

Supervisor of Non-Exempt Employees (RDP): Timecard Exception Genie

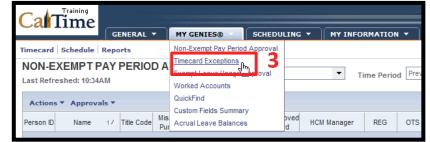
The **Timecard Exception** Genie can be used to quickly locate missed punches. It will also display unexcused absences and late and early In and Out punches when employees have been assigned schedules in CalTime.

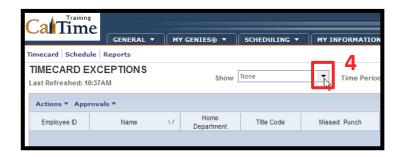


In order to avoid a heavy workload at the end of the pay period, best practice is for the supervisor to review each employee's timecard frequently. Also, timecard edits should be called to the attention of the employee, but when an employee is unable to edit his/her timecard, the supervisor may do so and notify the employee.

- Log in to CalTime using RDP access. (See the Internet site, http://caltime.berkeley. edu/access for RDP log-in resources and instructions.)
- Click the My Genies droplist arrow
- 3. Click the Timecard Exceptions Genie.
- Click the Show drop-list arrow.







5. Click All Non-Exempt Home and Trans. In., in order to see any employees who are charging time to your friendly names.





 Click twice on any of the exceptions column heads, to sort the checkmarks so they move in that column to the top of the list.

> (In this example, we are looking for **Missed Punches**.)

 Select all the employees whose timecards you wish to review.

> Use **Ctrl-click** (Windows) or **Command-click** (Mac) to select more than one employee.

> Click Actions > Select All to choose every employee.

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IMECAR ast Refreshe	DEXCEPTIONS ed: 4:08PM		Show	NI Non-Ex Home and Ti	Time Perio	Od Current Pay P	eriod 🔻 💽	fresh
Actions 🔻	Approvals 🔻							
Employee ID	Name 27	Home Department	Title Code	Missed Punch 11	Unexcused Absence	Early In	Late In	Early Out
009902002	Brickle002, Paula	FJPPS	4919U	~	~			~
009905002	Cross002, Katie	AZCSS	4722C	~	~			
009901002	Anderson002, Nick	AZCSS	4722C		~			
009903002	Briggs002, Thomas	FOREC	5332C	6	~			
009904002	Carter002, Rick	FTRAN	7583U	6	~			
009906002	Haggarty002, Carl	FJPPS	4723C					
009907002	Jackson002, Shanika	FOREC	5332C					
009908002	Love002, Hanna	FTRAN	7583U		~			
009909002	Matthews002, Eli	AZCSS	4722C					
009926002	Nguyen002, Sam	FJPPS	4723C		~			
009911002	Sanchez002, Raul	FOREC	5332C		~			
009912002	Smith002, Phillip	FTRAN	4920U					

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1	Timecard Schedule Reports													
	TIMECARD EXCEPTIONS Last Refreshed: 4:08PM All Non-Ex Home and Tr													
	Actions 🔻	Approvals 🔻	7											
	Employee ID	Name 27	Home Department	Title Code	Missed Punch 1∇									
	009902002	Brickle002, Paula	FJPPS	4919U	✓									
	009905002	Cross002, Katie	AZCSS	4722C	✓									
	009901002	Anderson002, Nick	AZCSS	4722C										
	009903002	Briggs002, Thomas	FOREC	5332C										





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 Click Timecard, and in this example, Paula Brickle's timecard appears.

		RAL 1	MY GEN	IES® 🔻 🗍	SCHEDULING -							
Timecard Schedule Reports												
Last Refreshe		NS		Show A	II Non-Ex Home and Tr							
Actions •	Approvals 🔻											
Employee ID	Employee ID Name 2 A Home Title Code Missed Punch 1											
009902002	Brickle002, Paula		FJPPS	4919U	~							
009905002	Cross002, Katie	2	AZCSS	4722C	~							

9. Since you are reviewing timecards regularly, you are editing punches for the default Time Period, Current Pay Period.

C	Cal	Time	GENERAL -	MY GENI	ES@ 🔻 🛛 S	CHEDULING	•	MY INFORI	MATION -	MY
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Į	Save	Actions 🔻	Punch 🔻 Ame	ount • Accru	als 🔻 Comme	ent - Appro	vals 🔻			
		Date	Pay Code	Amount	In	Transfe	er	Out	In	1
0	Хţ	Sun 9/28	-				-			
	X 🕹	Mon 9/29	•		7:00AM			11:30AM		
0	хţ	Tue 9/30	•		7:00AM		-			
0	x tə	Wed 10/01	-				•			
6	X t	Thu 10/02	-				-			

NOTE: Always the cor

Always verify you are entering data in and approving the correct date range.

- In the Out column, notice the missed punch on Tue 9/30 (red fill).
- 11. Notice also the absence of punches on Mon 10/1—a Missed Shift. According to Paula's schedule, she was supposed to work that day, and you know she worked her shift. Work with Paula to verify her start and stop times and enter them for her.

(Ca	aľ	Time	GENERAL -		ES® -	SCHEDULIN	IG -	MY INFORM	1ATION -	MY				
т	Timecard Schedule Reports														
	TIMECARD Loaded: 4:16PM Name & ID Brickle002, Paula 009902002 Time Period Current Pay Period														
			Date	Pay Code	Amount	In	Tran	sfer	Out	In	Т				
	X	±,	Sun 9/28	-											
	x	⁺.	Mon 9/29	-		7:00AM		10	11:30AM						
	x	±,	Tue 9/30	•		7:00AM									
	x	±,	Wed 10/01	-				-							
	x	≛	Thu 10/02	•				•							

NOTE: Non-exempt employees only get paid for the hours and Pay Codes entered into CalTime, so Paula Brickle is going to need her timecard corrected.



12. Correct the missing punch by clicking in the Out box for 9/30 and typing 3:30 pm, the time Paula left work.

> Correct the **Missed Shift** on **10/1** by typing the correct **In** and **Out** punches.

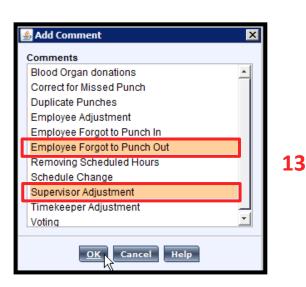
NOTE: Afternoon/evening hours can be entered in 24-hour time or in 12-hour time with "pm" (e.g., 15:15, 315p, or 3:15 pm).

C	CalTime											
		mile	GENERAL -		s® ▼ S	CHEDULING -	MY INFORM					
Time	Timecard Schedule Reports											
Last	*TIMECARD Last Calculated: 4:28PM Time Period Current Pay Period											
		Date	Pay Code	Amount	In	Transfer	Out					
×	±,	Date Sun 9/28	Pay Code	Amount	In	Transfer •	Out					
	±.)			Amount	In 7:00AM	-	Out 11:30AM					
×		Sun 9/28	•	Amount		-						

In the above example, Paula's CalTime schedule is 7 AM–3:30 PM, Monday–Friday. That is why CalTime knew to report a **Missed Shift** exception for Paul.

 Add comments—such as, Supervisor Adjustment and Employee Forgot to Punch Out—to the cells where you made corrections.

> For a step-by-step guide to adding and deleting comments, see the job aid, "Adding and Deleting Timecard Comments_RDP"





- 14. Click Save to store the changes.
 - NOTE: The word TIMECARD will change from orange to black when you click Save. The message, "Timecard successfully saved . . . " will appear after you click Save.

	Ca	aľ	Time	GENERAL -	MY GENI	ES® ▼ S	CHEDULING -	MY INFORM
	Time	card	Schedule	Reports				
			CARD culated: 4:28Pl 14 Actions		ount T Accru	Tim	ne & ID Brickle0 ne Period Current ent T Approvals	
L			Date	Pay Code	Amount	In	Transfer	Out
	X	±,	Sun 9/28	•				•
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	x	±,	Tue 9/30	-		7:00AM		- 3:30PM
	X	±,	Wed 10/01	-		7:00AM		- 3:30PM

- 15. Advance to the next employee record you have selected by clicking on the rightpointing arrow, review it, and make corrections, as necessary.
- Finally, click Log Off when done reviewing timecards, or click My Genies to return to the Timecard Exceptions Genie.

C	Ca	ľ	Time	GENERAL	MY GENIE	s® ▼	CHEDULING -		MATION -				
Ti	Timecard Schedule Reports												
	TIMECARD Loaded: 4:33PM Name & ID Brickle002, Paula 009902002 C 1 of 2 Time Period Current Pay Period 5 Next Employee.												
1	Sa	ve					ent Approvals						
	201	æ	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out		
		🗴 🛓 Sun 9/28 👻					-			•			
	_	±,	Mon 9/29	•		7:00AM	-	11:30AM		-			
	x	±	Tue 9/30	-		7:00AM		3:30PM		•			

