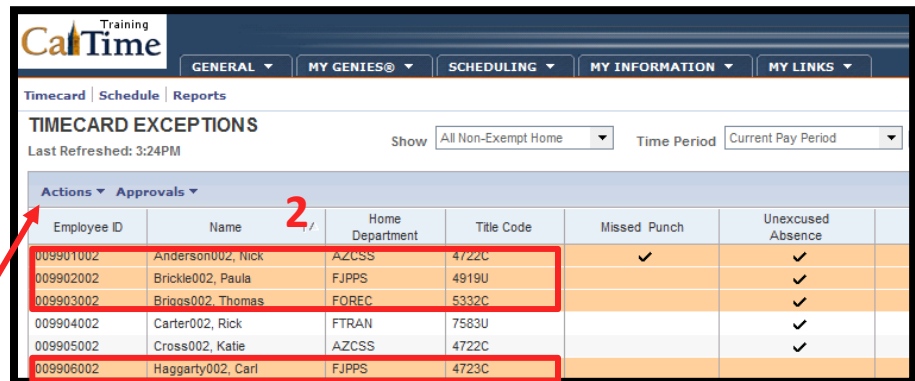


For non-exempt employees, the Time Detail report will show hours worked, overtime, holidays, leave taken, adjustments, and transfers. It is an excellent tool for getting an overview of these details for one, several, or all employees. It can be run for different time frames, including previous pay period, current pay period, current date, yesterday, or weekly.

1. Log in to CalTime using RDP access. (See the Internet site, <http://caltime.berkeley.edu/access> for RDP log-in resources and instructions.)

2. From within the **Non-Exempt Pay Period Approval** or **Timecard Exception Genie**, select the employees for whom you want a **Time Detail** report.

- Use **Ctrl-click** (Windows) or **Command-click** (Mac) to select more than one employee.
- Choose **Actions > Select All** to choose every employee.



**NOTE:** The **Timecard Exceptions Genie** is a good choice because it shows exceptions that would need correction.

3. Click the **Reports** link.



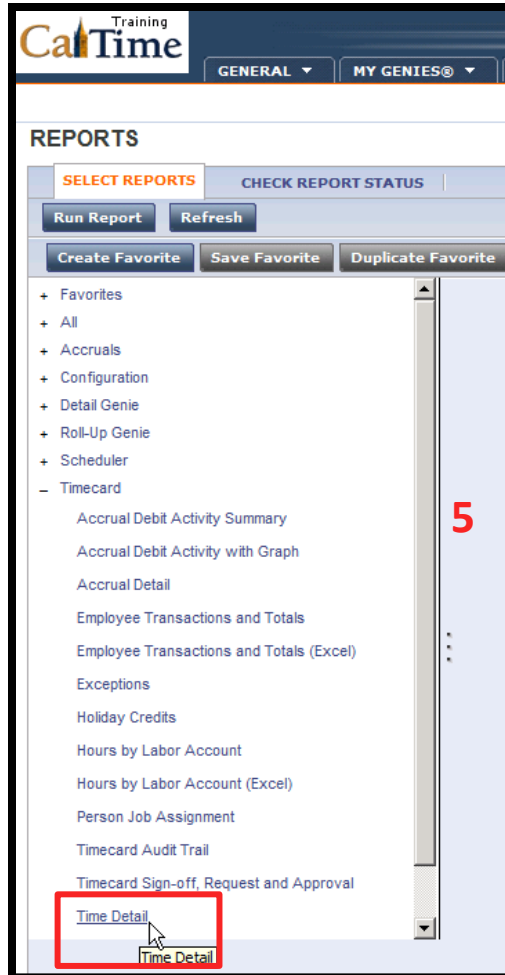
4. If necessary, expand either the **Detail Genie** or the **Timecard** report options by clicking on the “+” to their left.

4



5. Scroll down until you see **Time Detail**. This report will be produced as an *Adobe Acrobat pdf*.

5

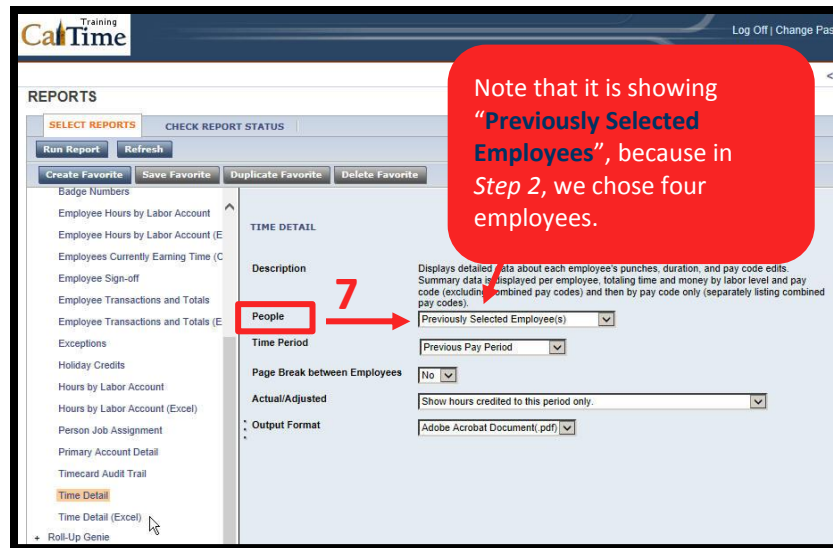


6. Select **Time Detail**.

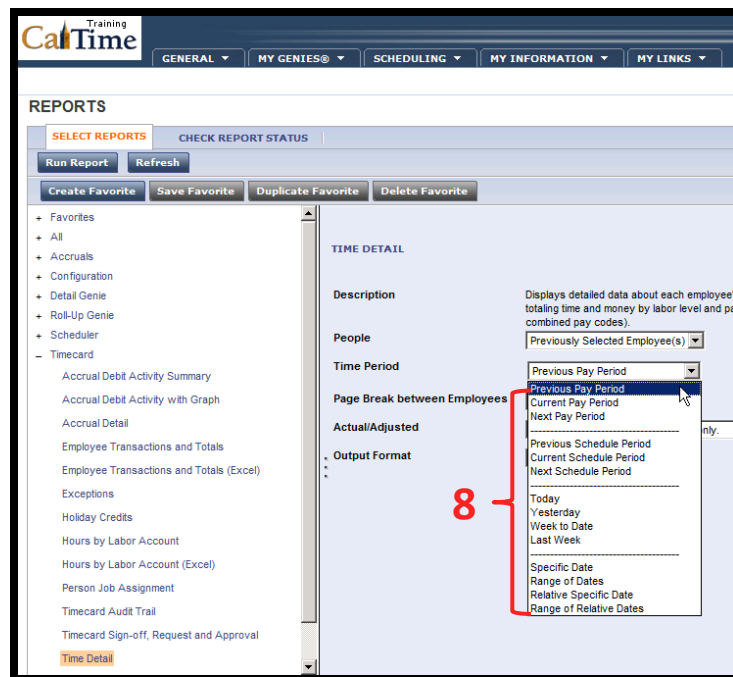
**NOTE:** If you prefer an *Excel* version of the report, choose **Time Detail (Excel)**.

6

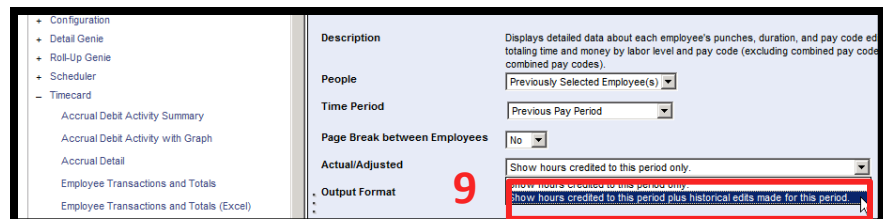
- From under the **People** drop list, choose from a list of HyperFinds such as **All Non-Exempt Home**.



- From under the **Time Period** drop list, choose a timeframe for the report. (The default **Time Period** is whatever was active in the **Timecard Exceptions Genie**.)



- Output either **Actual** hours (*hours credited to the period only*) or **Adjusted** hours (*hours credited to the pay period plus historical edits*) from the **Actual/Adjusted** drop-list menu.



10. Add a **Page Break** between employees for improved readability.

Description: Displays detailed data about each employee totaling time and money by labor level and combined pay codes).

People: Previously Selected Employee(s)

Time Period: Previous Pay Period

**Page Break between Employees: Yes**

Actual/Adjusted: Yes (hours credited to this period only)

Output Format: Adobe Acrobat Document(.pdf)

11. Select **Run Report**.

11

CalTime Training

GENERAL | MY GENIES® | SCHEDULING | MY INFORMATION | MY LINKS

REPORTS

SELECT REPORTS | CHECK REPORT STATUS

Run Report | Refresh

Create Favorite | Save Favorite | Duplicate Favorite | Delete Favorite

+ Favorites

+ All

+ Accruals

+ Configuration

+ Detail Genie

+ Roll-Up Genie

+ Scheduler

- Timecard

Accrual Debit Activity Summary

TIME DETAIL

Description: Displays detailed data about each employee totaling time and money by labor level and combined pay codes).

People: Previously Selected Employee(s)

Time Period: Previous Pay Period

12. Click on the report at the top of the list to select it, and click **Refresh Status**.

12

CalTime Training

GENERAL | MY GENIES® | SCHEDULING | MY INFORMATION | MY LINKS

REPORTS

SELECT REPORTS | CHECK REPORT STATUS

View Report | Refresh Status | Delete

Report Name	Format	Date In	Date Done	Status
Time Detail	pdf	8/21/2014 3:33PM		Waiting

13. Once you see that **Status** is **Complete**, click **View Report**.

13

CalTime Training

GENERAL | MY GENIES® | SCHEDULING | MY INFORMATION | MY LINKS

REPORTS

SELECT REPORTS | CHECK REPORT STATUS

View Report | Refresh Status | Delete

Report Name	Format	Date In	Date Done	Status
Time Detail	pdf	8/21/2014 3:33PM	8/21/2014 3:34PM	Complete

14. Here are 2-pages of report output for the two employees, Anderson and Brickle. Because the output is a pdf, the **pdf control bar** (as seen below) appears when your mouse is in the lower portion of the screen. From the control bar, you can **save** or **print** the report.

15. To **Save** the report, click the **Save** button on the **PDF toolbar** that appears when you move your mouse pointer to the bottom, center of the report.

**Time Detail**

Time Period: Previous Pay Period  
 Query: Previously Selected Employee(s)  
 Actual/Adjusted: Show hours credited to this period only.

Data Up to Date: 8/21/2014 3:39:28 PM  
 Executed on: 8/21/2014 3:38PM GMT-07:00  
 Printed for: dparkinson002  
 Insert Page Break After Each Employee: Yes

Data is not up-to-date for the following employee. Please contact your system administrator for assistance.

Name	ID
Brickle002, Paula	009902002
Briggs002, Thomas	009903002

Total number of not up-to-date employees: 2

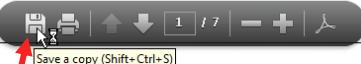
Employee: **Anderson002, Nick** ID: 009901002 Time Zone: Pacific  
 Status: Active Status Date: 5/12/2012 Pay Rule: NX\_NonEx\_OTP 08 Day 30d

Primary Account: -/-/009915002/009901002/TRAINING SET 002/-  
 Start: 1/1/2013 End: Forever

Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
<i>Xfr/Move: Account</i>		<i>Comment</i>		<i>Xfr: Work Rule</i>						8.00	8.00
8/4/2014		7:00:00 AM		3:32:00 PM						7.75	15.75
8/5/2014		7:14:00 AM	LV	3:30:00 PM						8.00	23.75
8/6/2014		7:01:00 AM		3:30:00 PM						8.00	31.75
8/7/2014		7:00:00 AM		3:31:00 PM						8.00	40.00
8/8/2014		7:00:00 AM		3:45:00 PM	LV					8.00	48.00
		<i>O: Schedule Change</i>								8.00	56.00
		<i>O: Supervisor Adjustment</i>								8.00	64.00
8/11/2014		7:00:00 AM		3:31:00 PM						8.00	72.00
8/12/2014		7:00:00 AM		3:30:00 PM						8.00	80.00
8/13/2014		7:00:00 AM		3:30:00 PM						8.00	
8/14/2014		7:02:00 AM		3:30:00 PM						8.00	
8/15/2014		7:00:00 AM		3:29:00 PM						8.00	

Page 1

15



Save a copy (Shift+Ctrl+S)

16. To **Print** the report, click the **Print** button on the **PDF toolbar** that appears when you move your mouse pointer to the bottom, center of the report.

**Time Detail**

Time Period: Previous Pay Period  
 Query: Previously Selected Employee(s)  
 Actual/Adjusted: Show hours credited to this period only.

Data Up to Date: 8/21/2014 3:39:28 PM  
 Executed on: 8/21/2014 3:38PM GMT-07:00  
 Printed for: dparkinson002  
 Insert Page Break After Each Employee: Yes

Employee: **Brickle002, Paula** ID: 009902002 Time Zone: Pacific  
 Status: Active Status Date: 5/12/2012 Pay Rule: PPSM\_NonEx\_OTP Day 30d

Primary Account: -/-/009915002/009902002/TRAINING SET 002/-  
 Start: 1/1/2013 End: Forever

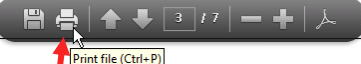
Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
<i>Xfr/Move: Account</i>		<i>Comment</i>		<i>Xfr: Work Rule</i>						8.00	8.00
8/4/2014		7:00:00 AM		3:30:00 PM						8.00	16.00
8/5/2014		7:00:00 AM		3:30:00 PM						8.50	24.50
8/6/2014		7:00:00 AM		3:30:00 PM	CD					8.50	33.00
8/7/2014		7:00:00 AM		3:30:00 PM	CD					0.00	33.00
8/8/2014		7:02:00 AM			MO					8.00	41.00
8/11/2014		7:00:00 AM		3:30:00 PM						8.00	49.00
8/12/2014		7:02:00 AM		3:34:00 PM						8.00	57.00
8/13/2014		7:00:00 AM		3:30:00 PM						8.00	65.00
8/14/2014		7:05:00 AM		3:32:00 PM						8.00	73.00
8/15/2014		7:00:00 AM		3:30:00 PM						8.00	

Labor Account Summary	Pay Code	Hours	Money	Days
-/-/009915002/009902002/TRAINING SET 002/-	C-Holiday Lookback	73.00		
	Regular	73.00		

Combined Pay Code Summary	Pay Code	Hours	Money	Days
	C-Holiday Lookback	73.00		
Totals:		73.00	\$0.00	0.00

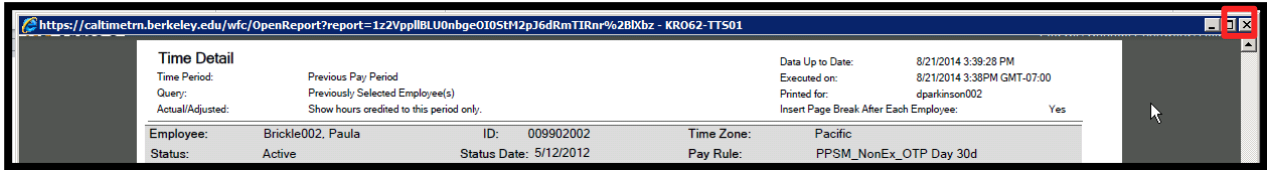
Page 3

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Print file (Ctrl+P)

17. To exit the report, close the *Acrobat* window by clicking the “x” on its tab. 17



18. Click **Log Off** or **Select Reports**, or click **My Genies** to return to access to the Genies when you are done generating your Time Detail report.

