About CalTime
- **CalTime**, Berkeley’s automated timekeeping system is used to record the hours you work and the leave you take.
- **The time you track** will be paid every other Wednesday (biweekly).

What are your responsibilities?
- **Record the hours you work** and the leave you take in CalTime. You will only be paid for the hours you report.
- **Tell your supervisor right away** if you forgot to enter your time, or if you need help. If you wait until the end of the pay cycle, your supervisor may not have enough time to help you.
- **Review your timecard** regularly, and no later than the end of your last workday to make sure your hours are entered correctly.

How will you use CalTime?
- You can access CalTime on any computer connected to the Internet.
- Use CalTime in real time—as soon as you start work, stop work, when you take leave (vacation, sick leave, etc.) and, if you work multiple campus jobs, when you transfer between different jobs or contracts/grants.
- When you use CalTime, a **time stamp** will record when you start and stop work. The time stamp is your approval of your time worked.
- A regular lunch break period has been programmed for you. (Usually 60 minutes, but that can be adjusted by departments.)

How can CalTime help you?
- Receive pay and overtime more frequently—every two weeks.
- View your timecard and vacation/sick leave accruals online, at anytime.
- Have a single place where to keep track of timecards for multiple campus jobs.
- Your supervisor can view your timecard and assist you if you have questions.

When is your timecard due?
Approve your timecard at the end of your last workday or shift of the pay period. The biweekly pay cycle is a two-week period that starts on a Sunday and ends on the second Saturday. **Timecard due dates** are updated on caltime.berkeley.edu. **Subscribe** to a bCal calendar with CalTime deadlines.

Want to know more about Biweekly Pay?
Visit the [http://controller.berkeley.edu/non-exempt-employee-transition](http://controller.berkeley.edu/non-exempt-employee-transition)

Where to get help?
**Start with your supervisor.** Your supervisor is your main contact about your timecard.
Visit [caltime.berkeley.edu](http://caltime.berkeley.edu) for training materials, news, toolkits and updates.
**Technical support** Get help when you need it! Email caltime@berkeley.edu or call the Help Desk (510) 664-9000 press 1, then 1, then 2.
Frequently asked questions

Will CalTime accurately record my hours?
CalTime records the work hours you submit. The system ensures that you can be paid accurately and in a timely manner every two weeks for actual time worked. It is extremely important that you enter work hours before the end of the biweekly pay period so that you can be appropriately paid.

How are lunch breaks handled in CalTime?
CalTime is preprogrammed to record a regular lunch break period (usually 60 minutes, but can be adjusted by the department). You won’t need to record lunch breaks unless the time you have taken varies from the programmed time.

What if I forget to “clock in” or “clock out”?
Let your supervisor know as soon as possible so that he or she can fix it. If you wait until the end of the pay period to ask for help, your supervisor may not have enough time.

What happens if I am late?
You can be up to 7 minutes late (grace period) and CalTime will round down time to the nearest quarter hour. After 7 minutes CalTime will round up to the nearest quarter hour. Employees are expected to report to work on a timely basis, and to get supervisor approval for any overtime worked.

What if I make a mistake on my timecard?
In CalTime, you get paid based on the time you report working – so it is important to record your time accurately, and double check your timecard before approving it. If you can’t fix the mistake yourself, let your supervisor know right away, and he or she may be able to correct it.

What if I am out sick or on vacation when it’s time to review and approve my timecard?
Please let your supervisor know as soon as possible so that your supervisor can approve your timecard for you.

Am I required to approve my timecard?
It is recommended that you review and approve your timecard at the end of your last workday or shift of the pay period. Approving your timecard helps you confirm that your hours and any overtime earned are correctly recorded.

What am I verifying when I approve my timecard?
When you approve your time card, you are letting your supervisor know that your hours worked and leave taken for the pay period are correct.

Can an employee edit their time card after the supervisor has approved it?
Yes, as long as the unit’s timekeeper has not yet signed off and the supervisor approves of the change. To do so, ask your supervisor to remove his/her approval. Once he or she has done so, you should remove your approval, make the desired edits, and re-approve the time card. Then, ask your supervisor to re-approve the time card.

What do I do if I think my leave balances are incorrect?
If you believe that any leave balances are incorrect, please let your supervisor know. Your supervisor can contact your unit’s timekeeper to check on this for you.

If I am trying to use CalTime and something doesn’t work, how can I get help?
Please let your supervisor know. You can also call the CalTime Help Desk at 510-664-9000 (press 1, then 1 again, then 2 – just follow the instructions on the menu) or email caltime@berkeley.edu