

# CalTime: Modifying Additional Fields

The Additional Information fields in CalTime may need to be modified under two conditions:

- A new employee has a profile that deviates from the default profile loaded into the Additional Information Fields (default values are listed below) and the appropriate field must be modified from the default value. Timekeepers will receive from Human Resources (HR) a CalTime Profile Information Form for each new hire. The timekeeper must check the profile information against the default values and modify if necessary.
- A current employee is changing their elections for Comp time or their meal, shift, or shift occurrence is changing

Caltime's Additional Information Fields in the People Editor are sometimes referred to as "Custom Fields".

The Additional Information Fields modifiable by a timekeeper and their default values are:

- Comp Time Election — no.
- Meal Length — 60 minutes.
- Shift Length — 08-hour shift.
- Shift Occurrence — D (for day shift)

There is specific syntax required for the Additional Information Fields:

- Numerical fields must always be two digits (e.g. 08 for 8 hour shift length or 00 for no meal deduction)
- Alpha Characters must always be in uppercase (e.g. N for no and Y for yes)

Deviation from the required syntax will not pass to PPS.

Once the data is changed in CalTime it will update the individual employee's pay rule overnight. The effective date of the change will be the first day of the pay period within which the change was made. This will enforce the *no mid-pay period changes to pay rules*.

There are specific options available for each modifiable field:

- Comp Time Election must be "Y" for yes, or "N" for no.
- Meal Length must be 30, 60, or 00 ("00" no meal break auto-deduction is used only by PA and KB unions).
- Shift Length must be 08, 10, 12, or SS\* (\*SS is available for PPSM employees only that work multiple short shifts within a day).
- Shift Occurrence must be D for day, N for night, E for evening, or W for weekend.

## Access People Editor

1. Open the employees timecard
2. Click on Go To icon and select People Editor (a people editor tab will open)

The screenshot shows the CalTime interface with the 'Timecards' widget open for employee 'Copeland, Bob'. The widget displays a table of timecard entries for the current pay period. The 'Go To' icon in the top right toolbar is highlighted with a red arrow, and a dropdown menu is open, showing 'People Editor' as the selected option.

|     | Date     | Pay Code         | Amount | In     | Transfer | Out    | In | Transfer | Out | Schedule |
|-----|----------|------------------|--------|--------|----------|--------|----|----------|-----|----------|
| + X | Sun 2/26 |                  |        |        |          |        |    |          |     |          |
| + X | Mon 2/27 |                  |        |        |          |        |    |          |     |          |
| + X | Tue 2/28 |                  |        | 8:00AM |          | 1:00PM |    |          |     |          |
| + X |          | Sick Leave Taken | 4.0    |        |          |        |    |          |     |          |
| + X | Wed 3/01 |                  |        |        |          |        |    |          |     |          |

# CalTime: Modifying Additional Fields

3. Click on Additional Information

History

Person Job Assignment

Person Summary

Employee

Employment Status: Active

Hire Date: 7/01/2014

Appointment Type: 2

General Information

**Additional Information**

Person's Dates

## Edit Additional Information

4. Click on field to the right and insert modified information. For example, If you are permanently changing an employee from a 30 lunch to a 60 minute lunch, you would type in 60 in the column next to Meal Length. The fields that can be edited are:

- **Comp Time Election, Meal Length, Shift Length, Shift Occurrence**

Person Job Assignment

Additional Information

| Additional Information |       |
|------------------------|-------|
| Appointment Type       | 2     |
| Home Department        | KNBAM |
| Comp Time Election     | N     |
| Meal Length            | 30    |
| Shift Length           | 08    |
| Title Code             | 6102C |
| Shift Occurrence       | D     |
| Job Dept ID            | KNBAM |

## Save Changes

5. Click save (note: Edits made to the Additional Information fields take overnight to process. The update will take affect the following day. If a change need to be made to today's shift, process a work rule transfer.

People Editor

Loaded: 12:42PM

Refresh Save Go To