Dear Berkeley Supervisor,

We need you and your employee(s) to follow these important instructions this March.

Upcoming timekeeping deadlines will occur earlier than usual due to the transition to UCPath. CalTime will be unavailable to online users during March 21\textsuperscript{st} -23\textsuperscript{rd} in order to perform system maintenance required to integrate with the UCPath system. Please follow the deadlines and instructions below so that your employee(s) is paid for all hours worked and leave taken.

**Pay Period 03/10-03/23, Payday April 3\textsuperscript{rd}**

- **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**

**Your 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.

**Your AnyTime Employees:**

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

**Supervisors:**

You are responsible for entering in advance the hours that your RealTime employee plans to work or leave planned for March 21-23. The projected hours form was created to help you collect hours from your employees that are working or using leave on March 21-23. The form is for your use only and does not need to be turned into CSS or CalTime.

Remember to approve timecards by Noon on March 25. Review your employee's hours throughout the biweekly period, adjust as needed and seek immediate assistance from your department timekeeper if needed. Please do not wait until the end of the pay period.

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

**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.
Supervisors will need to approve time for biweekly employees by Noon on Monday following the close of the biweekly pay period. The new approval deadline was implemented to ensure CalTime sends all employee hours by the UCPath payroll deadlines.

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 work with your timekeeper to re-assign these hyperfinds to you beginning March 25th (after CalTime has implemented UCPath integration changes).

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)
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

*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.*

*Real-time employee’s record their start and stop time on a daily basis and do not have the ability to edit their time recorded.*