

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, 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.

Work rule transfers are necessary when the normal work rule parameters are not followed, such as the employee changing lunch break, working weekends, or a different shift than normal. The supervisor is responsible for applying the work rule transfer, and the following demonstrates how.

- Log in to CalTime. (See the job aid "All_Logging In to CalTime" for log-in steps.)
- 2. Click Timecard Exceptions Genie.
- 3. You will see All Non-Exempt Home in the Show drop list.



CalTime	2						\prec
Timecard Schedul	e Reports				3		
TIMECARD E	CEPTIONS		Show All N	on-Exempt Home	>		
			Time Period Curr			oply	
Refresh	Select an Action						
Employee ID	Name 17	Home Department	Title Code	Unexcused Absence	Missed Punch	Early In	Late In
009901002	Anderson002, Nick	AZCSS	4722C	¥			
009902002	Brickle002, Paula	FJPPS	4919U	¥			
009903002	Briggs002, Thomas	FOREC	5332C				
009904002	Carter002, Rick	FTRAN	7583U				
009905002	Cross002, Katie	AZCSS	4722C	¥			
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				

- 4. Time Period will default to Current Pay Period.
 - NOTE: If the pay period has ended, select Previous Pay Period, and click the Apply button.

IMECARD E	XCEPTIONS		Show	All Non-Exempt Home	V
		_		Previous Pay Period	Apply
Refresh	Select an Action	4		Next Pay Period	-
Employee ID	Name 17	Title Code	Depa	Previous Schedule Period Current Schedule Period Next Schedule Period	sed Punch
009901002	Anderson002, Nick	4722C	AZCSS	Today	
009902002	Brickle002, Paula			Yesterday Week to Date	
009903002	Briggs002, Thomas			Last Week	
	Carter002, Rick			Specific Date	
009904002					
009904002 009905002	Cross002, Katie			Range of Dates	



 Select the employee whose timecard needs a work rule transfer.

	CalTime	2				
	Timecard Schedul	e Reports				
	TIMECARD E	XCEPTIONS		Show A	II Non-Exempt Hor	ne 🗸
				Time Period C	urrent Pay Period	V
	Refresh	Select an Action 🗸				
	Employee ID	Name 17	Home Department	Title Code	Unexcused Absence	Missed Punch
	009901002	Anderson002, Nick	AZCSS	4722C	¥	
5	009902002	Brickle002, Paula	FJPPS	4919U	~	
5	009903002	Briggs002, Thomas	FOREC	5332C	~	
	009904002		FIRAN	75830		
	009905002	Cross002, Katie	AZCSS	4722C	¥	

6. Click Timecard.

	CalTime					
6		e Reports				
		XCEPTIONS		Show	All Non-Exempt Hor	me 🔽
				Time Period	Current Pay Period	>
	Refresh	Select an Action 🗸				
	Employee ID	Name 1A	Home Department	Title Code	Unexcused Absence	Missed Punch
	009901002	Anderson002, Nick	AZCSS	4722C	~	
	009902002	Brickle002, Paula	FJPPS	4919U	~	
	009903002	Briggs002, Thomas	FOREC	5332C	~	
	009904002	Carter002, Rick	FTRAN	7583U	~	
	009905002	Cross002, Katie	AZCSS	4722C	¥	

 Locate the correct date which in this example will be Mon 8/04—and click the Search tool in the Transfer column.

Timecard Schedule	Reports				
TIMECARD	Ρ	erson & Id Briggs002, Th	homas (009903002)		
	т	ime Period Current Pay	Period	8/03/2014 - 8/16/2014	
i Timecard succe	ssfully saved on: 8/07/2014 2:10PM			1	
Save Approve	Comments ⇒ Primary Account	t Totals Summary	Refresh	Select an Action 🔽	
Add Dite	Pay Code	Amount	In	Transfer	Ou
		-	In	Transfer	Ou



 The next thing you see is the Transfer Selection dialog window.

Locate the **Work Rule** drop list.

- 9. Click the Work Rule drop list arrow.
- Select the proper work rule, which in this case is TX_NonEx_OTP 08 Day 60d.
 - NOTE: This work rule means that Thomas Briggs belongs to the TX union, receives overtime premium, has worked an 8-hour day, and has taken a 60-minute lunch instead of his usual 30 minutes.

Chttps://caltin	netrn.berkeley.edu/?transfer=&JobTransfer=no&AccountTransfer=yes&Work 💶 🔲 🗙
TRANSFER	SELECTION
ACCOUNT	
Job	None
Location	None
Project	None
Supervisor ID	None
Employee ID	Search for Employee ID Search Too many entries Try limiting search.
LL6	None
LL7	None
WORK RULE	
None	9
OK Cancel	Primary Account
	🕄 100% 👻

Ehttps://caltin	netrn.berkeley.edu/?transfer=&JobTransfer=no&AccountTransfer=yes&	Work 📕	×
TRANSFER	SELECTION		~
ACCOUNT			
	New		
Job	None		
Location	None		
Project	None		
Supervisor ID	None		
	Search for Employee ID		
Employee ID	Search		
Employee ID	Too many entries Try limiting search.		
LL6	None		
LL7	None		
WORK RULE			
TX_NONEX_U			
TX_NonEx_0 TX_NonEx_0			
TX_NonEx_0			
TX_NonEx_0	CTP Night 60d		
TX_NonEx_0	10		
TX_NonEx_0	DTP 08 Eve 30d		
	DTP 08 Eve 60d DTP 08 Eve CB		\sim
TX NonEx 0	TTP 08 Night 30d DTP 08 Night 60d	100%	• //
IX_NONEX_		,	





- 12. Note the applied Work Rule Transfer.
- CalTime ard Schedule Reports TIMECARD Person & Id Briggs002, Thomas (009903002 Time Period Current Pay Period 8/03/2014 - 8/16/2014 i Select an Action 🗸 Date Pay Code Amount 1 Transfer Out In ±, Sun 8/03 ~ ±, Mon 8/04 $\mathbf{\vee}$;TX_NonEx_OTP 08 Day 7.00AM 3:30PM
- Click Save to store the changes to the timecard.



- NOTE: A message appears stating that the timecard has been saved.
- NOTE: The Shift total changes from 8.0 to 7.5 hours, --since Thomas Briggs took a half-an-hour more for lunch.
- Log Off | Churr Timecard Schedule: Reparts TIMECARD Person 8 MI Biogs002, Thomas (009903002) Time Period Convert Pay Period Sci Sol 2014 - 8/16/2014 Timecard successfully sound on: Sol 7/2014 2/24PM For Period Sci Sol 2/24PM Period Sci Sol 2/24PM
- Click Home to return to access to the Genies and Reports, or click Log Off to end your CalTime session.

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	CARD	Reports	Person & Id	Briggs002, Thomas (009	903002)	_	.4	Home	e
			Time Period	Current Pay Period	\$/03/201	4 - 8/16/2014			
Т	Fimecard suc	cessfully saved on: 8/07/2014 2:24Pl	M						
i T Save		cessfully saved on: 8/07/2014 2:24Pl ve Comments ⇒ Prima		Is Summary Refres	h Select an Actio				
Save				Is Summary Refree	h Select an Actio	Out	No Meal		
_	Appro	ve Comments → Prima Pay Code	ry Account Total				No Meal		otals Dail



Deleting a Work Transfer Rule___

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

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

- Note the "x" at the right of the work rule.
- **17.** Click the "x", and the work rule will disappear.



Timecard Schedule	Reports					
TIMECARD		Pers	son & Id Briggs002, TI	nomas (009903002)		
		Time	e Period Current Pay	Period	8/03/2014 - 8/	16/201
Timecard succe	ssfully saved on: 8/07/201	4 2:24PM				
i Timecard succe		4 2:24PM Primary Account	Totals Summary	Refresh	Select an Action	
					Select an Action 💌	Out
Add Date	Comments ->	Primary Account			47	Out





 Click Home to return to access to the Genies and Reports, or click
 Log Off to end your CalTime session.

Ca	Time						Log Off	Change F	asswor	d Help
Timeca	rd Schedule	Reports						20	Hon	ne 🎦
TIME	CARD		Person & Id	Briggs002, Thom	as (009903002)					
			Time Period	Current Pay Peri	iod	8/03/201	4 - 8/16/2014			
i Sav		cessfully saved on: 8/07/2014 2:33PM ve Comments ⇒ Primary	Account Total	ls Summa ry	Refresh	Select an Action				
_			Account Total	ls Summary In		Select an Action	n 🔽 Out	No Meal	T	otals Daily
Sav Add	/e Appro	ve Comments ⇒ Primary	Account Total					No Meal		