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.

1. Log in to CalTime. (See the job aid "*All_Logging In to CalTime*" for log-in steps.)
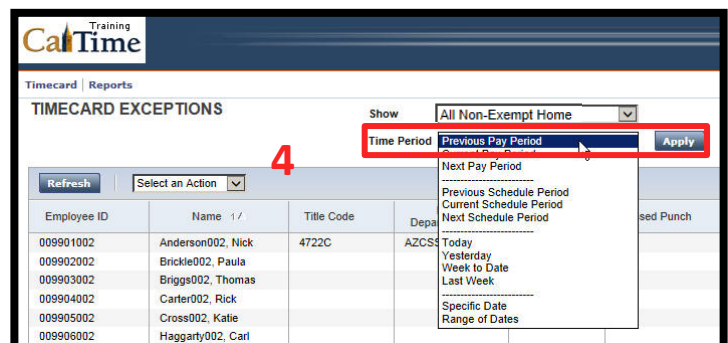
2. Click **Timecard Exceptions** Genie.

3. You will see **All Non-Exempt Home** in the **Show** drop list.
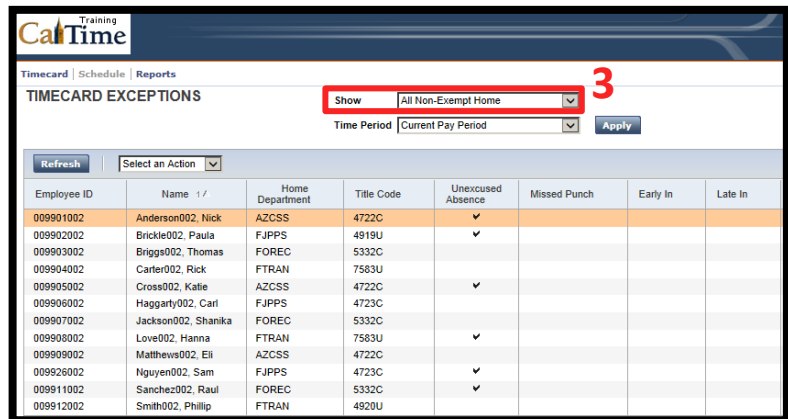
4. **Time Period** will default to **Current Pay Period**.

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

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

6. Click **Timecard**.

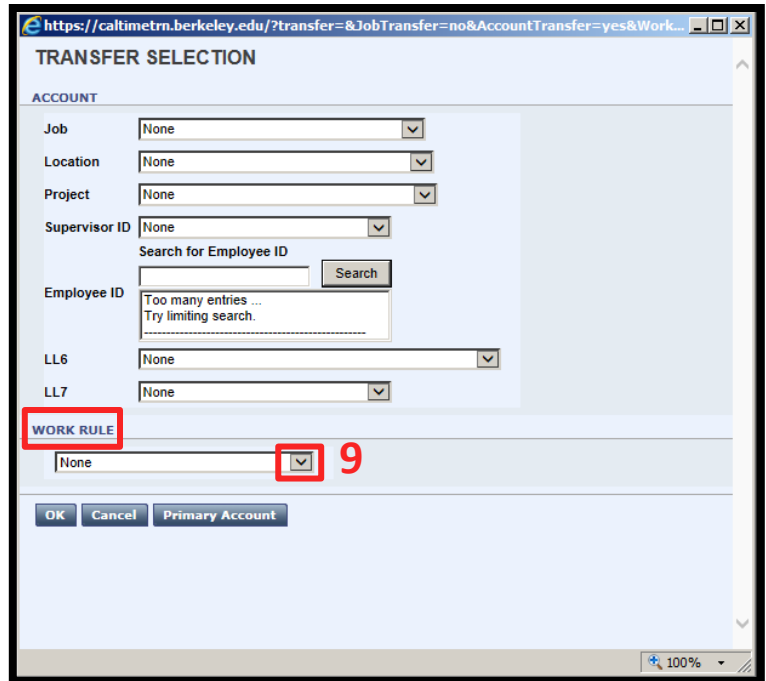**7.** Locate the correct date—which in this example will be **Mon 8/04**—and click the **Search tool** in the **Transfer** column.

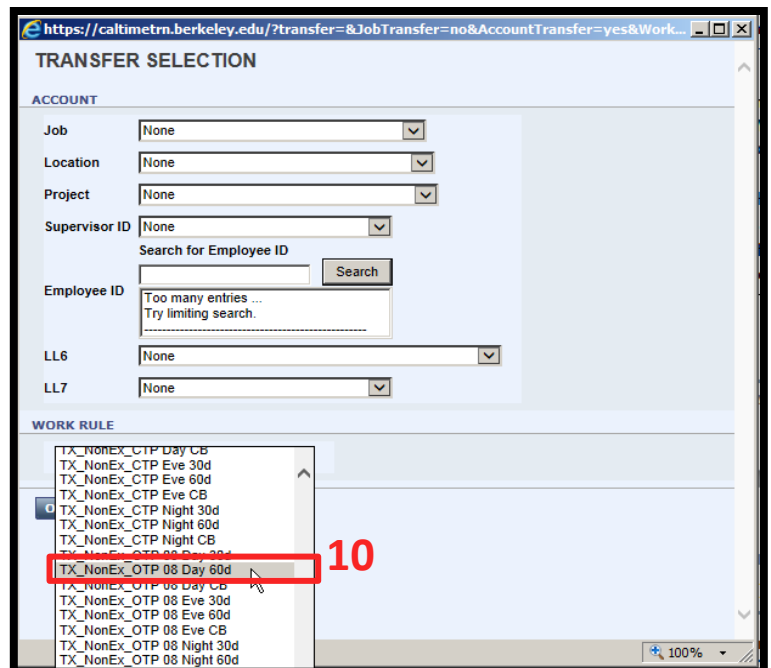**8.** The next thing you see is the **Transfer Selection** dialog window.

Locate the **Work Rule** drop list.

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

10. 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.*

11. Click **OK**.

12. Note the applied **Work Rule Transfer**.

13. 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.
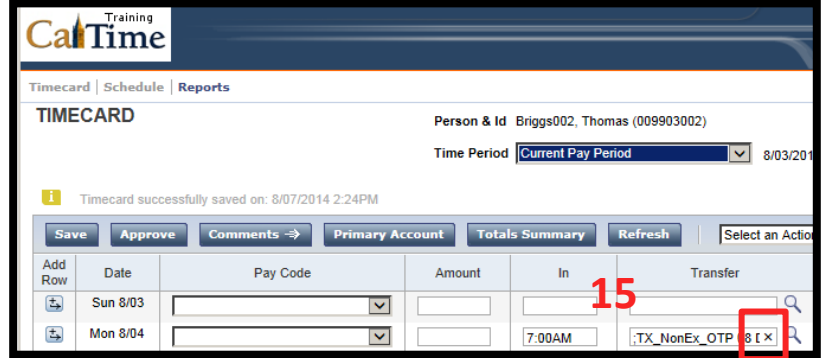
14. Click **Home** to return to access to the **Genies** and **Reports**, or click **Log Off** to end your CalTime session.

Deleting a Work Transfer Rule_____

If you enter a work rule in error, it can easily be deleted. The following steps show you how:
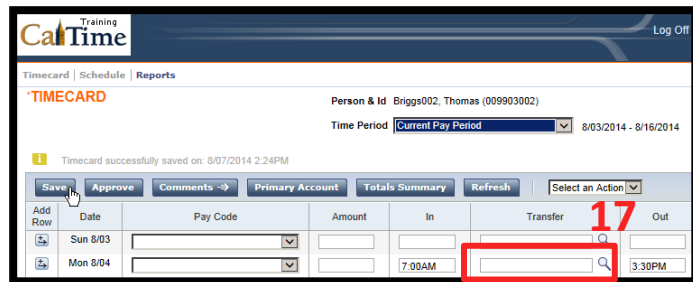
15. Click in the work rule **Transfer** cell.
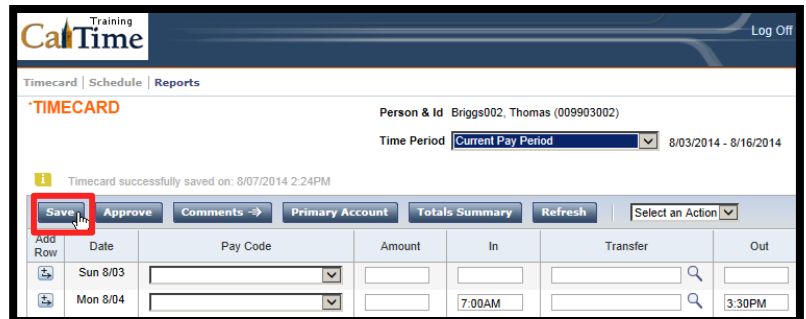
16. Note the "**x**" at the right of the work rule.

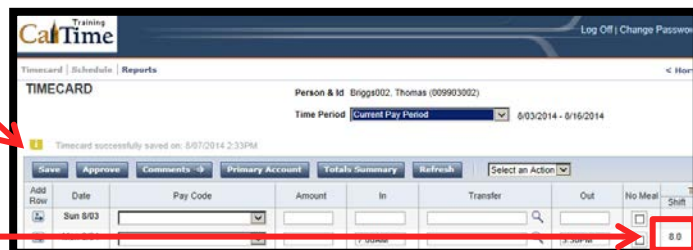**17.** Click the "**x**", and the work rule will disappear.
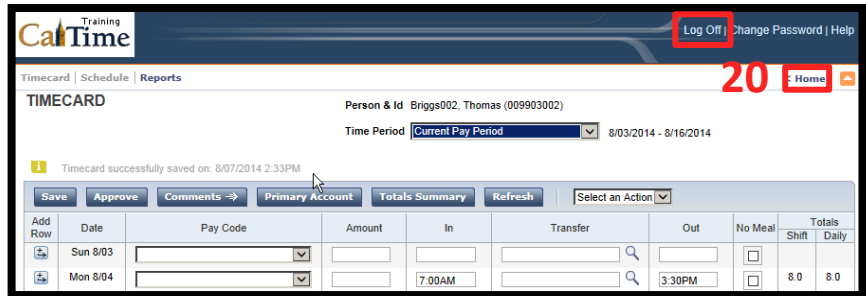
18. Click **Save** to store your change.

NOTE: A message appears stating that the timecard has been saved.

19. Note the **Shift total** has increased (in this example) by a half hour to **8.0**.

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