

CalTime: Multiple Jobs Hours Report

Purpose of Report: This report shows a list of employees and hours that are split by job department (not Home Depart) that were sent from CalTime to the Payroll system.

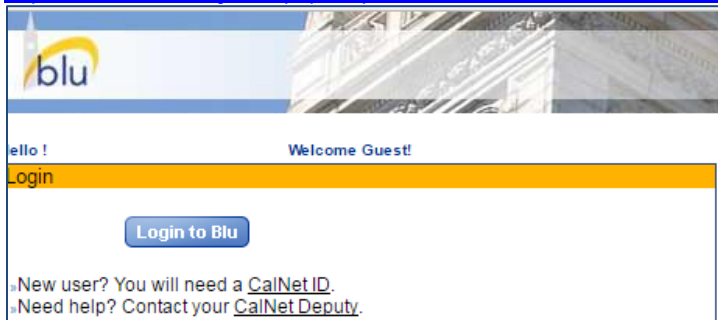
Roles and Responsibilities: This report will allow a Timekeepers to view what hours were transmitted to the Payroll system associated with departments that the timekeepers audit.

When is the report available?

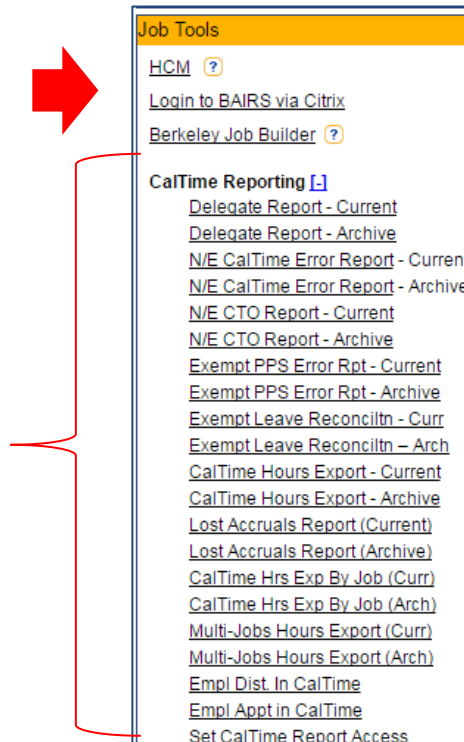
It is produced the day after CalTime-Sign Off (the morning of the Biweekly OPTRS deadline ([see OPTRS deadlines](#)))

ACCESS AND PRODUCE MULTI-JOBS HOURS EXPORT 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 Multi-Jobs Hours Export can be found within the Jobs Tools section (bottom left in the figure below)



If you do not see the Multi-Jobs Hours export-Multi-Jobs Hours export -Archive, email calttime@berkeley.edu to request access to the report.

CalTime : Multiple Jobs Hours Report

- Click on Multi-Jobs Hours export -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](#)
- [CalTime Hours Export - Archive](#)
- [Lost Accruals Report \(Current\)](#)
- [Lost Accruals Report \(Archive\)](#)
- [CalTime Hrs Exp By Job \(Curr\)](#)
- [CalTime Hrs Exp By Job \(Arch\)](#)
- [Multi-Jobs Hours Export \(Curr\)](#)
- [Multi-Jobs Hours Export \(Arch\)](#)



- 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
 ID: Ten digit unique code representing employee
 FIRST NAME: First name of applicable employee
 LAST NAME: Last Name,
 HOME DEPARTMENT: Five letter Alpha code representing employee's primary department
 JOB DEPARTMENT: Fiver letter Alpha code representing department where employee worked
 SUPERVISOR ID: Ten digit unique code belonging to employee's supervisor
 FRIENDLY NAME: Name typically comprised of employees job, title code which ties to employees pay distribution
 PAY CODE: Applicable type of pay
 HOURS: Hours associated with employee transmitted to the payroll system
 EMPLOYMENT STATUS: Status of employee such Active, Inactive, Terminated
 PAY PERIOD END DATE: Biweekly Pay Period associated with hours transmitted to Payroll system

CalTime Multi-Jobs Hours Export Report										
Report Date: 2017-03-28										
ID	First Name	Last Name	Home Department	Job Department	Supervisor ID	Friendly Name	Pay Code	Hours	Employment Status	End Date
012345678	Marvin	Park	AIDDC	KPADM	012345677	LIB-SOCI-ROSE	Regular	1	Active	2017-03-25