CalTime: Timekeeper Roles and Responsibilities

INTRODUCTION

Welcome to CalTime, UC Berkeley's timekeeping system. With CalTime, timekeepers can:

- Access an employee's timecard from any computer
- Adjust (hours) hours worked and any time off (leave) an employee has recorded
- Approve an employee's timecard at the end of each pay period
- Have visible access to an employee's time worked and leave.
- View an employee's vacation, sick leave, and comp time balances and total hours worked.
- Assign schedules
- Assist supervisors with questions regarding their employee's timecard
- Modify custom fields such as overtime and meal break designations
- Process historical edits (time adjusted for prior periods that have been signed off)
- Create custom Hyperfinds to view select employees based on a set of requirements
- Sign-off on departmental timecards

TRAINING

Brief and concise training videos are available to help familiarize yourself with the different roles within CalTime. These YouTube video tutorials are available at the Caltime website located at http://caltime.berkeley.edu/home. In addition, individual job aids designed based on task and employee role can be found at http://caltime.berkeley.edu/training.

ROLES AND RESPONSIBILITIES

There is a shared responsibility between the employee and supervisor to ensure employees time and leave is reported accurately and approved. The timekeeper is responsible for auditing the department timecards and sign-off on the department.

For each biweekly pay cycle Non-exempt employees are required to:

- Record time and or leave
- Record time worked against the proper job (if employee has multiple jobs), contract or grant
- Approve their timecard by the employee approval deadline
  The deadline for approval is the employee's last work day of the biweekly pay period (which closes on Saturday at 11:59 pm.) For example, if the employees last day worked is Friday, the employee should review and approve their timecard by the end of the day Friday. Please note that the approval deadline may shift due to holidays. Employees will be notified if the approval deadline changes for a particular pay period. Approval deadlines are posted at caltime.berkeley.edu. An approval reminder will be sent to the employees Berkeley email address on the Friday before the pay period closes.

For each Monthly pay cycle Exempt employees are required to:

- Record leave taken in whole day increments
- Record leave against the proper job (if employee has multiple jobs), contract or grant
- Approve their timecard by the employee the approval deadline (typically the 1st of the month)

Supervisors are responsible for:

- Reviewing every timecard to ensure their employee's time is accurately recorded and complete
- Work with employee to resolve errors (i.e. missed punches, meal break adjustments, correct job)
- Approve the timecard by the supervisor approval deadline. The supervisor may need to submit a timecard on behalf of the employee (for example, if the employee is sick when it's time to submit timecards). Once the supervisor approves the timecard, it is locked from further changes. If an employee needs to make a last minute edit to their timecard and the supervisor has already approved the timecard, the supervisor will need to remove their approval before any further edits can be made by the employee.

Timekeepers are responsible for:

- Timekeepers have the ability do everything a supervisor or an employee can do in CalTime. However only timekeepers can edit historical pay periods that have been sign-off, and edit additional information (i.e. meal break, OT, shift different).
- Review departmental timecards to ensure employee's time is accurately recorded and complete
- Sign-off on the departmental timecards by the timekeepers Sign-off deadline
- Assist supervisors and employees with edits or questions regarding CalTime
- Work with employee and or supervisor to resolve errors (i.e. missed punches, meal break adjustments, correct job)
- Produce and review audit reports via CalTime or blu
    - Correct errors on the N/E CalTime error report
    - Review and make necessary corrections in regards to the Leave reconciliation error report
    - Review the CTO report and ensure balances are in sync with PPS
    - Restore lost accruals in PPS for employees that appear on the Exempt Lost Accruals report
    - Review the biweekly reconciliation report and process adjustments in CalTime or PPS if needed
- Consider payroll deadlines and timing and determine if manual pay processing must take place in the PPS payroll system.
- Act as the front line support for questions from employees and supervisors and determine if an issue needs to be escalated to the CalTime business systems analysts for further review
- Submit requests to CalTime business systems analyst for leave balance resets