To Supervisors and Delegates:

Please read to understand how accessing CalTime will change for RDP users on November 2 (HTML Users are not impacted)

On November 2, accessing CalTime via RDP will no longer be available to CalTime users. RDP users (those that currently click on a remote desktop protocol icon on their computer to access CalTime) must login to Citrix to access CalTime. This may require initial setup for first time Citrix users and it is highly recommended you login to Citrix before November 2 to verify your access.

Many employees and supervisors currently access CalTime via the web (HTML). This will still be available after November 2 and is not changing. HTML offers basic functionality to review and approve timecards but does not provide the ability to create hyperfinds or the robust functionality that RDP currently offers.

RDP users should perform the following by October 20th

1. Login to https://citrix.berkeley.edu/vpn/index.html (Calnet authentication required)
2. You may see a CalTime icon (if you do, skip to step 5 below). If you do not see the CalTime icon, click on the plus icon on the left side of the webpage
3. Click on “All Apps” and a list of applications will appear
4. Click on CalTime, it will add a CalTime icon to the main web screen
5. Click on CalTime, the application should open after a few seconds.

Note: If your department computers are not managed by Campus Shared Services you may need to install the Citrix receiver one time before you can login to Citrix. Additional instructions are available at https://kb.berkeley.edu/page.php?id=38238#AccessvApps.

Why is this change happening?
Citrix gives you a secure one stop shop for certain UC Berkeley enterprise applications (e.g. BAIRS, CalPlanning, CalAnswers, etc). This eliminates compatibility and security issues. Citrix provides better scalability and a more consistent user experience between Mac, Windows and other devices.

For additional assistance on accessing CalTime via Citrix, please email caltime@berkeley.edu or call 510-664-9000, option 3. For departments that are not supported by Campus Shared Services, please reach out to your IT support for assistance in setting up Citrix.

Thank you,
CalTime