



Dear Berkeley Supervisor,

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

In preparation for the December holidays and the campus annual energy [curtailment](#) period, please plan ahead and follow the deadlines and instructions below to ensure your biweekly paid employee(s) are paid for all hours worked and leave taken.

CURRENT PAY PERIOD 11/28-12/11, PAY DAY DEC. 22

EMPLOYEE APPROVAL DUE 12/11

SUPERVISOR APPROVAL DUE 12/13 BY NOON

EMPLOYEES

Record time as usual during Nov. 28 -Dec. 11. Approve timecard on Dec. 11.

SUPERVISORS:

Please approve timecards by Noon on Dec. 13.

NEXT PAY PERIOD 12/12-12/25, PAYDAY JAN 05

EMPLOYEE APPROVAL DUE 12/25

SUPERVISOR APPROVAL DUE 12/27 BY 9AM

You may need to assist employees who plan to take leave and enter vacation and comp-time for this pay period. Your employee(s) have been instructed to provide you with this information by December 9th using the [Holiday/Curtailment Leave Form](#). Please enter their vacation leave or comp-time into CalTime before you leave for the curtailment and holiday period and no later than December 27th by 9am. Do not enter holiday hours for Dec. 23-24 or Dec. 30-31. Holiday hours for Dec. 23-24 will be populated automatically by the CalTime system beginning Dec. 16 for eligible employees. Holiday hours for Dec. 30-31 will appear in CalTime on Dec. 30. Employees working during Dec. 12 - Dec. 25, should record time in CalTime as usual on those dates. If your employee will be taking leave without pay during the curtailment dates (Dec. 27, 28, 29) and is currently eligible to accrue vacation, they may need to use the Curtailment-LWOP pay code ([review eligibility details](#)).

For more information:

CalTime website: Visit the [Curtailment page](#)

For CalTime support: Email caltime@berkeley.edu or call the Help Desk at [\(510\) 664-9000](tel:5106649000), press option 1 followed by option 4 for CalTime

Thank you for using CalTime, and happy holidays!

The CalTime Team

Emails containing similar instructions will be sent to biweekly paid 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.