

# CalTime: Non-Exempt Error Report Via Blu

**Purpose of Report:** The Non-Exempt error report is produced on a daily basis. The CalTime error report displays employees with a list of errors as a result of inconsistencies between HCM and CalTime as well as specific CalTime errors.

**Roles and Responsibilities:** The timekeeper is expected to review these error reports and correct CalTime and/or work with the HCM administrator to modify the employee's record if necessary to ensure the error is corrected. The errors must be corrected the day prior to CalTime sign-off. If the error is not corrected in time, then the timekeeper should anticipate processing a manually correction in PPS by the OPTRS deadline. Access the report

1. Research the error
2. Fix the errors

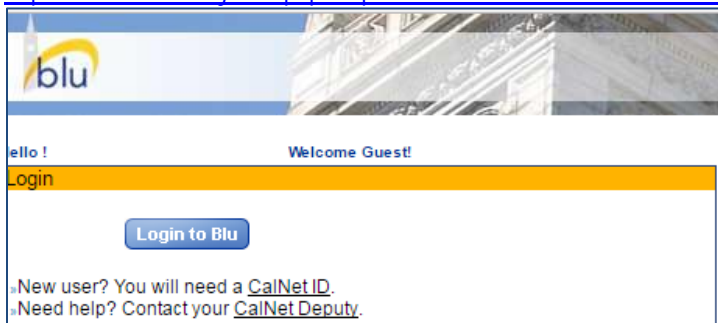
In order to research the errors on this report. A timekeeper will need the following PPS access (at least view access) and HCM access (at least view access)

## When is the report available?

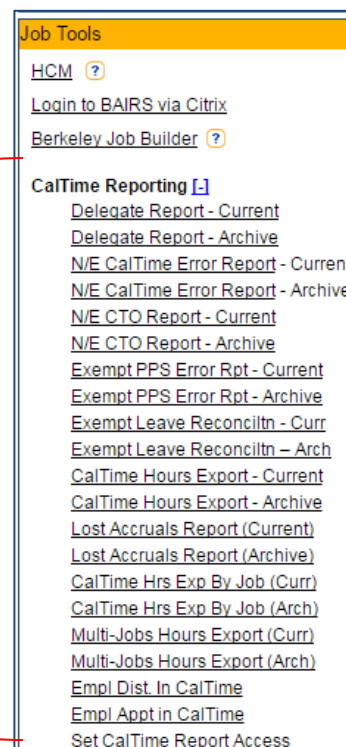
1st day of the biweekly pay cycle open through day of Caltime Sign-off

## ACCESS AND PRODUCE N/E CALTIME ERROR 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](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 CalTime Error Report can be found within the Jobs Tools section (bottom left in the figure below)



If you do not see the N/E CalTime Error Report-Current or N/E CalTime Error Report-Archive, email [caltime@berkeley.edu](mailto:caltime@berkeley.edu) to request access to the report.

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

**CalTime Reporting** 

- [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](#)

## TROUBLESHOOT ERRORS

- 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
  - EMPLID: Ten digit unique code representing employee
  - LAST NAME: Last name of employee
  - FIRST NAME: First name of employee
  - DEPTID: five alpha letter code representing employees department
  - PAYCODE: type of pay
  - HOURS: Applicable hours appear with and error
  - TIMESHEET DATE: Applicable timesheet date (corresponding to timecard entry) showing error
  - ERROR CODE: Used for internal purposes to categorize error types
  - ERROR REASON: Abbreviated Description of Error
  - ERROR DESCRIPTION: Complete Description of error reason
  - FRIENDLY NAME: Friendly name associated with time entry error
  - LOCATION: Location listed only if applicable
  - TITLE CODE: Four digit code representing Human Resource job
  - PAY PERIOD END DATE: Applicable Pay Period End date associated with Error

<b>CalTime Error Report(Non-Exempt)</b>												
<b>Report Date: 2017-03-28</b>												
Name	ID	Home Department	Paycode	Hours	Timesheet Date	Error Code	Error Reason	Error Description	Friendly Name	Location	Title Code	Pay Period End Date
Park, Marvin	012345678	AIDDC	Regular	2.25	2017-03-14	2	NO FRIENDLYNAME DIST	The Employee ID 012345678 was found with active distributions, but no active REG distribution for employee Park, Marvin exists.	OAVC-ST ASST	-	4921U	2017-03-25

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See below on how to troubleshoot error. Some of the errors below are warnings however most of the errors are not warning and if not corrected then CalTime will be unable to send the hours to the Payroll system.

CALTIME ERRORS	ERROR DESCRIPTION	TIMEKEEPER ACTION REQUIRED
<b>MISSING EMPLOYEE ID</b>	The Employee ID [EID #] was not found for any active distribution for employee [EMPLOYEE NAME].)	<p><b><u>Log in to PPS:</u></b> Verify if Employee is still active (not separated). Verify employee has an active distribution....</p> <p><b><u>Log in to HCM:</u></b> Confirm if employee has an active distribution or appointment. If they do not then determine if employee should be extended (this employee has recorded hours to a friendly name that is no longer an active distribution. If information looks correct in HCM and not in PPS it is possible that the employee data did not pass to PPS. If so email HCM administrator to inquire about resending the data to PPS.</p> <p><b><u>Log into CalTime:</u></b> Check CalTime, validate Hours should have been recorded on the friendly name that is attached to the HCM distribution that is no longer valid. It is possible the employee should have used another friendly name. Supervisor or TK did a transfer to a Friendly name that is not valid for that employee. (current or historically).If so then work with supervisor to adjust hours to correct friendly name.</p>
<b>NO FRIENDLYNAME DIST:</b>	The Employee ID [EID #] was found with active distributions, but no active REG distribution for employee [EMPLOYEE NAME].	<p><b><u>Log in to HCM:</u></b> Confirm if distribution with an active REG (DOS) appointment exists in HCM. If not determine if distribution needs to be extended and adjust HCM. If it should not be extended...If data looks correct in HCM, then go to PPS.</p> <p><b><u>Log in to PPS:</u></b> Verify if Employee is still active (not separated). Verify employee has an active distribution....If information looks correct in HCM and not in PPS it is possible that the employee data did not pass to PPS. If so email HCM administrator to inquire about resending the data to PPS.</p> <p><b><u>Log into CalTime:</u></b> Check CalTime, validate Hours should have been recorded on the friendly name that is attached to the HCM distribution that is no longer valid. It is possible the employee should have used another friendly name. If so then work with supervisor to adjust hours to correct friendly name.</p>
<b>INVALID DATE RANGE</b>	Employee may be using a friendly name for a distribution associated with a date range that is no longer active	<p><b><u>Log in to HCM:</u></b> Confirm if distribution with an active REG (DOS) appointment exists in HCM for the pay period date range in question. If not determine if distribution needs to be extended and adjust HCM. If it should not be extended...If data looks correct in HCM, then go to PPS.</p> <p><b><u>Log in to PPS:</u></b> Verify if Employee is still active (not separated). Verify employee has an active distribution for date range in question....If information looks correct in HCM and not in PPS it is possible that the employee data did not pass to PPS. If so email HCM administrator to inquire about resending the data to PPS.</p> <p><b><u>Log into CalTime:</u></b> Check CalTime, validate Hours should have been recorded on the friendly name that is attached to the HCM distribution that is within the date range. It is possible the employee should have used another friendly name. If so then work with supervisor to adjust hours to correct friendly name.</p>
<b>INVALID RSSP DIST</b>	The Employee ID was found with valid REG distributions, but no RSSP distribution for employee, does	<p><b><u>Log in to HCM:</u></b> This error message appears for type S employees. The employee is missing a distribution for the type S job. Correct HCM or adjust friendly name in CalTime if necessary.</p>

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	not fall into an active begin and end date range.	
<b>NEGATIVE HOURS</b>	Employee is showing a negative hours amount	<b>Log into CalTime:</b> Check CalTime and validate if an adjustment was made in error and determine why the employee is showing negative hours. Process and adjustment to correct.
<b>NO RATE FOUND</b>	Employee was found with active friendly name but no shift or on-call rate	<b>Log into CalTime:</b> Check CalTime and determine if employee should be eligible for shift or on-call rate. These have been determined by labor relations to be setup in HCM. If employee is eligible and showing with this error. Please email <a href="mailto:caltime@berkeley.edu">caltime@berkeley.edu</a> . If no eligible adjust the timecard.
<b>RATE OVER 75</b> <b>(Warning only)</b>	Employee has pay rate over \$75.00	This is a warning message however typically most non-exempts are paid less than \$75.00 per hour. In an effort to stop overpayments from occurring. This warning message notifies the timekeeper that there are staffs that may be paid at a higher pay rate and the timekeeper should validate if the pay rate is accurate for the employee. <b>Log in to HCM:</b> Confirm if payrate is correct. If not process an adjustment. If it is correct, proceed to validate PPS. <b>Login to PPS:</b> Verify pay rate is correct in PPS...If information looks correct in HCM and not in PPS it is possible that the employee data did not pass to PPS. If so email HCM administrator to inquire about resending the data to PPS. If pay rate is accurate in both PPS and HCM email <a href="mailto:caltime@berkeley.edu">caltime@berkeley.edu</a> .
<b>REG OVER 80</b> <b>(Warning only)</b>	Employee has over 80 hrs of REG pay	A biweekly pay cycle comprises of two work weeks (M-S). In most cases and employee should be receiving more than 80 hours of regular pay otherwise a potential overpayment may be occurring. This is a warning error to ensure the timekeeper is aware that an employee may be receiving over 80 hours of regular pay.  <b>Log into CalTime:</b> Verify if employee should be receiving over 80 hours of regular pay. If necessary work with supervisor and employee to adjust the employees timecard.

## ENSURE ERRORS ARE CORRECTED

Based on the information gathered from your research of HCM, PPS, CalTime and the error report, ensure that the appropriate corrections are made.

Until the correction is made, the error will continue to appear on successive error reports until the item is resolved. Once corrected, the error will no longer appear on the error report. If you are depending on another individual to make the correction for you, ensure that are aware of the payroll cut-off deadline. Actively coordinate the correction of the error to ensure that it is corrected in a timely manner. If the error is not corrected and the payroll cut-off has passed, you will need to manually enter the hours in the Payroll System (PPS).