

## Supervisor of Non-Exempt Employees (RDP): Canceling a Meal Deduction

Everyone is set up in CalTime with an automatic meal deduction. Most employees are allotted 30 or 60 minutes for this break. Meal deductions are built into CalTime, so non-exempt employees do not have to clock out and back in again when they have meals on shifts where they work 5 hours or more. *I.e.*, the default meal deduction is 60 minutes, so if a non-exempt employee clocks in at 7:30 AM and clocks out at 4:30 PM, he/she will be paid for eight hours.

By law, non-exempt employees should have a 30-minute meal break after five hours of work, so only rarely would the meal break deduction be waived. When it is necessary, the supervisor is responsible for overriding the meal deduction.

- Log in to CalTime using RDP access. (See the Internet site, http://caltime.berkeley. edu/access for RDP login resources and instructions.)
- 2. Click the Custom Fields Summary Genie.
- Choose All Non-Exempt Home and Trans. In from the Show drop list.

Ca	al .	Training Time	GI	ENERAL	-	M	GENIES	8 C	SCHEDI	JLING		
Time	card	Schedule	Repo	orts				1	d Approval			
		XEMPTF eshed: 5:26P		PERIO	DA	Timecard Exceptions Exempt Leave Usage Approval Worked Accounts						
Actions  Approvals							QuickFind Custom Fields Summary					
Pers	on ID	Name	1A	Title Code	Mis Pur		crual Leav		- Jm	oved d		
009	90	Anderson002	, Nick	4722C		/						

CalTime	GENERAL -	MY GENIES		SCHEDULING -	MY
Timecard Schedule	Reports				
CUSTOM FIELD Last Refreshed: 7:54/			Show	All Exempt Home	<b>•</b>
Actions	als ▼			All Home and Transfe All Non-Exempt Home	
Person ID	Name 17	FLSA Status		All Non-Ex Home and Doe Parkinson Today	

4. Note the **Meal Length** and the **Shift length** for the employee who needs a meal deduction cancelation:

CalTime		Log Off   Change Password   Help										
		MY GENIES	® 🔻 SCHEDULII	NG 🔻 🛛 M	INFORMA		MY LINKS					
Timecard Schedule	Reports											
CUSTOM FIELD Last Refreshed: 8:01A Actions  Approve	M		Show All Non-Ex Ho	me and Tr	▼ Time I	Period Toda	у	▼ Ref	resh	Ļ		
Person ID	Name 14	FLSA Status	Pay Rule	Title Code	Appt Type	Home Dept	Job Home	Comp Time Elect	Meal Length	Shift Length	Shift Occur	
009901002	Anderson002, Nick	N	NX_NonEx_OTP 08	4722C	2	AZCSS	AZCSS	N	30	08	D	
00000000	Bricklann2 Daula	м	DESM Neger OTE D	401011	4	FIDDS	FIDDS	N	30	08	n	
009903002	Briggs002, Thomas	N	PPSM NonEx OTP D	53320	2	FOREC	FOREC	N	30	08	D	



 Double-click on the name of the employee who needs a lunch deduction cancelation.

CalTime	GENERAL -	MY GENIES	® ▼ ]	SCHEDULIN
Timecard Schedule	Reports			
CUSTOM FIEL	DS SUMMARY		Show	All Non-Exemp
Actions  Approv			511044	
	vals 🔻	FLSA Status		ay Rule
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Actions  Approv	vals ▼ Name 1A		Pi NX_Non	-
Actions  Approv	vals ▼ Name 1A Anderson002, Nick	N	Pa NX_Non PPSM_N	Ex_OTP 08

 Set the Time Period to Current Pay Period.

> (If the pay period has ended, select **Previous Pay Period**.)

CalTime	GENERAL		s® ▼ ]	SCHEDULI		DRMATION -	) [ M
Timecard Schedule	Reports						
TIMECARD Loaded: 5:40PM				ame & ID me Period		009903002	<b>•</b>
Save Actions	Punch 🔻 An	nount 🔻 Accrua	als ▼ Comn	nent 🔻 🗛	Current Pay Period	N	
Date	Pay Code	Amount	In	Trar	Next Pay Period	2	- 0
🗙 🚖 Thu 9/25	-				Previous Schedule P Current Schedule Pe Next Schedule Perio	riod	
					Today Yesterday Week to Date Last Week		
					9/25/2014, Specific I 9/25/2014 - 9/25/201		

- Locate the correct date which in this example will be Wed 10/1.
- 8. Right-click the **Out** punch text box.
- 9. Click Edit Punch...





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- Click the Cancel Deduction drop-list arrow.
- 11. Select All.

(No one has more than one meal deduction per day, so canceling "All" deductions is the same as canceling one.)

**12.** Click **OK**.

🛓 Edit Punch		×
Date	10/01/2014	
Time (hh:mm)	11:30PM	
Rounded Time	10/01/2014 11:30PM GMT-07:00	
Time Zone	(GMT -08:00) Pacific Time (USA; Canada); Tijuana	-
Override	<none></none>	
Cancel Deduction		
Cancel Deduction		
	UCB_NonExempt_60 DED	
	UCB_NonExempt_60 DED 08	
Exception	UCB_NonExempt_60 DED 10	
Comments	UCB_NonExempt_60 DED 12 UCB_NonExempt_PFM	
Comments	A 11	
	OK Cancel Help	

×
10/01/2014
11:30PM
10/01/2014 11:30PM GMT-07:00
(GMT -08:00) Pacific Time (USA; Canada); Tijuana 🔻
<none></none>
7 50
Punch has no exception
Punch has no comment
OK Cancel Help

**13.** Click **Save** to store the changes to the timecard.

	Ca	Time	GENERAL -	MY GENIE	:S® ▼ S	CHEDULING -	MY INFORM
	Timeca	rd Schedule	Reports				
13		ECARD d: 3:37PM	• Punch ▼ An	nount ▼ Accrua	Tim	ne & ID Briggs002 e Period Current F ent ▼ Approvals N	
		Date	Pay Code	Amount	In	Transfer	Out
		Sun 9/28	•			-	
		Mon 9/29 Tue 9/30	•		3:00PM	-	11:30PM 11:30PM
		Wed 10/01			3:00PM		11:30PM
	Xt	-	<b>•</b>		3:00PM	-	11:30PM



## Supervisor of Non-Exempt Employee (RDP): Canceling a Meal Deduction

## NOTE: The Shift total

changes from **8.0** to **8.5** hours, reflecting that Thomas Briggs worked through his normal thirty-minute meal.





 When done, click Log Off or Reports, or click My Genies to choose a different Genie.

-	Time									Log Off	Cang	e Password   Hel
Ja	mme	GENERAL	MY GEN	ies® 🔻	SCHEDULING -	MY INFO		MY LINKS				
mecar	d Scheduk	Reports						1/				Ę
IME	CARD				ame & ID Briggs	002, Thomas	009903002					
ast Sa	ved: 3:34PM						003503002					
	_				ime Period Currer			•				
Save	Actions	▼ Punch ▼ An	nount • Accr	uals 🔻 Comr	ment     Approval	s <b>*</b>						
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X 🗄	Sun 8/17	<b>.</b>			<b>•</b>			<b>.</b>				
Xt	Mon 8/18	-		3:00PM	•	11:30PM		-		8.0	8.0	8.0
XL	Tue 8/19	<b>•</b>		3:00PM	-	11:30PM		-		8.5	8.5	16.5

**v**