CalTime

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.)
- 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.
- 3. Click the **Reports** link.

	GENERAL -	MY GENIES® 🔻	SCHEDULING -	MY INFORMATION	MY LINKS T	
Timecard Schee	lule Reports					
TIMECARD Last Refreshed:	EXCEPTIONS 3:24PM	Show	All Non-Exempt Home	 Time Period 	Current Pay Period	
Actions * Ap	provale T					
Employee ID	Name	Home Department	Title Code	Missed Punch	Unexcused Absence	
-			Title Code	Missed Punch		
Employee ID	Name	Department			Absence	
Employee ID	Name Anderson002, Nick	Department AZCSS	4/22C		Absence	
Employee ID 009901002 009902002	Name Anderson002, Nick Brickle002, Paula	AZCSS FJPPS	4722C 4919U		Absence ✓	
Employee ID 009901002 009902002 009903002	Name Anderson002, Nick Brickle002, Paula Briggs002, Thomas	AZCSS FJPPS FOREC	4722C 4919U 5332C		Absence ✓ ✓	

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

CalTim) M1	GENIES® -
Timecard Schedu	le <u>Report</u> 3		
TIMECARD E Last Refreshed: 3: Actions T App		Show A	
Employee ID	Name	14	Home Department
009901002	Anderson002, Nick		AZCSS
009902002	Brickle002, Paula		FJPPS



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

Training aTime GENERAL - MY GENIES® -REPORTS SELECT REPORTS CHECK REPORT STATUS Run Report Refresh Create Favorite Duplicate Favorite Favorite + Favorites + All + Accruals + Configuration + Detail Genie + Roll-Up Genie Timecard Directive Training aTime GENERAL - MY GENIES® -REPORTS SELECT REPORTS CHECK REPORT STATUS Run Report Refresh Duplicate Favorite Create Favorite + Favorites • + All + Accruals + Configuration + Detail Genie + Roll-Up Genie + Scheduler Timecard 5 Accrual Debit Activity Summary Accrual Debit Activity with Graph Accrual Detail Employee Transactions and Totals Employee Transactions and Totals (Excel) Exceptions Holiday Credits Hours by Labor Account Hours by Labor Account (Excel) Person Job Assignment Timecard Audit Trail Timecard Sign-off, Request and Approval

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

4

6. Select Time Detail.

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

6

Time Detail

Time Detail

-



 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.





Supervisor of Non-Exempt Employees (RDP): Running the Time Detail Report

10. Add a Page Break

between employees for improved readability.

Description	Displays detailed data about each emplo totaling time and money by labor level ar combined pay codes).
People	Previously Selected Employee(s)
Time Period	Previous Pay Period
Page Break between Employees	Yes 10
Actual/Adjusted	Yes purs credited to this period only
Output Format	Adobe Acrobat Document(.pdf)

11. Select Run Report.



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

CalTime	▼ MY GENIES® ▼	SCHEDULING - MY INFOR	RMATION + MY LINKS +	1
REPORTS	12			
SELECT REPORTS CHECK				
View Report Refresh Statu	S Delete	Date In 🗸	Date Done	Status
Time Detail	pdf	8/21/2014 3:33PM		Waiting

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

w	CaliTime				
		RAL - MY GENIES® -	SCHEDULING - MY INFO	ORMATION - MY LINKS -)
	REPORTS				
13	View Report Refresh	Status Delete			- ↓
	Report Name	Format	Date In V	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	Previous Pay Period Previously Selected Employee(s)						Data Up to Date: 8/21/2014 3:39: Executed on: 8/21/2014 3:38F				
Query: Actual/Adjusted:		ously Selected En hours credited to		nly.			Printed Insert F	for: Page Break After		son002 e:	Yes
			· ·								
Data is not up-to-date Name	e tor the followin	g empioyees. P		ict your system ac D	iministrator for assis	tance.					
Brickle002, Paula				09902002							
Briggs002, Thomas				09903002							
Total number of not u	n-to-date emplo	ueee: 2									
Employee:	Anderson00			ID: 0099	01002	Time Zone:		Pacific			
Status:	Active		s	tatus Date: 5/1	2/2012	Pay Rule:		NX_NonEx_	OTP 08 Da	y 30d	
Primary Account				Start	End						
-/-/-/009915002/0099		IG SET 002/-		1/1/2013	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
Xfr/Move: Account 8/4/2014		Comment 7:00:00 AM		3:32:00 PM	Work Rule					8.00	8.00
8/5/2014		7:14:00 AM		3:30:00 PM						7.75	15.75
			LV								
8/6/2014		7:01:00 AM		3:30:00 PM						8.00	23.75
8/7/2014		7:00:00 AM		3:31:00 PM						8.00	31.75
8/8/2014		7:00:00 AM		3:45:00 PM						8.25	40.00
01012011		7.00.00 AM		5.45.00 T M	LV					0.23	40.00
		O: Schedule O: Superviso	Change	ot							
8/11/2014		7:04:00 AM	n Aujusime	3:30:00 PM						8.00	48.00
8/12/2014		7:00:00 AM		3:31:00 PM						8.00	56.00
8/13/2014		7:00:00 AM		3:30:00 PM						8.00	64.00
011312014		7.00.00 AM		3.30.00 F M						0.00	04.00
8/14/2014		7:02:00 AM		3:30:00 PM						8.00	72.00
8/15/2014		7 00 00 414		2 20 00 DM						0.00	00.00
0/10/2014		7:00:00 AM		3:29:00 PM						8.00	80.00
							-				
		- 15		₿,⇔	1	17 📥 📥	1				
				A R							
				Save a copy (Shift+Ctrl+S)						Page 1
				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:	Previ	ious Pay Period					Data U Execut	p to Date: ed on:		14 3:39:28 PM 14 3:38PM GI		
Query:	Previ	iously Selected En		-1-			Printee	for:	dparkin	son002		
Actual/Adjusted:		w hours credited to	this period o				Insert	Page Break After	Each Employe	e:	Yes	
Employee:	Brickle002, Paula ID: 009902002 Status Date: 5/12/2012					Time Zone:		Pacific				
Status: Primary Account -/-//009915002/0099	902002/TRAININ	NG SET 002/-	s	Status Date: 5/1 Start 1/1/2013	End Forever	Pay Rule:		PPSM_NonE	Ex_OTP Day 30d			
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	
Xfr/Move: Accoun B/4/2014	t	Comment 7:00:00 AM		Xfr. 3:30:00 PM	Work Rule					8.00	8.00	
8/5/2014		7:00:00 AM		3:30:00 PM						8.00	16.00	
8/6/2014		7:00:00 AM		3:30:00 PM	CD					8.50	24.50	
8/7/2014		7:00:00 AM		3:30:00 PM						8.50	33.00	
8/8/2014		7 02 00 00			CD					0.00	22.00	
5/8/2014		7:02:00 AM			мо					0.00	33.00	
8/11/2014		7:00:00 AM		3:30:00 PM						8.00	41.00	
8/12/2014		7:02:00 AM		3:34:00 PM						8.00	49.00	
8/13/2014		7:00:00 AM		3:30:00 PM						8.00	57.00	
8/14/2014		7:05:00 AM		3:32:00 PM						8.00	65.00	
8/15/2014		7:00:00 AM		3:30:00 PM						8.00	73.00	
Labor Account Sumr -/-/-/009915002/0099		NG SET 002/-		Pay Code				Hours		Money	Days	
				C-Holiday L Regular	ookback			73.00 73.00				
Combined Pay Code	Summary			Pay Code C-Holiday L	ookback			Hours 73.00		Money	Days	
Totals:								73.00		\$0.00	0.00	
		16		H 🕂	♠ ♣ ₃	17 - +	A					
					file (Ctrl+P)		_				Page 3	



7. To exit the report, close the Acrobat window by clicking the "x" on its tab.							
os://caltimetrn.berkeley.edu/wfo	/OpenReport?report=1z2Vppl	BLU0nbge0I0StM2pJ6dRmTIRnr%2BL	Xbz - KR062-TT501				
Time Detail				Data Up to Date:	8/21/2014 3:39:28 PN	4	
Time Period:	Previous Pay Period			Executed on:	8/21/2014 3:38PM GI	MT-07:00	
Query:	Previously Selected Emp	oloyee(s)		Printed for:	dparkinson002		
Actual/Adjusted:	Show hours credited to t	his period only.		Insert Page Break After	Each Employee:	Yes	▶
	D-i-H-002 D-ul-	ID: 009902002	Time Zone:	Pacific			ì
Employee:	Brickle002, Paula	10. 000002002					

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.

CalTime							Log Off Change Password He	elp
	GENERAL -	MY GENIES® 🔻	SCHEDULING -	MY INFORMATION -	MY LINKS -			
					4	0		
REPORTS						.δ		
SELECT REPORTS		ORT STATUS						
Create Favorite	Save Favorite		Delete Favorite					