Dear Berkeley Timekeeper,

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. An email with special instructions will be sent today to supervisors and non-exempt employees to inform them of the following information.

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

PROJECTED HOURS FORM DUE 03/18  EMPLOYEE APPROVAL DUE 03/20  SUPERVISOR APPROVAL DUE 03/25 BY NOON

Note: the employee approval deadline occurs before the pay period ends on 03/23

KEY INSTRUCTIONS

**REAL TIME EMPLOYEES WHO REPORT TIME ONLINE (NOT ON A TIMECLOCK):**

Record time as usual during March 10-20. Complete the [projected hours form](#) if they plan to work or take leave on March 21-23. They must submit the form to their supervisor by Monday, March 18. Approve their timecard on March 20. In order to be paid for hours on March 21-23, their supervisor must enter their hours in CalTime in advance by 5pm on March 20. Time-clocks will still be available to applicable employees during March 21-24 (online outage period) and no projection form is needed.

**ANYTIME EMPLOYEES:**

Enter in advance the hours they plan to work and/or leave for March 21-23. Approve timecard by March 20.

**SUPERVISORS:**

Are responsible for entering in advance the hours that the RealTime employee plans to work or leave planned for March 21-23. The [projected hours form](#) was created to help supervisors collect hours from the employees that are working or using leave during March 21-23. The form is for their use only and does not need to be turned into CSS or CalTime.

Will need to approve timecards by Noon on March 25 and are asked to review employee hours throughout the biweekly period, adjust as needed and seek immediate assistance form the department timekeeper if needed.

Continue to use CalTime to report hours worked and leave taken and approve time based on the [caltime approval deadline calendar](#).

**TIMEKEEPERS:**

Sign-off on timecards beginning at 12pm on Monday, March 25 and complete sign-off by 5pm. All entries that miss the sign off deadline will need to be manually processed by the timekeepers via the UCPath delivered options. Supervisors have until 12pm the same day to approve timecards. The CalTime MO file is due to UCPath 03/21. The CalTime BW file is due to UCPath 03/26. You may be called upon to assist with errors produced from the CalTime files submitted to UCPath.
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.

The supervisor approval and timekeeper biweekly approval/signoff deadlines have changed. The new deadlines were implemented to ensure CalTime sends all employee hours by the UCPath payroll deadlines.

CalTime balance imports from UCPath will change and be updated on the timekeeper CalTime calendar. Biweekly balance updates will typically be the Tuesday following the Payroll Confirm. Monthly balance updates will typically be the 1st of the month.

If you have special hyperfinds queries setup to view certain employees. Those queries will need to be setup again since UCPath has assigned employees a new employee ID. You will need to rebuild these hyperfinds beginning March 25th (after CalTime has implemented UCPath integration changes). In addition, supervisor’s currently assigned hyperfinds will need your assistance in rebuilding those as well.

Beginning March 10th, you cannot process a historical edit for pay periods ending 03/09 and prior with “Include Edits in Totals” to be sent by CalTime to UCPath. UCPath will not have legacy PPS payroll information and these historical edits will error and fail.

CalTime reports posted in Blu and the Biweekly Recon report: CalTime reporting will be under maintenance until additional information is obtained on UCPath delivered reporting.

Friendly name Application: The Friendly name application will be unavailable March 14-25 as there will be no job updates from our legacy HCM system. The Friendly name application is expected to be available March 26th. Going forward, due to the delay in importing data from UCPath, Friendly name updates may require a three day processing window.

Employee ID numbers will be updated to reflect the new UCPath assigned employee ID.

Employees that have earned overtime premium (OTP) will display in the totals sections on the CalTime timecard with an equal number of overtime straight hours. For example, if you earn 2 hours of overtime premium, CalTime will display and send 2 OTP and 2 OTS to the UCPath (applicable for ODH as well) system. PPS splits the OTP amount today into overtime straight and overtime premium however UCPath requires that CalTime send the overtime straight portion.
For more information:
CalTime website: Visit the caltime.berkeley.edu
UC Berkeley UCPath website: Visit the https://ucpath.berkeley.edu/home
For CalTime support: Email caltime@berkeley.edu or call the CSS Help Desk at (510) 664-9000, press option 5 for CalTime

Thank you,

The CalTime Team

*Emails containing similar instructions will be sent to non-exempt anytime and realtime employees. Please share with employees who do not have access to email.*