Dear Berkeley Employee,

_We need you to follow these important time reporting instructions this March._

Upcoming timekeeping deadlines will occur earlier than usual due to the transition to [UCPath](https://ucpath.berkeley.edu/home). CalTime will be unavailable to online users during March 21st -24th in order to perform system maintenance required to integrate with the UCPath system. Please follow the deadlines and instructions below to ensure you are paid for all hours worked and leave taken.

<table>
<thead>
<tr>
<th>PAY PERIOD 03/10-03/23, PAY DAY APRIL 3RD</th>
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<tbody>
<tr>
<td><strong>EMPLOYEE APPROVAL DUE 03/20</strong></td>
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<tr>
<td><strong>SUPERVISOR APPROVAL DUE 03/25 BY NOON</strong></td>
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*Note: the employee approval deadline occurs before the pay period ends on 03/23*

**KEY INSTRUCTIONS FOR ANYTIME EMPLOYEES**

- Enter in advance the hours you plan to work and/or leave for March 21-23. Record time as usual during March 10-20. Approve timecard by March 20.
- Enter and review your hours throughout the biweekly period. Please do not wait until the end of the pay period. If you need assistance with a correction, please seek assistance immediately from your supervisor and department timekeeper.
- Continue to use CalTime to report hours worked and leave taken and approve time based on the [caltime approval deadline calendar](https://caltime.berkeley.edu/).

**IS CALTIME CHANGING?**

- Although Berkeley is transitioning to a UC wide HR and Payroll System, CalTime will continue to be UC Berkeley’s standardized timekeeping system for reporting hours worked and leave taken.
- The CalTime online application will have no visual changes. Users can expect to use Caltime as they do today.
- Employee ID numbers will be updated to reflect the new UCPath assigned employee ID.

**For more information:**

CalTime website: Visit the [https://caltime.berkeley.edu/](https://caltime.berkeley.edu/)

UC Berkeley UCPath website: Visit the [https://ucpath.berkeley.edu/home](https://ucpath.berkeley.edu/home)

For CalTime support: Email [caltime@berkeley.edu](mailto:caltime@berkeley.edu) or call the CSS Help Desk at [510] 664-9000, press option 5 for CalTime

Thank you,

The CalTime Team