

CalTime: CTO report for employees that bank comp-time

Purpose of Report: There are certain unions that bank Comp-Time and any unused comp-time must be paid out after a period of six months. For example, an eligible employee may accrue CTO during January to June 2017 and they did not use the comp-time during July to December 2017 (additional six months). Any remaining unused comp time that was earned during January to June will be paid out the following January 2018.

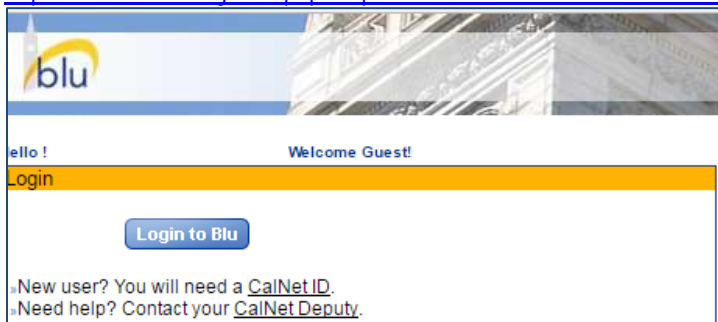
Roles and Responsibilities: The timekeeper expected to review this report on a monthly basis to ensure CalTime comp-time hours are in sync with the payroll system (PPS). If there are any discrepancies, the timekeeper should look at CalTime and the Payroll system to determine why the balances are out of sync.

When is the report available?

This report is produced the day after the Payroll biweekly OPTRS deadline

ACCESS AND PRODUCE N/E CTO REPORT

1. Use your Calnet ID and passphrase to login to Blu at https://blu.is.berkeley.edu/psp/blupd90/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST



2. Once logged in, click the People tab on the menu bar. Links to the N/E CTO Report can be found within the Jobs Tools section (bottom left in the figure below)



If you do not see the N/E CTO Report-Current or N/E CTO Report-Archive, email caltim@berkeley.edu to request access to the report.

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- Click on N/E CTO Report-Archive which will enable to you to download an excel copy of the report (The N/E CTO Report-Current will display the current version but you cannot download it)

CalTime Reporting [v]

[Delegate Report - Current](#)


[Delegate Report - Archive](#)

[N/E CalTime Error Report - Current](#)

[N/E CalTime Error Report - Archive](#)

[N/E CTO Report - Current](#)

[N/E CTO Report - Archive](#)



- Click Download CSV File next to the date of the report. Always select the most recent date for the current up to date errors.

Select date to view report:

[03/28/2017 Download CSV File](#)

[03/27/2017 Download CSV File](#)

[03/26/2017 Download CSV File](#)

[03/25/2017 Download CSV File](#)

RECONCILE DIFFERENCES BETWEEN CALTIME AND PPS BALANCE

- An Excel File will open and you will have view employees with errors only for the Home Departments you have access to view. The File contains
 ID: Ten digit unique code representing employee
 DEPTID: five alpha letter code representing employees department
 CTO1 BALANCE: Most recent accrued comp-time
 CTO2 BALANCE: Oldest accrued comp-time
 CTO PAYOUT BALANCE: If comp-time is unused, the CTO2 balance will move to CTO payout balance
 TOTAL CALTIME BALANCE: Total comp-time balance in CalTime
 PPS CTO BALANCE: Total Accrued comp-time in the Payroll system (PPS)

CalTime CTO Report							
Report Date: 2017-03-17							
ID	Name	Deptid	CTO1 Balance	CTO2 Balance	CTO Payout Balance	Total CalTime Balance	PPS CTO Balance
012345678	Park, Marvin	BPOPC	0	0	125.75	125.75	125.76

ENSURE DIFFERENCES ARE CORRECTED

If the Total CalTime Balance and PPS CTO Balance do not match, timekeepers should research the discrepancies and make the appropriate adjustments either in CalTime or PPS. This report should be review on a monthly basis however banked comp time is not paid out until July and January of each year.