

CalTime: Exempt Leave Reconciliation Report

Purpose of Report: This is a reconciliation report that shows a list of vacation and sick leave hours recorded in CalTime and the vacation and sick leave record in PPS and any differences

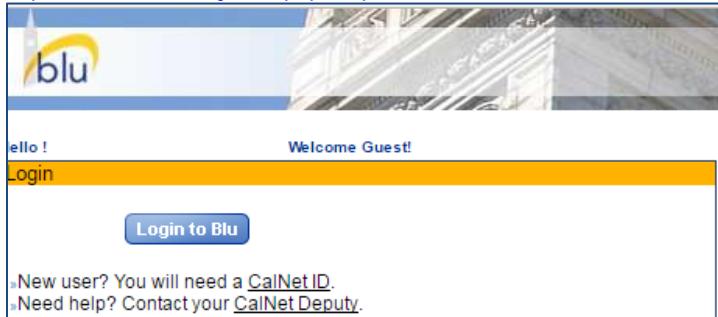
Roles and Responsibilities: The timekeeper should review any differences and adjust CalTime or PPS if necessary.

When is the report available?

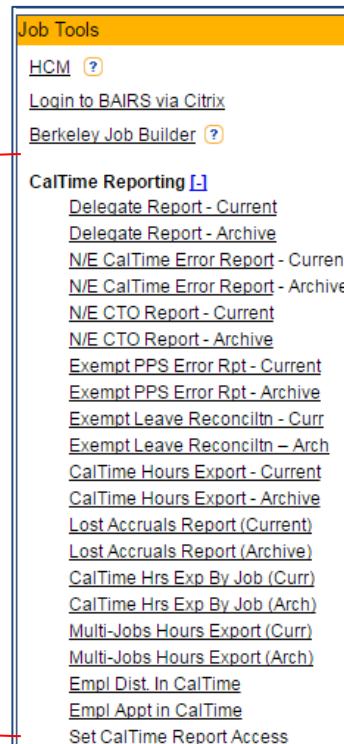
It is produced the day after the Payroll monthly (MO) OPTRS deadline ([see OPTRS deadlines](#))

ACCESS AND PRODUCE EXEMPT LEAVE RECONCILIATION 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 exempt leave reconciliation report can be found within the Jobs Tools section (bottom left in the figure below)



If you do not see the Exempt Leave Reconciliation Report-Current or Exempt Leave Reconciliation Report -Archive, email caltime@berkeley.edu to request access to

CalTime : Exempt Leave Reconciliation Report

- Click on Exempt Leave Reconciliation -Archive which will enable to you to download an excel copy of the report

CalTime Reporting [L]

[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](#)

[Exempt PPS Error Rpt - Current](#)

[Exempt PPS Error Rpt - Archive](#)

[Exempt Leave Reconciltn - Curr](#)

[Exempt Leave Reconciltn - Arch](#)

[CalTime Hours Export - Current](#)



- 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](#)

VIEW THE REPORT

- 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

NAME: Last Name, First name of applicable employee
 ID: Ten digit unique code representing employee
 HOME DEPARTMENT: Five letter Alpha code representing employee's primary department
 CALTIME SICK HOURS USED
 PPS SICK HOURS SUED
 DIFFERENCE: any sick leave taken differences between CalTime and PPS
 CALTIME VACATION HOURS USED
 PPS VACATION HOURS USED
 DIFFERENCE: any vacation leave taken differences between CalTime and PPS

Note: This report is slightly flawed that in some cases there may appear to be a discrepancy however it was only an vacation or sick leave expense transfer. In those cases no action is required.

CalTime-PPS reconciliation Report								
Report Date: 2017-03-24								
Name	ID	Home Department	CalTime Sick Hours Used	PPS Sick Hours Used	Difference	CalTime Vacation Hours Used	PPS Vacation Hours Used	Difference
Park, Marvin	012345678	AACHOP	0	0	0	16	8	8

CORRECT DISCREPANCIES

The timekeepers is responsible for reviewing the discrepancies and determining if an adjustment needs to be made in the CalTime system or Payroll system.