

CALTIME UPGRADE IN MARCH 2017 Frequently Asked Questions

Last updated 3/6/17

1. What will happen beginning March 30, 2017?

On March 30-31, the CalTime system will be unavailable to all campus users in order to process the technical updates for the CalTime upgrade to Kronos 8. An email announcement will be sent on April 1 notifying the campus the system upgrade has completed. The upgrade was scheduled during this week to minimize the impact to CalTime users as this is during Spring Break and March 31 is the Cesar Chavez Holiday.

2. Why is this change being made?

Updating CalTime to the latest software secures system performance and will allow us to maintain support from the Kronos vendor. In addition, the changes benefit the campus by improving the overall look and feel of the application reducing steps to accomplish tasks.

3. What changes can I expect?

The upgrade will enhance the overall look and feel of CalTime. Benefits include:

- Java-free application eliminating the work involved to maintain the latest Java software
- One timecard view for all CalTime users eliminating the need for users to access CalTime via Citrix
- Guided tutorials, icons, and color alerts to guide users to the next task
- Easy access to view leave accruals and balances

4. What is not changing?

There will be no change to existing pay rules or union configuration within CalTime, including friendly names and pay codes. CalTime users will still have the same timekeeping functionality within the CalTime system and will still need to record, review, and approve time within the CalTime system.

5. How do I record time during the scheduled CalTime outage on March 30-31?

For Non-Exempt Employees (paid biweekly):

- **Employees that use a timeclock:** may continue to use their timeclock and will not be impacted by the outage.
- **RealTime Employees that use a computer:** these are employees required to record their start and stop time on a daily basis, and they will need to check-in with their supervisor when the system is restored. The supervisor will need to enter the hours worked in CalTime on behalf of these employees only for the two outage days, March 30-31.
- **Anytime employees:** these are employees that record time throughout the biweekly pay period, and they will need to enter their time for March 30-31 after the system has been restored on April 1.

For Exempt Employees (paid monthly):

- **Exempt employees:** may record their time for the month of March once the system has been restored beginning April 1.

6. What training will be offered?

To help prepare for this change, please review the following concise training videos based on employee role:

Videos

- [CalTime Spring Upgrade 2017](#) (1:39)
- [Exempt vs. Non-Exempt Employees at UC Berkeley](#) (1:52)
- [CalTime for Non-Exempt \(Anytime\) Employees](#) (5:59) and [How to Approve your Timecard in CalTime](#) (2:29)
- [CalTime for Non-Exempt \(Realtime\) Employees](#) (5:19)
- [CalTime for Exempt Employees-How to record leave and approve your timecard](#) (3:56)
- [CalTime for Supervisors- How to review and approve employee timecards in CalTime](#) (6:21)

Instructor-Led Training

There are also instructor-led training courses for Supervisors available for registration via the Wisdom Café. To register, access the UC Learning Center using the Wisdom Café link (wisdomcafe.berkeley.edu) and follow the UC Learning Center link at the bottom of the page.

Job Aids

Revised job aids will be posted on the CalTime website in late March.

7. Will there be changes in the process?

There will be minimal changes to existing timekeeping processes.

8. Will I still have the same access?

CalTime users will have the same access to CalTime as they did immediately before the upgrade.

9. Do I still need to use Citrix?

No. CalTime users that previously accessed CalTime via citrix.berkeley.edu will no longer do so. All users will access CalTime via a direct web link in which you will continue to Calnet authenticate (enter Calnet ID and passphrase) before accessing the application.

10. I use a timeclock to record time. How will this impact me?

Employees that record time using a Kronos Terminal (aka "Timeclock") can expect no changes and will continue to use the timeclock.

11. I am a non-exempt anytime employee and have pre-populated my hours for the entire biweekly pay period. Will the hours for the current biweekly pay period still be on my timecard after upgrade?

Non-exempt Anytime employees, those that report their time anytime throughout the biweekly pay period will still see the hours that were previously saved on their timecard once the upgrade has completed.

12. Will I still have access to view my historical timecard information that existed prior to the CalTime upgrade?

The upgrade will not impact employee's historical information in CalTime prior to the upgrade.

13. Who can I contact if I have questions?

For additional questions, please email caltime@berkeley.edu or you may call 510-664-9000, option 1.