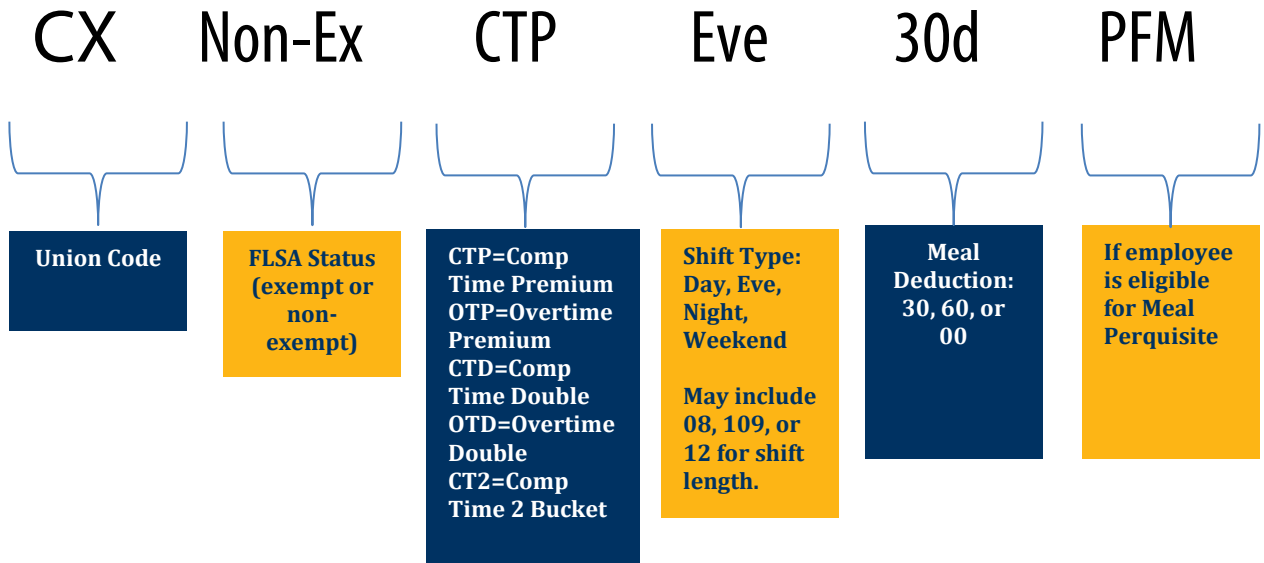
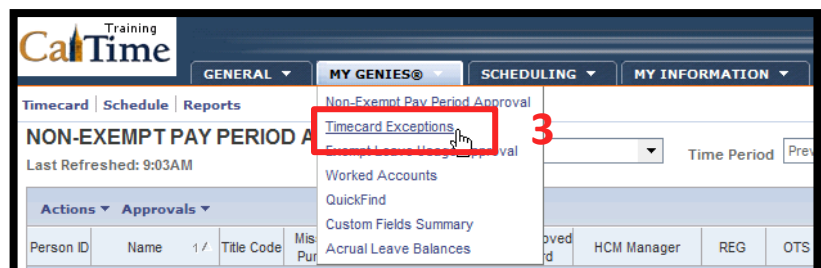
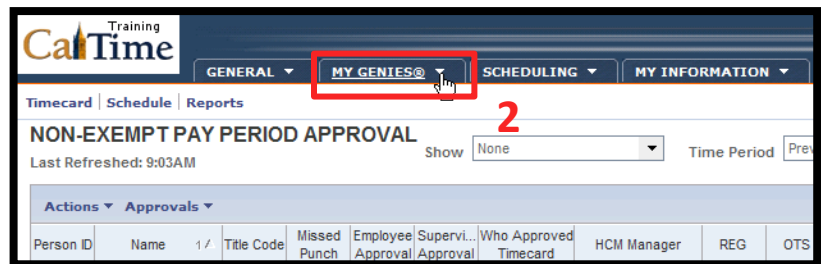


A work rule is a compilation of attributes that defines how an employee will be compensated. All employees have default work rules assigned them, and they would include union affiliation, Fair Labor Standards Act (FLSA) status, compensatory time or overtime preference, shift occurrence, shift duration, and meal duration. A typical work rule looks like this: **CX_NonEx_CTP Eve 30d**. This example identifies a CUE-affiliated non-exempt employee who receives compensatory time, works the evening shift, and has a thirty-minute meal deduction. The illustration below shows the anatomy of a work rule:



Work rule transfers are necessary when the normal work rule parameters are not followed for only one shift, such as the employee who normally works day working a night shift. The supervisor is responsible for applying the work rule transfer, and the following demonstrates how.

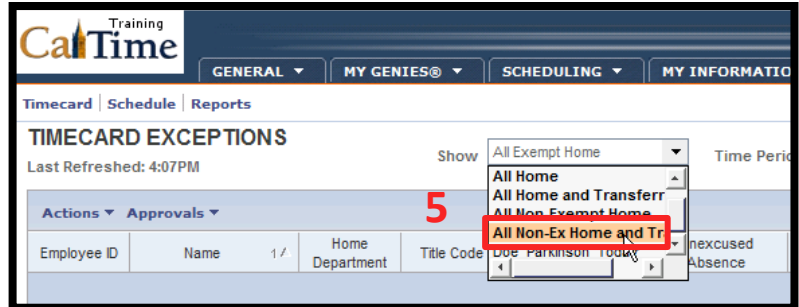
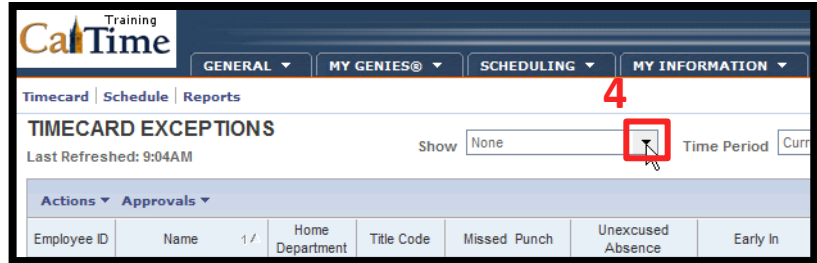
1. Log in to CalTime using RDP access. (See the Internet site, <http://caltime.berkeley.edu/access> for RDP log-in resources and instructions.)
2. Click **My Genies**.
3. Click the **Timecard Exceptions** Genie.



4. Click the Show drop-list arrow.
5. Select **All Non-Exempt Home and Trans. In.**

Time Period will default to **Current Pay Period**.

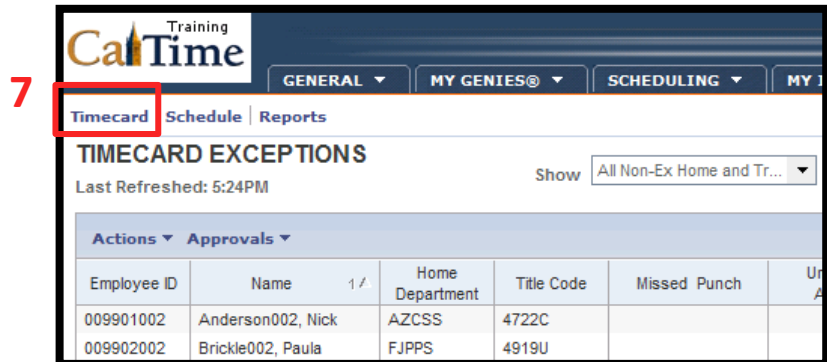
NOTE: If the pay period has ended, select **Previous Pay Period**, and click the **Apply** button.



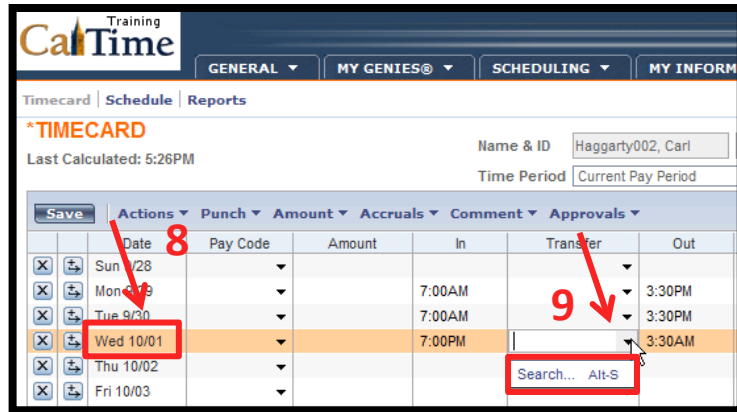
6. Select the employee whose timecard needs a work rule transfer.



7. Click **Timecard**.

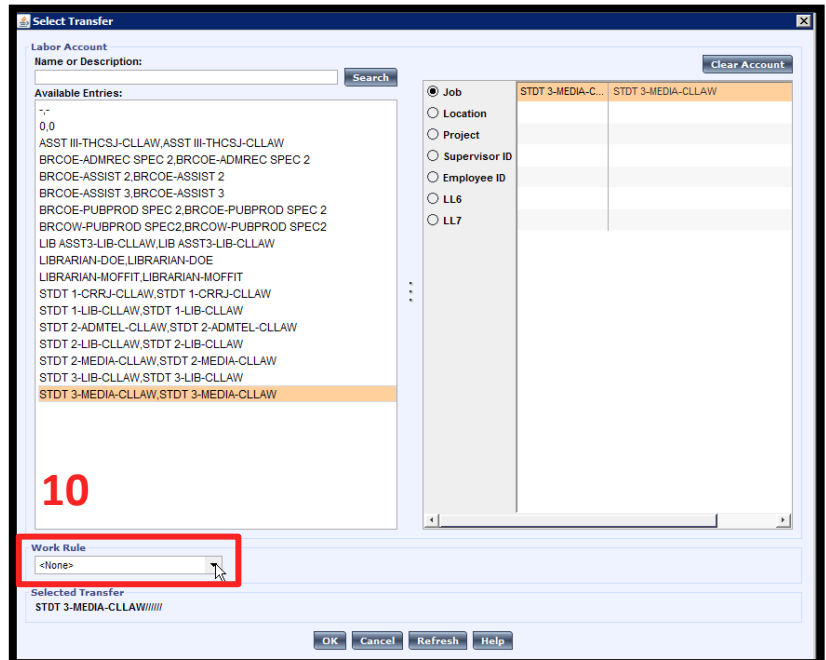


8. Locate the correct date—which in this example will be **Wed 10/1**—and click the corresponding Transfer drop-list arrow.

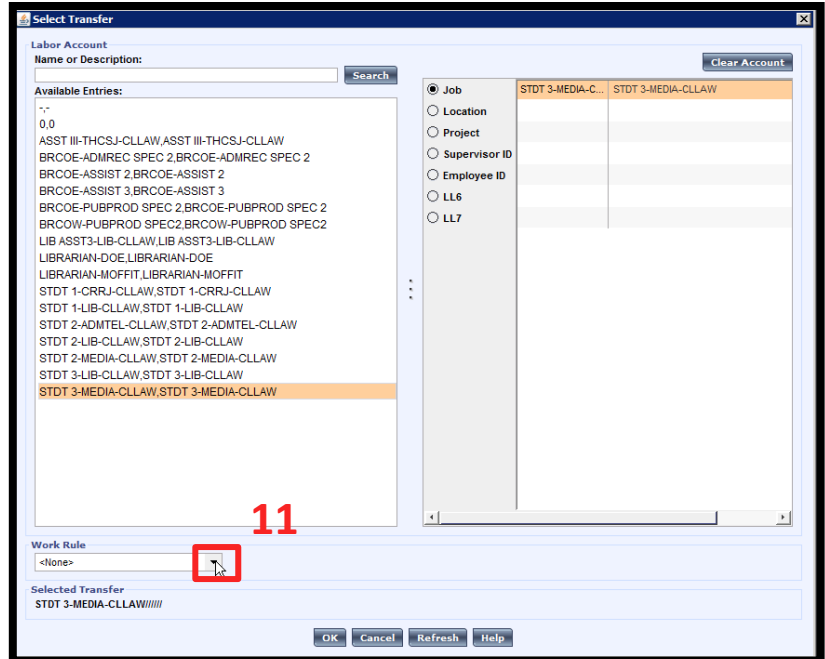


9. Click the **Search** in the **Transfer** column drop-list menu.
10. The next thing you see is the **Transfer Selection** dialog window.

Locate the **Work Rule** drop list.



- Click the **Work Rule** drop list arrow.

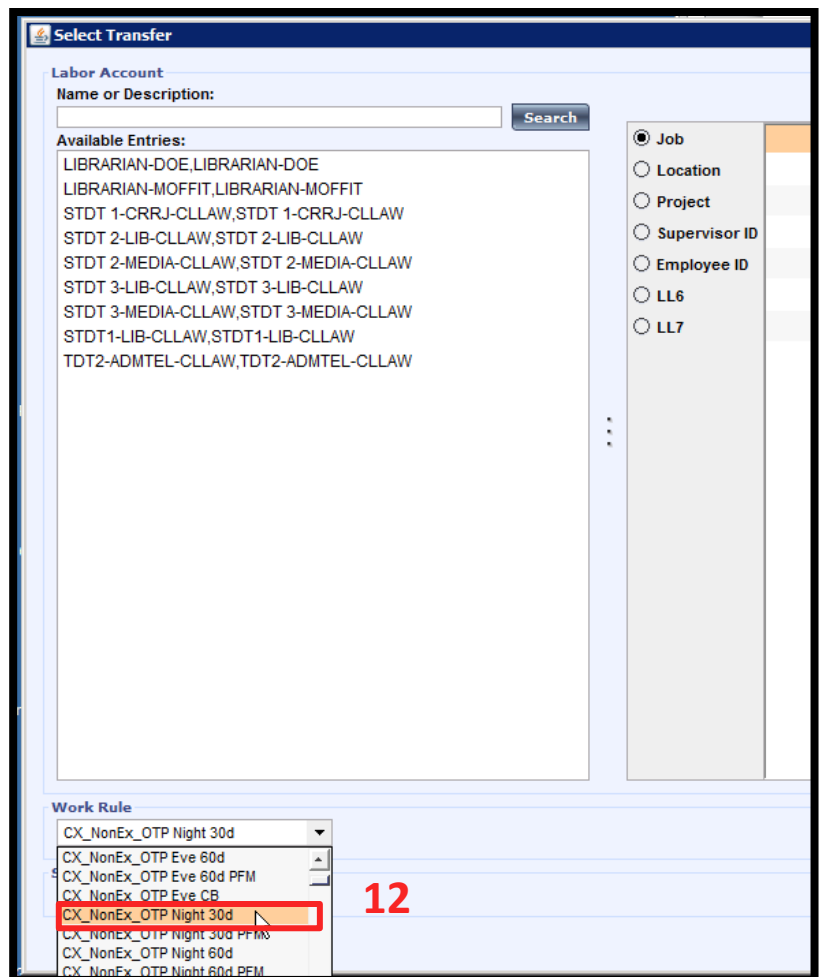


- Select the proper work rule, which in this case is **CX_NonEx_OTP 08 Night 30d**.

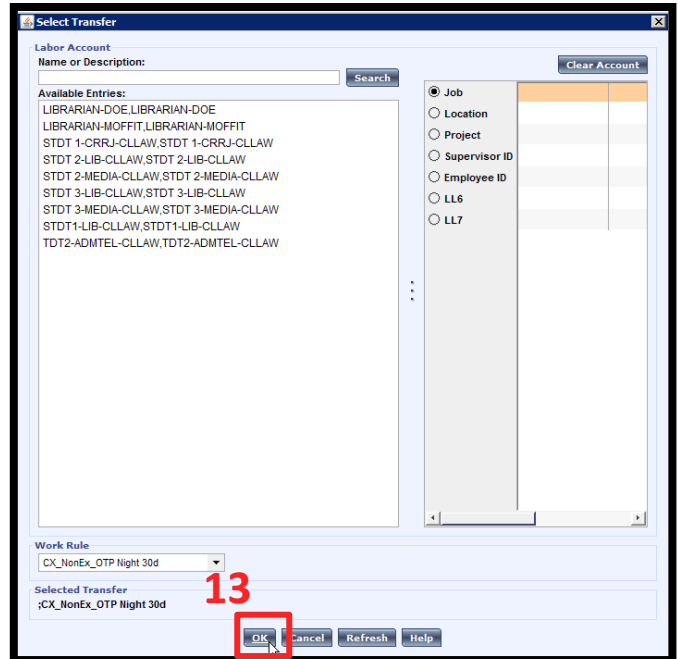
NOTE: This work rule means that non-exempt employee Carl Haggarty is in the CX union, receives overtime premium, is working a night shift (*instead of the day*), and takes a 30-minute meal break.



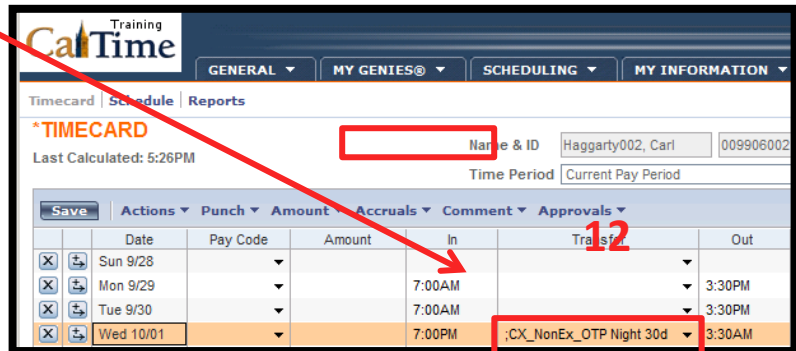
Be very careful to select the correct work rule, starting by matching the right union affiliation.



13. Click OK.

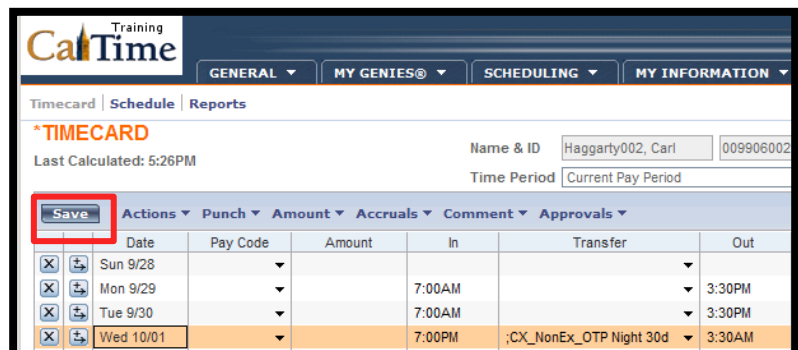


Note the applied
Work Rule Transfer.

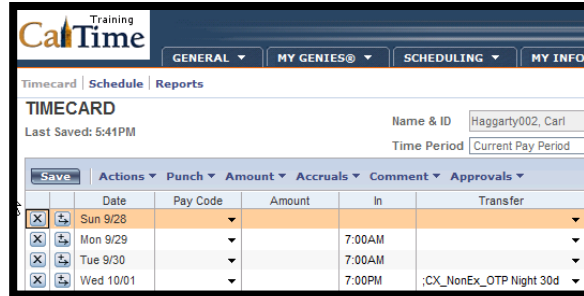


14. Click Save to store the changes to the timecard.

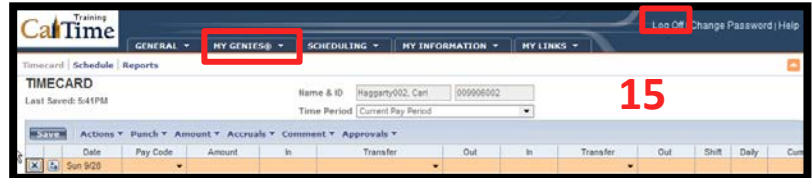
14



NOTE: The word **TIMECARD** changes from orange to black, once the timecard has been saved.



15. When done, click **Log Off** or **Reports**, or click **My Genies** to return to a different Genie.



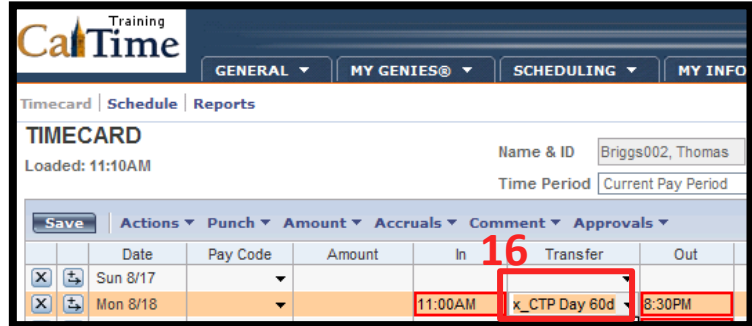
Deleting a Work Transfer Rule _____

If you enter a work rule in error, it can easily be deleted. The following steps show you how:

16. Click in the work rule **Transfer** cell.

17. Select the work rule.

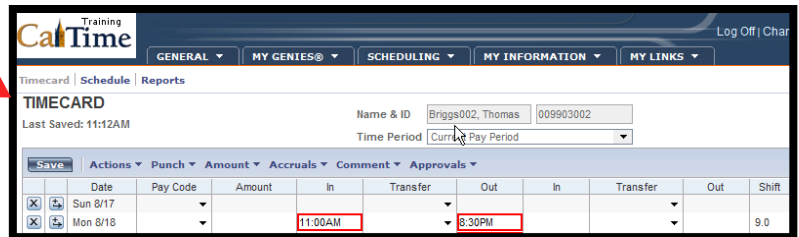
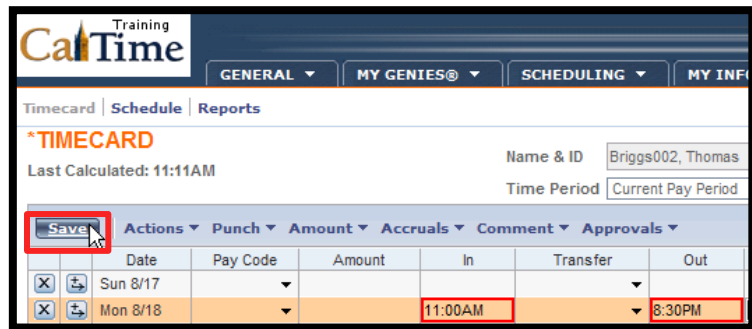
18. Press the **Delete** or **Backspace** key.



19. Click **Save** to store your change.

19

NOTE: The word **TIMECARD** changes from orange to black, once the timecard has been saved.



20. When done, click **Log Off** or **Reports**, or click **My Genies** to return to access to the Genies.

