1. Timekeeping Edit Slips

a. This Timekeeping Edit Slip is effective November 1, 2014 and can be used campuswide. This is a helpful tool and document that can be used in a dispute. No forms should be accepted if written in pencil.

b. Non-exempt employees recording time on a timeclock/terminal complete this form when adding or changing a punch in a CURRENT pay period. This form is also required for non-worked hours such as vacation, sick, paid leave, comp time, leave without pay, etc.

c. The Department of Labor (DOL) notes that the employer should discourage major variances because they cause uncertainty in the accuracy of the records. Small differences in the time clock hours and those actually worked are unavoidable. Still, clocking out on time reduces time card errors and increases record-keeping accuracy.

2. Timekeeping Edits/Discrepancies

a. Adjustment to hours worked or leave taken must be made daily. Just as entries in the timecard must accurately reflect the hours worked or leave taken on a particular date, edits must be entered on a day by day basis and must accurately reflect the amount of hours worked or leave taken on the date identified on the timekeeping edit slip.

b. An employee timecard edit should NOT take place if a completed timekeeping edit slip does not exist for an employee.

c. Separate forms should be submitted for each pay period missed.

d. This form should be kept in a central location for all employees to access (departmental website, etc.).

e. The back of the form can be used for additional notes.

3. Employee Name & UC Berkeley ID#

a. The UC Berkeley ID# is required for all timekeeping edit slips. This information can be found on the Cal 1 ID card.

b. The edit slip should be completed in its entirety prior to the supervisor’s approval.

4. Employee signature
TIMEKEEPING EDIT SLIPS PROCESS AND MANAGEMENT

a. Required information. The signature certifies that the employee has reviewed the changes requested and that the information is accurate and complete.

5. Supervisor signature
   a. Required information. The supervisor signature certifies that the supervisor has reviewed the request and that the information is accurate and complete.

6. Approved/Denied
   a. In addition to the supervisor’s signature, the supervisor must select approved or denied at the bottom of the form, prior to giving it to the Timekeeper for processing and filing.

7. Timekeeping edit slip retention
   a. Must be retained for a minimum of 5 years from the date received.

8. Employee responsibility
   a. To submit a timekeeping edit slip form for any non-worked hours such as vacation, sick, paid leave, comp time, leave without pay, etc.

   b. Copies of the form may be provided to the employee as needed.

9. Supervisor responsibility
   a. The supervisor reviews the timekeeping edit form received from the employee. The supervisor has a conversation with the employee to discuss the information provided on the form and double checks the accuracy of the information listed. It is at this time that the supervisor approves/denies the form received and then enters the information into CalTime.

   b. Copies of the form as needed, will be provided to the employee and/or supervisor.