Dear Berkeley Employee,

In preparation for UCPath, please follow these important time reporting instructions for March.

Upcoming timekeeping deadlines will occur earlier than usual due to the transition to UCPath. 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.

**PAY PERIOD 03/10-03/23, PAYDAY APRIL 3RD**

<table>
<thead>
<tr>
<th>PROJECTED HOURS FORM DUE 03/18</th>
<th>EMPLOYEE APPROVAL DUE 03/20</th>
<th>SUPERVISOR APPROVAL DUE 03/25 BY NOON</th>
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Note: the employee approval deadline occurs before the pay period ends on 03/23

**KEY INSTRUCTIONS FOR REALTIME EMPLOYEES WHO REPORT TIME ONLINE (NOT ON A TIME CLOCK)**

- Record time as usual during March 10-20. Complete the [projected hours form](#) if you plan to work or take leave on March 21-23. You must submit the form to your supervisor by Monday, March 18. Approve your timecard on March 20. In order to be paid for hours on March 21-23, your supervisor must enter your hours in CalTime in advance by 5pm on 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](#).
- Time clocks will be available during March 21st-24th and will not be impacted by the online CalTime outage. Users that record time via a timeclock may continue to do so and do not need to complete a projected hour’s form.

**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 [caltime.berkeley.edu](http://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