haggarty002, Carl	125.00	730a - 430p	730a - 430p	730a - 430p	730a - 430p	730a - 430p			Vacation Leave Taken	Vacation Leave Taken
Jackson002, Shan...	0.00									

Name	Sch Hrs.	Mon 8/04	Tue 8/05	Wed 8/06	Thu 8/07	Fri 8/08	Sat 8/09	Sun 8/10	Mon 8/11	Tue 8/12
Anderson002, Nick	120.00	7a - 330p	7a - 330p	7a - 330p	7a - 330p	7a - 330p			7a - 330p	7a - 330p
Brickle002, Paula	127.50	8a - 430p	8a - 430p	8a - 430p	8a - 430p	8a - 430p			8a - 430p	8a - 430p
Briggs002, Thomas	112.50	3p - 11p	3p - 11p	3p - 11p	3p - 11p	3p - 11p			3p - 11p	3p - 11p
Carter002, Rick	112.50	3p - 11p	3p - 11p	3p - 11p	3p - 11p	3p - 11p			3p - 11p	3p - 11p
Cross002, Katie	127.50	730a - 430p	730a - 430p	730a - 430p	730a - 430p	730a - 430p			730a - 430p	730a - 430p
Haggarty002, Carl	125.00	Vacation Leave Taken	Vacation Leave Taken	Vacation Leave Taken	Vacation Leave Taken	Vacation Leave Taken			730a - 430p	730a - 430p

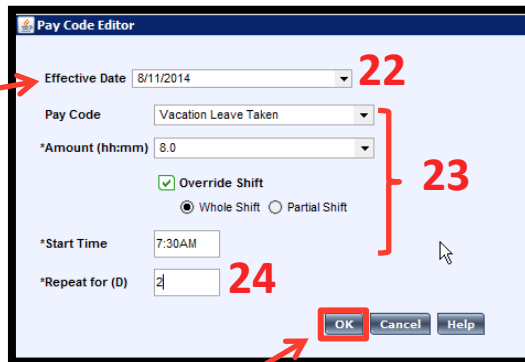
20. Right-click in the cell for the second Monday of Carl's vacation. (In this example, we right-click Monday 8/11/2014.

21. Click Add > Pay Code.



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

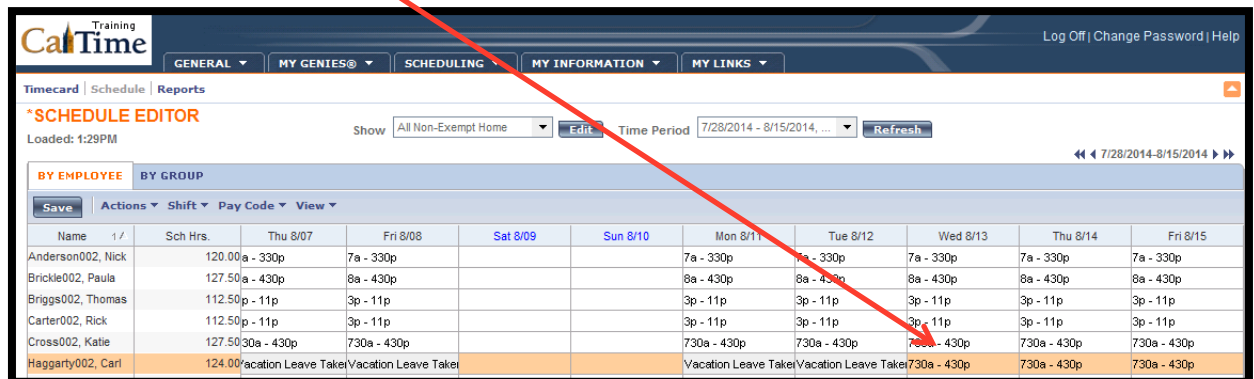
23. Use the same settings as above for **Pay Code, Amount, Override Shift, Whole Shift,** and **Start Time.**



24. Repeat for 2 days.

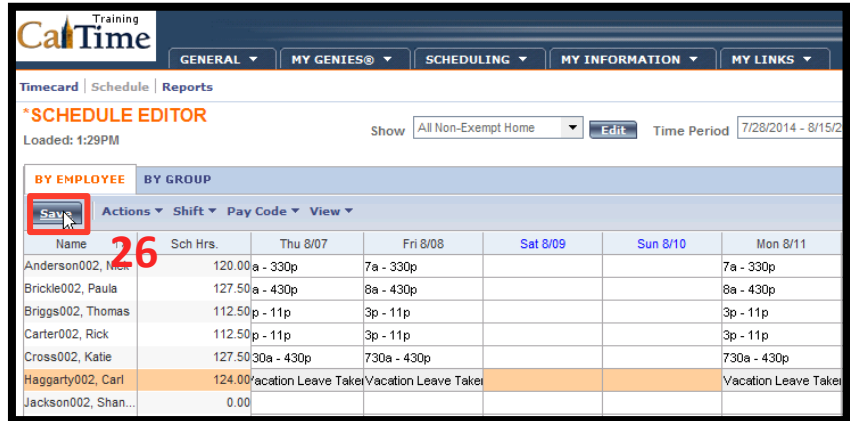
25. Click OK.

Note that the last week has two vacation days, then the pattern of Carl's shift resumes on Wednesday (and will continue **Forever.**)

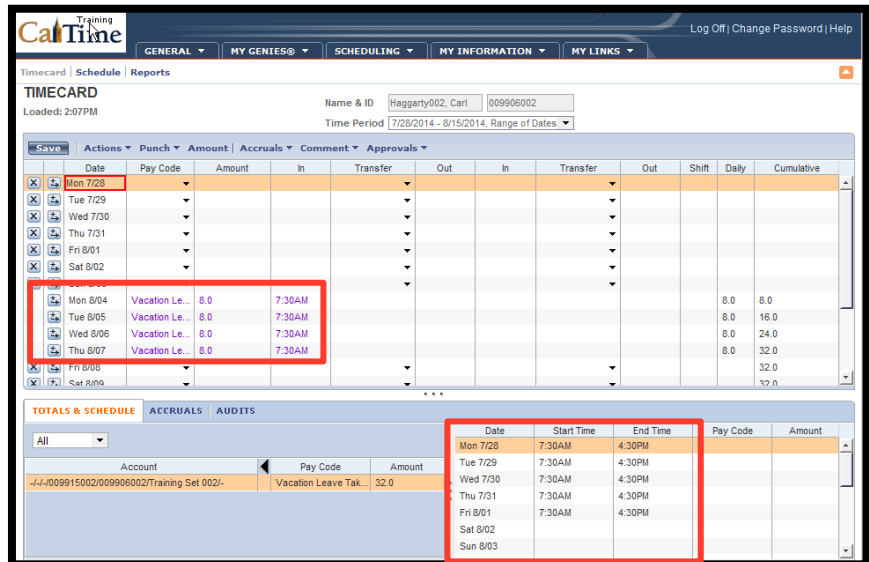


26. Click **Save** to store your changes.

**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.

