



**Non-Exempt
AnyTime
Employee User
Guide**

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Introduction

Welcome to CalTime, UC Berkeley's timekeeping system. This manual is a step-by-step user guide for Non-Exempt AnyTime employees. Using a PC or Mac, an AnyTime employee can enter start, stop and transfers (between jobs) of time worked into their CalTime timecard at **any time during and up to the end of a given pay period**. In CalTime, using your computer, you can:

- Access your timecard from any computer
- Enter the time (hours) you've worked, and any time off (leave) you have taken
- Approve your timecard at the end of each pay period
- See your overtime and shift differential
- Access your vacation, sick leave, and comp time balances

If you are unsure if you are an Anytime Employee, please refer to the section entitled "Determine How You Will Report Your Time" in the **Non-Exempt Employee Getting Started Guide**.

Non-Exempt AnyTime Employee Responsibilities and Deadlines



NOTE:

As of November 1, 2014, non-exempt employees will transition to a biweekly pay cycle and factor leave accruals, which is a new method of calculating vacation and sick leave accruals. More information on the transition and factor leave accrual can be found at: <http://controller.berkeley.edu/non-exempt-employee-transition>

The biweekly pay cycle is a 2-week period that starts on Sunday at 12:00 am and ends on the second Saturday at 11:59 pm. For each biweekly pay cycle, you are required to:

- Record your start and stop times
- Record time worked against the proper job (if you have multiple jobs), contract or grant
- Enter any applicable leave time taken (non-worked hours)
- Approve your timecard by the employee approval deadline

Approval Requirement

Timecards must be completed and approved for each pay period. Approval of your timecard signifies you are finished with timecard entry for the pay period. If you don't approve your timecard, your manager / supervisor will not know that you have completed your timecard and will have to follow up with you to do so.

Approval Deadline

The deadline for approval is the employee's last work day of the biweekly pay period (which closes on Saturday at 11:59 pm.) For example, if your last day worked is Friday, you should review and approve your timecard by the end of the day Friday. Please note that the approval deadline may shift due to holidays. You will be notified if the approval deadline changes for a particular pay period. Approval deadlines are posted at caltime.berkeley.edu

By the end of the day on Monday following the biweekly pay period close, your supervisor will review your timecard for accuracy and approve it if no adjustments need to be made. Once your supervisor approves your timecard, it is locked from further changes.



TIP:

You can save time at the end of the biweekly pay period by recording your start and stop times daily, rather than at the end of the biweekly pay period.

The Basics

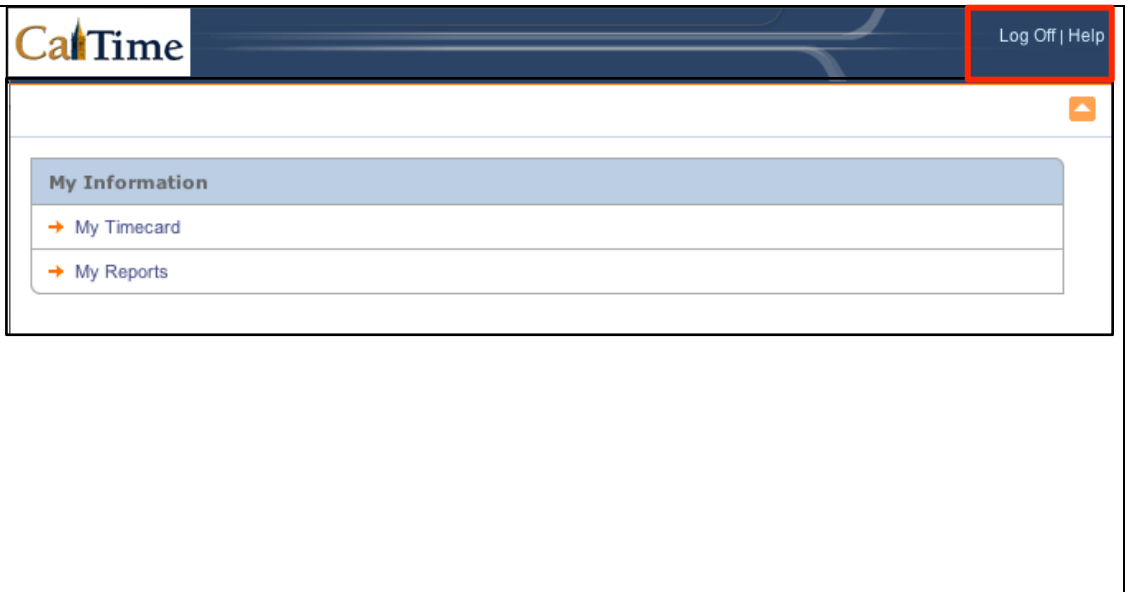
Log in to CalTime

<p>1. Using <i>Internet Explorer, Firefox, or Safari</i>, go to the CalTime website (http://caltime.berkeley.edu/), and click on the Access button.</p> <p>Note: Google Chrome is not supported at this time.</p>	
<p>2. From the Access CalTime page, click on the Access Online button.</p> <p>Note: RDP access for PC and MAC Users are for Supervisors and Timekeepers</p>	
<p>3. Complete the CalNet authentication process.</p>	

4. CalTime opens to the **My Information** screen that allows you to access your timecard or reports.

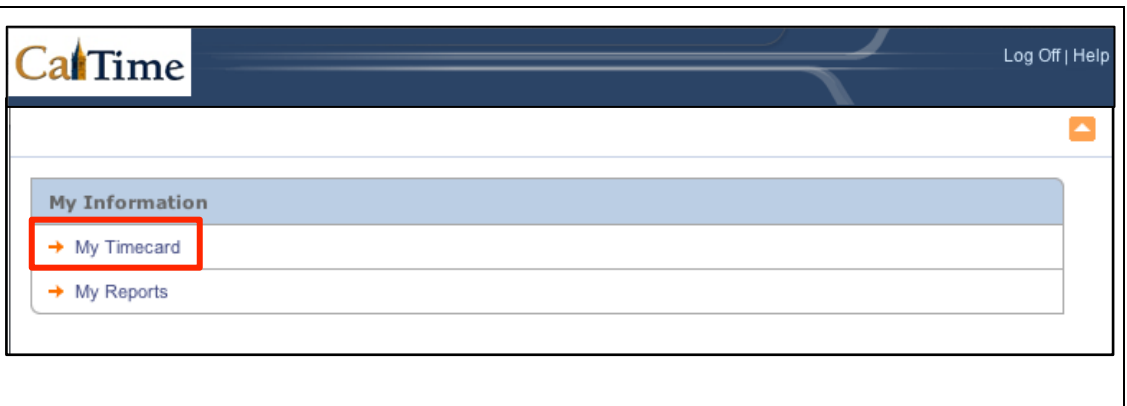
In the upper right-hand corner of any of the CalTime screens, you can:

- **Log Off** to exit CalTime
- Access **Help** information provided by our CalTime software vendor



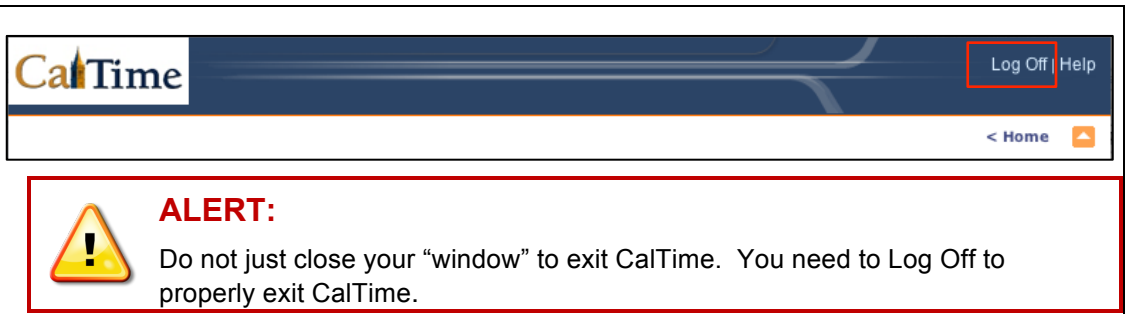
Accessing Your Timecard

To access your timecard, click on **My Timecard**.



Log Out of CalTime

From any screen within CalTime, you can log off by clicking on **Log Off** in the upper right-hand corner of the screen.



Introduction to the CalTime Timecard

The timecard contains rows for each day of the biweekly pay period. The figure below shows the key components of the CalTime timecard along with a description.

Components of the CalTime Timecard

The screenshot shows the CalTime Timecard interface. At the top, there is a header 'TIMECARD'. Below it, a red box labeled '1' highlights the 'Person & Id' field (Cross001, Katie (009905001)) and the 'Time Period' dropdown menu (Current Pay Period) with the date range 7/20/2014 - 8/02/2014. Below this, a red box labeled '2' highlights a function bar with buttons: Save, Approve, Comments (with a right arrow), Primary Account, Totals Summary, and Refresh. Below the function bar, a red box labeled '3' highlights the 'In', 'Transfer', and 'Out' columns of the timecard table. A red box labeled '4' highlights the 'Pay Code' and 'Amount' columns of the table. The table has columns: Add Row, Date, Pay Code, Amount, In, Transfer, Out, and Totals (Shift, Daily). The table contains three rows for dates Sun 7/20, Mon 7/21, and Tue 7/22.

- Person & ID and Time Period** – Employee name, ID, and a **Time Period** dropdown that allows you to access a particular time period and date range. In this example, Katie Cross001 is the employee and her Employee ID is 009905001. The **Time Period** dropdown defaults to the Current Pay Period.
- Function bar with buttons and down menus:
 - Save Button** - Saves entries made to the timecard
 - Approve Button** - Approves your timecard for the pay period
 - Comments Button** – Allows you to add comments to time or leave entered. The available comments are predefined and are accessible from a dropdown list.
 - Primary Account** – Employee’s CalTime account information: Employee’s primary job, HCM supervisor and Employee ID
 - Totals Summary** - Provides a summary of the various hours worked (Regular Time, Overtime, Shift Differential)
 - Refresh** – Used to refresh timecard information after new data is entered
- “In” and “Out” times and Transfers** – Any time entered or transfers done appear in the respective “In”, “Out” and “Transfer” columns.
- Pay Codes and Amount** – Any leave taken is entered directly into the timecard using Pay codes and their associated hours used.

Time Entry

Employee Entering Time

AnyTime employees can enter start times, stop times and transfers (between jobs) into their CalTime timecard at any time during and up to the end of a given pay period.

Note: Employees are restricted from making any entries 60 days in advance.

Employee Entering Time

1. From the Timecard screen, ensure that you are accessing the correct time period.
2. Select the row for the day you want to add time and enter your start time in the "In" field.
Note: Please remember to add A or P for AM or PM. Acceptable formats include **8a** or **8:30a**
3. Enter the end time for the completion of the shift.
4. In the upper left corner, the word "Timecard" appears in orange to indicate that your entries have not been saved.
5. Click **Save**.

TIMECARD 4

Person & Id Matthews001, Eli (9909001)

Time Period Current Pay Period 7/20/2014 - 8/02/2014

5 Save Approve Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Totals Daily
	Sun 7/20							
	Mon 7/21							
	Tue 7/22		2	8a		430p 3		

6. After saving, the word "Timecard" changes from orange to black.
7. A confirmation message appears.
8. Click **Refresh**.
9. Your hours for the Shift and Daily Totals display.

TIMECARD 6

Person & Id Matthews001, Eli (9909001)

Time Period Current Pay Period 7/20/2014 - 8/02/2014

7 Timecard successfully saved on: 7/22/2014 2:17PM

8 Save Approve Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Totals Daily
	Sun 7/20							
	Mon 7/21							
	Tue 7/22			8:00AM		4:30PM	8.0	8.0

Accounting for Lunch



ALERT:

You will **not** need to clock in and out for lunch. CalTime is set up to automatically deduct 30 or 60 minutes for lunch after 6 hours of work. However, if you clock out before 6 hours are worked, the automatic lunch deduction will not be applied.

The automatic lunch deduction is based on your pay rule assignment. If you wish to change your automatic lunch deduction, contact your supervisor.

Skipped or Changed Lunches

You are expected to take your lunch as scheduled and to obtain your supervisor’s approval before changing your lunch. If you skip your lunch, you need to work with your supervisor to ensure that the automatic lunch deduction is cancelled for that day. Likewise, if you change your lunch, they will need to adjust your timecard to ensure that the proper lunch is noted on the timecard.

NOTE:

By law, you are required to take a lunch of at least 30 minutes after 5 hours of work.

Review your timecard to verify that your supervisor has followed through with the meal deduction cancellation. The following is an example of how your timecard would appear after your supervisor has cancelled the automatic meal deduction:

Reviewing Your Timecard for a Skipped Lunch

Once adjusted, your “Shift” and “Daily” totals now show no deductions from the total hours worked.

In addition, there’s a red box on the “Out” punch. If you hover your cursor over the red box, you will see the note “Cancel Deduction”.

TIMECARD									
		Person & Id Sanchez001, Raul (009911001)							
		Time Period Current Pay Period 8/03/2014 - 8/16/2014							
Save Approve Comments → Primary Account Totals Summary Refresh									
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals		
							Shift	Daily	
	Sun 8/03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Mon 8/04	<input type="text"/>	<input type="text"/>	8:00AM	<input type="text"/>	5:00PM	9.0	9.0	
	Tue 8/05	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Wed 8/06	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Thu 8/07	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

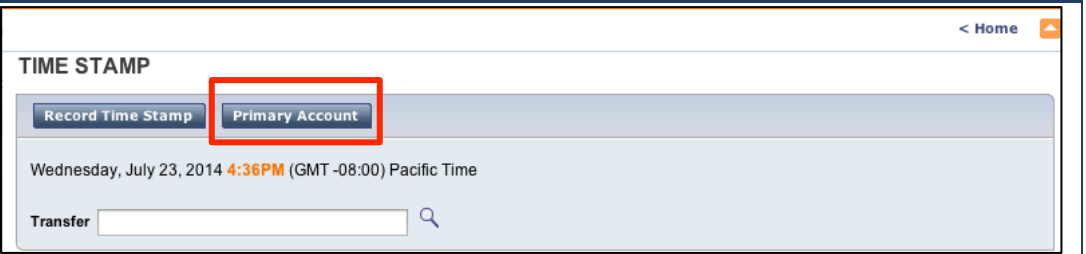
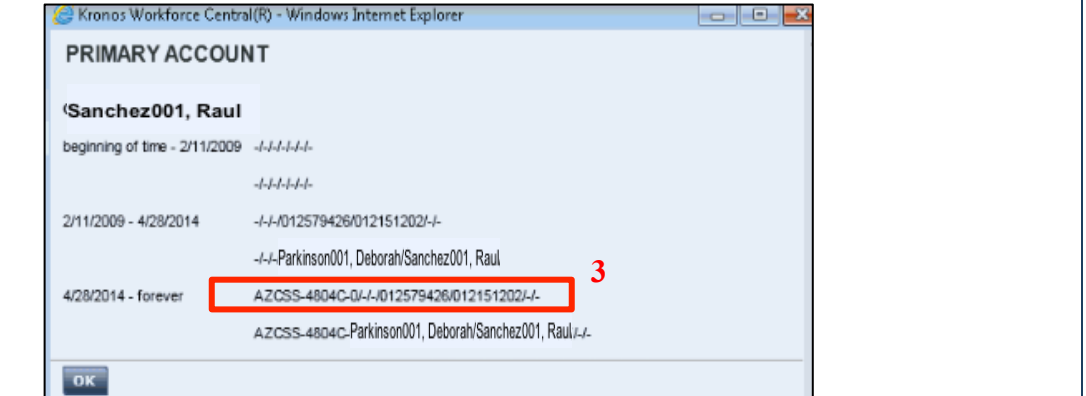
Cancel Deduction

Entering Time If You Work Multiple Jobs, or on Contracts, or Grants

As a non-exempt employee, (if you have more than one job or if you work on contracts or grants) you will need to charge your time to different jobs, contracts or grants. Each could be tied to different funding sources or chartstrings.

Your Primary Job

In CalTime, each employee has a defined primary job, which comes from the Human Capital Management system (HCM). When you enter time, **CalTime will automatically charge the time against your primary job**, unless you direct CalTime to charge another job, contract or grant. Here are the steps to determine your primary job:

Determining Your Primary Job	
<p>1. To determine your Primary Job, click on the Primary Account button.</p>	
<p>2. CalTime presents the Primary Account window. 3. The primary job is composed of the department ID, job code, and employee record number.</p>	

Friendly Names

As you can see in the example above, the primary job is a series of codes and IDs, which some employees may not recognize as a particular job. In many cases, departments replace the default primary job format (department ID, job code and employee record number) with a more recognizable or descriptive Friendly Name. e.g., Librarian Doe or CSS Assistant III. If you need help determining your primary job or deciphering job names or friendly names, consult with your supervisor.



ALERT: *If you are an employee with multiple jobs, you must always use the Transfer function to select the job and then punch in.* This ensures that you are charging your time to the proper job. The only time you do not select a job is when you punch out for lunch or punch out for the day. In that, you should just swipe your badge.

If you on one job and wish to charge your time to another job, you need to do another transfer.

The job transfer process is noted below.

Entering Time If You Work Multiple Jobs, or on Contracts, or Grants

1. Click on the "Search" icon.

TIMECARD Person & Id Matthews001, Eli (9909001)

Time Period 7/20/2014 - 8/02/2014

! Timecard successfully saved on: 7/22/2014 2:17PM

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 7/20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Mon 7/21	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Tue 7/22	<input type="text"/>	<input type="text"/>	8:00AM	<input type="text"/>	<input type="text" value=":30PM"/>	8.0	8.0

2. Select the drop list arrow for Job.

TRANSFER SELECTION

ACCOUNT

Job

Location

Project

Supervisor ID

Search for Employee ID

Employee ID

Training

LL7

WORK RULE

Entering Time If You Work Multiple Jobs, or on Contracts, or Grants

3. Select the job, contract or grant for the job shift that you are starting. Click **“OK”**.

Note: If you are unclear on which entry on the list to select for your job, contract or grant, complete your time entry first. Then, work with your supervisor to select the appropriate entry.

4. The job, contract or grant will appear in the **“Transfer”** field.

5. Then click on the **“Save”** button.

ADD Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Totals Daily
	Sun 7/20							
	Mon 7/21							
	Tue 7/22			8:00AM	LIBRARIAN-DOE/////	4:30PM	8.0	8.0

Project Tracking

CalTime can be used to track hours worked by an employee on projects. Employees would use the “Transfer” functionality to associate hours worked to a particular project. CalTime only provides tracking of time. A separate web application pulls the tracked hours from CalTime to produce reports of project hours worked. This report can then be used for management reporting or recharges, etc.

NOTE:

Enter your project hours on a daily basis, or throughout the day to ensure the accuracy of the reported hours and to save time at the end of the month.

Recording Project Tracking Hours

1. From the Timecard screen, ensure that you are accessing the correct time period.
2. Enter your "In" time for the project.
3. In the Transfer column, click on the "Search" icon

TIMECARD Person & Id Matthews001, Eli (009909001)

Time Period 7/20/2014 - 8/02/2014 1

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Sun 7/20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Mon 7/21	<input type="text"/>	<input type="text"/>	<input type="text" value="8a"/> 2	<input type="text"/> 3	<input type="text"/>
	Tue 7/22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Wed 7/23	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Access the Project dropdown menu.

TRANSFER SELECTION

ACCOUNT

Job

Location

Project Project

Supervisor ID

Search for Employee ID

Employee ID

LL6

LL7

WORK RULE

Recording Project Tracking Hours

5. Select the project that you are starting. Then click “OK”

6. Then click the “Save” button to save your “In” time and the selected project.

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Totals Daily
	Sun 7/20							
	Mon 7/21			8a	//AS - BHappy////			
	Tue 7/22							
	Wed 7/23							

7. Once you have completed your time working on that project, enter your “Out” time.
8. Then click the “Save” button to save your “Out” time.

Timecard successfully saved on: 7/29/2014 5:48PM

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Totals Daily
	Sun 7/20							
	Mon 7/21			8:00AM	//AS - BHappy////	12:00PM	4.0	4.0
	Tue 7/22							
	Wed 7/23							

Creating New Rows in the Timecard for Multiple Entries in a Day

The timecard by default only has one row set up for each day of the pay period with one set of “In” and “Out” boxes for entry. It may be necessary to rows to a day to accommodate additional entries. For example, you may:

- Work on multiple jobs in one day
- Work a partial day and need to enter partial day leave
- Work on multiple projects in a day that must be tracked
- Clock out for lunch (for a 60-minute lunch rather than your normal 30-minute lunch)

Adding a Row on the Timecard

In this example, you are taking a 60-minute lunch. You have logged in and out for 4 hours of work.

To enter your time for the remainder of the day, you will need to add a row.

1. To add a new row, click the "Add a row" button.

TIMECARD Person & Id: Matthews, Eli (009909000)
Time Period: Current Pay Period 7/06/2014 - 7/19/2014

Timecard successfully saved on: 7/11/2014 5:09PM

Buttons: Save, Approve, Primary Account, Totals Summary, Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Totals Daily
	Sun 7/06							
	Mon 7/07			8:00AM		12:00PM	4.0	4.0
	Tue 7/08							
	Wed 7/09							

2. Note the additional row for Monday, 7/07.

TIMECARD Person & Id: Matthews, Eli (009909000)
Time Period: Current Pay Period 7/06/2014 - 7/19/2014

Buttons: Save, Approve, Primary Account, Totals Summary, Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Totals Daily
	Sun 7/06							
	Mon 7/07			8:00AM		12:00PM	4.0	4.0
	Mon 7/07							
	Tue 7/08							
	Wed 7/09							
	Thu 7/10							

3. Enter your hours for the remainder of the day.

4. Then click "Save".

TIMECARD Person & Id: Matthews, Eli (009909000)
Time Period: Current Pay Period 7/06/2014 - 7/19/2014

Buttons: Save, Approve, Primary Account, Totals Summary, Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Totals Daily
	Sun 7/06							
	Mon 7/07			8:00AM		12:00PM	4.0	4.0
	Mon 7/07			1:00p		5p		
	Tue 7/08							

Adding a Row on the Timecard

- After saving, the word "Timecard" will change from orange to black.
- CalTime will show "Timecard successfully saved".
- The "Shift" and "Daily" totals for Monday, 7/7 will show the 8 hours worked

Person & Id: Matthews, Eli (009909000)
Time Period: Current Pay Period 7/06/2014 - 7/19/2014

Timecard successfully saved on: 7/11/2014 5:34PM

Buttons: Save, Approve, Primary Account, Totals Summary, Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 7/06							
	Mon 7/07			8:00AM		12:00PM		
	Mon 7/07			1:00PM		5:00PM	8.0	8.0
	Tue 7/08							

Adding Comments For Time Entered

Comments can be added to any pay code or time entry (in punch, out punch or pay code amount). Comments are predefined and are accessible from a dropdown list. You may use a comment when it is pertinent to your situation. Comments, while available, are not required.

NOTE:

To add comments when entering leave, please refer to the section entitled "Adding Comments For Leave Entered".

Adding Comments For Time Entered

In this example, you came in late after voting in a local election. You voted from 8 am to 9 am.

- To add a comment to an "In" entry, click on the "Comments" button after you have entered your 8:00 am arrival time.

Person & Id: Matthews006, Eli (009909006)
Time Period: Current Pay Period 8/03/2014 - 8/16/2014

Timecard successfully saved on: 8/07/2014 4:36PM

Buttons: Save, Approve, Comments, Primary Account, Totals Summary, Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 8/03							
	Mon 8/04			8:00AM		4:30PM	8.0	8.0
	Tue 8/05			8am				
	Wed 8/06							

Adding Comments For Time Entered

2. The “Comments” dialog box appears. Available comments are shown on the left.

The screenshot shows a dialog box titled "COMMENTS" for user "Matthews006, Eli". It displays a date and time "Tue 8/05 8a (in-punch)". Below this, there are two list boxes: "Available Comments" and "Selected Comments". The "Available Comments" list includes: Blood Organ donations, Correct for Missed Punch, Duplicate Punches, Employee Adjustment, Employee Forgot to Punch In, Employee Forgot to Punch Out, Removing Scheduled Hours, Schedule Change, Supervisor Adjustment, and Timekeeper Adjustment. A red box highlights this list, with a red number "2" next to it. There are right and left arrow buttons between the lists. At the bottom are "OK" and "Cancel" buttons.

3. Select the appropriate comment from the available comments window.
4. Click on the right arrow icon to select the comment.

This screenshot is similar to the previous one, but now the "Available Comments" list includes "Voting" at the bottom, which is highlighted with a blue background. A red box highlights the "Voting" item, with a red number "3" next to it. The right arrow button between the lists is also highlighted with a red box, with a red number "4" next to it. The "Selected Comments" list remains empty. The "OK" and "Cancel" buttons are at the bottom.

Adding Comments For Time Entered

5. The voting comment now appears in the Selected Comments box.

6. Click the **OK** button.

COMMENTS Name: Matthews006, Eli

i Tue 8/05 8a (in-punch) 5

Available Comments

- Blood Organ donations
- Correct for Missed Punch
- Duplicate Punches
- Employee Adjustment
- Employee Forgot to Punch In
- Employee Forgot to Punch Out
- Removing Scheduled Hours
- Schedule Change
- Supervisor Adjustment
- Timekeeper Adjustment

Selected Comments

Voting

6

OK
Cancel

7. When you return to your timecard view, you will see a Comments icon next to the “In” field.

Hover your pointer over the icon to display the comment.

This comment is also visible to your supervisor and timekeeper.

*** TIMECARD** Person & Id Matthews006, Eli (009909006)

Time Period Current Pay Period

Save
Approve
Comments →
Primary Account
Totals Summary
Refresh

Add Row	Date	Pay Code	Amount	In	Trans
	Sun 8/03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Mon 8/04	<input type="text"/>	<input type="text"/>	8:00AM	<input type="text"/>
	Tue 8/05	<input type="text"/>	<input type="text"/>	8a i	<input type="text"/>
	Wed 8/06	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Voting

8. Enter the “Out” time of 9 am.

9. Click on the “Add Row” icon to add a new row for the same day.

TIMECARD Person & Id Matthews006, Eli (009909006)

Time Period Current Pay Period 8/03/2014 - 8/16/2014

i Timecard successfully saved on: 8/07/2014 4:49PM

Save
Approve
Comments →
Primary Account
Totals Summary
Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 8/03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Mon 8/04	<input type="text"/>	<input type="text"/>	8:00AM	<input type="text"/>	4:30PM	8.0	8.0
	Tue 8/05	<input type="text"/>	<input type="text"/>	8:00AM i	<input type="text"/>	9:00AM	1.0	1.0

Adding Comments For Time Entered

10. In the new row, enter your "In" time for your start time.

11. Continue with the completion of your time entry for the remainder of the day.

TIMECARD < Home

Person & Id Matthews006, Eli (009909006)

Time Period Current Pay Period 8/03/2014 - 8/16/2014

Save Approve **Comments** Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Totals Daily
	Sun 8/03							
	Mon 8/04			8:00AM		4:30PM	8.0	8.0
	Tue 8/05			8:00AM		9:00AM	1.0	1.0
	Tue 8/05			9am				

Deleting Comments Entered

Deleting Comments Entered

1. To delete the comment, click comment icon.

TIMECARD Person & Id Matthews006, Eli (009909006)

Time Period Current Pay Period

Timecard successfully saved on: 8/07/2014 5:06PM

Save Approve **Comments** Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer
	Sun 8/03				
	Mon 8/04			8:00AM	
	Tue 8/05			8:00AM	

Deleting Comments Entered

2. The **Comments** dialog box appears.

3. Click on the **Left arrow** icon to select the comment.

4. Click **OK**.

5. The comment is deleted and the comment icon is no longer visible.

6. Click the **Save** button.

How Overtime, Comp Time, Shift Differential and Meal Deductions are Determined

Within CalTime, a pay rule profile is set up for every non-exempt employee. The work rule is a set of parameters defined for each employee. For example, your work rule profile defines:

- Comp Time versus Overtime - How and at what rate an employee is paid overtime
- Shift Type - Day, Evening, Night, or Weekend
- Shift Length - 8, 10 or 12 hours per shift
- Meal Deduction - 00, 30 or 60-minute meal deduction. The 00 meal deduction is only available for eligible unions.

These parameters apply specific payroll rules to shifts to determine how employee hours accumulate and the pay rate that is applied to those hours. CalTime will use these parameters to automatically determine:

- Whether you will receive comp time or overtime
- When overtime is applicable (after 8 hours worked, etc.)
- What your overtime rate is (time and a half, double overtime, comp time double, etc.)
- Whether you will receive shift differential (shift differential evening, shift differential night, etc.)
- Your automatic meal deduction
- Whether you are eligible for meal perquisites

Coordination with Your Supervisor on Schedule Changes, Callback, On-Call and Lunch Changes

Since CalTime calculates how you will be paid based on your pay rule profile, any time your schedule deviates from that profile, your supervisor must perform changes (work rule transfers, adjustments to the lunch deduction) to ensure that you are paid correctly. For example, work rule transfers or adjustments by the supervisor are necessary when:

- You work a different shift that qualifies for shift differential pay. e.g., night shift instead of day shift
- You are called back to work additional hours
- You are on-call for additional hours
- You skip your lunch

Reviewing Your Timecard

It is recommended that you check your timecard frequently to ensure that your hours have been entered correctly and that any potential overtime, comp time, shift differentials, etc. is properly recorded. If you find errors, work with your supervisor to resolve the problem. It is best to resolve problems throughout the pay period rather than waiting until pay period close.

NOTE:

For detailed instructions on how to review your timecard, please refer to the section entitled “Reviewing Your Timecard”.


Leave and Pay Code Entry

Employee Entering Leave

CalTime uses pay codes to keep track of the leave time and other non-worked time that is entered in the timecard. Examples of pay codes include:

- Vacation Leave Taken
- Sick Leave Taken
- Leave without Pay
- Jury Duty

It is important that hours are tracked to the correct pay code so that your leave balances are correct.



TIP: You may wish to enter leave into CalTime as you become aware of it, rather than wait until the end of the pay period. For example, if you are taking vacation in the current pay period, enter it into CalTime before you go. If you have taken sick leave, enter it upon your return to work.

Acceptable Formats for Entering Pay Code Amounts

Acceptable Format	Example	Interpretation by CalTime
Leading zeros (optional)	07	7 hours
	08:30 (8 hours, 30 minutes)	8.5 hours

Colon	7:30	7.5 hours Note: If you enter an amount without a colon, CalTime interprets your entry as is, which may be a much larger amount than you meant. For example, if you enter 730 (without the colon), CalTime interprets that as 730 hours, which will exceed the daily hours limit.
Decimal	8.5	8.5 hours

Entering Leave

1. Ensure that you are in the correct pay period.
2. Click on the Pay Code drop list arrow for the day you wish to enter leave.

TIMECARD

Person & Id Cross001, Katie (009905001)

Time Period Current Pay Period 6/08/2014 - 6/21/2014

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Sun 6/08					
	Mon 6/09					
	Tue 6/10					

3. From the dropdown list, select the pay code for the leave you wish to report. In this case, we have selected "Vacation Leave Taken".

TIMECARD

Person & Id Cross001, Katie (009905001)

Time Period Current Pay Period 6/08/2014 - 6/21/2014

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Sun 6/08					
	Mon 6/09	✓ Alternate Holiday Taken Bereavement-Sick Leave Taken ERIT-Empl. Reduction In Time FMLA-Sick FMLA-Vacation Jury Duty Leave without Pay Military Leave Not Paid Military Leave Paid Professional Development PTO Taken Sick Leave Taken Union Business Leave Vacation Leave Taken Workers' Comp-Sick Workers' Comp-Vacation Project Tracking Hours Worked				
	Tue 6/10					
	Wed 6/11					
	Thu 6/12					
	Fri 6/13					
	Sat 6/14					
	Sun 6/15					
	Mon 6/16					
	Tue 6/17					
	Wed 6/18					
	Thu 6/19					
	Fri 6/20					

4. Enter the number of leave hours taken in the amount field.
5. In the upper left corner, the word "Timecard" appears in orange to indicate that your entries have not been saved.

TIMECARD

Person & Id Cross001, Katie (009905001)

Time Period Current Pay Period 6/08/2014 - 6/21/2014

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Sun 6/08					
	Mon 6/09	Vacation Leave Taken	8.0			
	Tue 6/10					

Entering Leave

6. Click **Save**.
7. After saving, the word "Timecard" will change from orange to black.
8. CalTime will show that the "Timecard successfully saved".

TIMECARD 7

Person & Id Cross001, Katie (009905001)

Time Period Current Pay Period 6/08/2014 - 6/21/2014

Timecard successfully saved on: 6/18/2014 4:22PM 8

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer
	Sun 6/08				
	Mon 6/09	Vacation Leave Taken	8:00		

Employee Deleting Leave

In the event that leave was entered on the wrong day or you decided to not take the leave, you may need to entirely delete leave already entered.

Deleting Leave

1. Ensure that you are in the correct pay period.

TIMECARD

Person & Id Cross001, Katie (009905001)

Time Period Current Pay Period 6/08/2014 - 6/21/2014

Timecard successfully saved on: 6/18/2014 4:22PM

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Sun 6/08					

2. Go to the Pay Code cell for the line with the pay code that needs to be deleted. Click on the dropdown list arrow.

TIMECARD

Person & Id Cross001, Katie (009905001)

Time Period Current Pay Period 6/08/2014 - 6/21/2014

Timecard successfully saved on: 6/18/2014 5:20PM

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Sun 6/08					
	Mon 6/09					
	Tue 6/10					
	Wed 6/11					
	Thu 6/12					
	Fri 6/13					
	Sat 6/14					
	Sun 6/15					
	Mon 6/16	Vacation Leave Taken	8:00			
	Tue 6/17					

Deleting Leave

3. Select the blank row at the top of the pay code list (shown as a blue bar).

TIMECARD Person & Id Cross001, Katie (009905001)

Time Period Current Pay Period 6/08/2014

Timecard successfully saved on: 6/18/2014 5:20PM

Add Row	Date	Pay Code	Amount	In	Transfer
	Sun 6/08		<input type="text"/>	<input type="text"/>	<input type="text"/>
	Mon 6/09	Alternate Holiday Taken	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Tue 6/10	Bereavement-Sick Leave Taken	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Tue 6/10	ERIT-Empl. Reduction In Time	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Tue 6/10	FMLA-Sick	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Wed 6/11	FMLA-Vacation	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Thu 6/12	Jury Duty	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Thu 6/12	Leave without Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Fri 6/13	Military Leave Not Paid	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Fri 6/13	Military Leave Paid	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sat 6/14	Professional Development	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sun 6/15	PTO Taken	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sun 6/15	Sick Leave Taken	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sun 6/15	Union Business Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Mon 6/16	✓ Vacation Leave Taken	8:00	<input type="text"/>	<input type="text"/>
	Tue 6/17	Workers' Comp-Sick	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Tue 6/17	Workers' Comp-Vacation	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Wed 6/18	Project Tracking	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Thu 6/19	Hours Worked	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. In the corresponding amount field, delete the hours entered by highlighting the amount and either backspacing or deleting.

TIMECARD Person & Id Cross001, Katie (009905001)

Time Period Current Pay Period 6/08/2014

Timecard successfully saved on: 6/18/2014 5:20PM

Add Row	Date	Pay Code	Amount	In	Transfer
	Sun 6/08	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Mon 6/09	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Tue 6/10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Wed 6/11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Thu 6/12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Fri 6/13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sat 6/14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sun 6/15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Mon 6/16	<input type="text"/>	8:00	<input type="text"/>	<input type="text"/>
	Tue 6/17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Deleting Leave

5. Click **Save**.
6. After saving, the word "Timecard" will change from orange to black.
7. CalTime will show that the "Timecard successfully saved".

TIMECARD 6 Person & Id Cross001, Katie (009905001)

Time Period Current Pay Period 6/08/2014

i Timecard successfully saved on: 6/18/2014 5:42PM 7

Save
Approve
Comments →
Primary Account
Totals Summary
Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	
	Sun 6/08	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Mon 6/09	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Tue 6/10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Wed 6/11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Thu 6/12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Fri 6/13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sat 6/14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sun 6/15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Mon 6/16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee Changing/Correcting a Pay Code or Leave Hours

If a pay code is incorrect, you can change the pay code to another one. For example, if you originally planned a vacation day, but were sick instead, you can change the pay code.

NOTE:

If you wish to entirely delete leave already entered, refer to the previous section entitled "Employee Deleting Leave".

Change/Correct a Pay Code or Leave Hours

1. Ensure that you are in the correct pay period.

TIMECARD Person & Id Cross001, Katie (009905001)

Time Period Current Pay Period 6/08/2014 - 6/21/2014

i Timecard successfully saved on: 6/18/2014 4:22PM

Save
Approve
Comments →
Primary Account
Totals Summary
Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Sun 6/08	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Mon 6/09	Vacation Leave Taken	8:00	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Tue 6/10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Change/Correct a Pay Code or Leave Hours

2. Select the Pay Code using the drop list arrow for the line with the pay code that needs to be corrected.

TIMECARD Person & Id Cross001, Katie (009905001)
Time Period Current Pay Period 6/08/2014 - 6/21/2014

Timecard successfully saved on: 6/18/2014 4:22PM

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer
	Sun 6/08				
	Mon 6/09	Vacation Leave Taken	8:00		
	Tue 6/10				

3. From the **Pay Code** dropdown list, select the appropriate pay code.

TIMECARD Person & Id Cross001, Katie (009905001)
Time Period Current Pay Period 6/08/2014 - 6/21/2014

Timecard successfully saved on: 6/18/2014 4:22PM

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer
	Sun 6/08				
	Mon 6/09	Sick Leave Taken	8:00		
	Tue 6/10				
	Wed 6/11				
	Thu 6/12				

4. If needed, modify the hours in the Amount field.

TIMECARD Person & Id Cross001, Katie (009905001)
Time Period Current Pay Period 6/08/2014 - 6/21/2014

Timecard successfully saved on: 6/18/2014 6:08PM

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Sun 6/08					
	Mon 6/09	Sick Leave Taken	8:00			
	Tue 6/10					

Change/Correct a Pay Code or Leave Hours

5. Click **Save**.
6. After saving, the word "Timecard" will change from orange to black.
7. CalTime will show that the "Timecard successfully saved".

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Sun 6/08					
	Mon 6/09	Sick Leave Taken	8:00			
	Tue 6/10					

Creating New Rows in the Timecard for Multiple Entries in a Day (Example involving Leave Entry)

In some situations, you may need to add a row to accommodate more entries for a day. Previous examples involving time entry are covered in the previous section on "Creating New Rows in the Timecard for Multiple Entries in a Day". Here is another example involving leave entry. In this scenario, you are working a partial day and then taking sick time for a doctor's appointment.

Adding a Timecard Row for Additional Entries

1. Ensure that you are in the correct pay period. Current Pay Period is the default. If you need to access the Previous Time Period, select it from the **Time Period** dropdown list.
2. You enter time worked from 8 to 2:30pm. Since you have worked more than 6 hours, CalTime applies the automatic lunch deduction.

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Totals Daily
	Sun 7/06							
	Mon 7/07			8:00AM		12:00PM		
	Mon 7/07			1:00PM		5:00PM	8.0	8.0
	Tue 7/08			8:00AM		2:30PM	6.0	6.0
	Wed 7/09							

3. To add your sick time, you need to add a new row. Click on the "Insert Row" button to the left of the appropriate date.

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Totals Daily
	Sun 7/06							
	Mon 7/07			8:00AM		12:00PM		
	Mon 7/07			1:00PM		5:00PM	8.0	8.0
	Tue 7/08			8:00AM		2:30PM	6.0	6.0
	Wed 7/09							

Adding a Timecard Row for Additional Entries

4. CalTime will add a new row for the same day.
5. You can now enter the second leave for that day in the new row. Click on the Pay Code dropdown list to select the appropriate leave.

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Daily
	Sun 7/06							
	Mon 7/07			8:00AM		12:00PM		
	Mon 7/07			1:00PM		5:00PM	8.0	8.0
	Tue 7/08			8:00AM		2:30PM	6.0	6.0
	Tue 7/08							
	Wed 7/09							

6. From the Pay Code dropdown list, select the appropriate leave.

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Daily
	Sun 7/06							
	Mon 7/07			8:00AM		12:00PM		
	Mon 7/07			1:00PM		5:00PM	8.0	8.0
	Tue 7/08			8:00AM		2:30PM	6.0	6.0
	Tue 7/08	<div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Vacation Leave Taken <input type="checkbox"/> Sick Leave Taken <input type="checkbox"/> Absence-Holiday Taken <input type="checkbox"/> Bereavement-Sick Leave Taken <input type="checkbox"/> Callback Worked </div>						
	Wed 7/09							
	Thu 7/10							
	Fri 7/11							

7. Enter the leave hours taken in the amount field.

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Daily
	Sun 7/06							
	Mon 7/07			8:00AM		12:00PM		
	Mon 7/07			1:00PM		5:00PM	8.0	8.0
	Tue 7/08			8:00AM		2:30PM	6.0	6.0
	Tue 7/08	Sick Leave Taken	2					
	Wed 7/09							

Adding a Timecard Row for Additional Entries

8. Click **Save**.
9. After saving, the word "Timecard" will change from orange to black.
10. CalTime will show that the "Timecard successfully saved".
11. Your "Shift" and "Daily" totals account for 8 hours.

TIMECARD 9

Person & Id Matthews, Eli (009909000)
 Time Period Current Pay Period 7/06/2014 - 7/19/2014

i Timecard successfully saved on: 7/14/2014 4:14PM 10

Save
Approve
Primary Account
Totals Summary
Refresh

Add Row	Date 8	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 7/06	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Mon 7/07	<input type="text"/>	<input type="text"/>	8:00AM	<input type="text"/>	12:00PM		
	Mon 7/07	<input type="text"/>	<input type="text"/>	1:00PM	<input type="text"/>	5:00PM	8.0	8.0
	Tue 7/08	Sick Leave Taken	2.0	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Tue 7/08	<input type="text"/>	<input type="text"/>	8:00AM	<input type="text"/>	2:30PM	6.0	8.0

Removing the Added Row Used for Leave Entry

These are procedures for removing the added row used for leave entry. In the example where we originally entered sick time for a doctor's appointment, the appointment was cancelled.

Removing One of the Multiple Leave Entries

1. Ensure that you are in the correct pay period.

TIMECARD

Person & Id Matthews, Eli (009909000)
 Time Period Current Pay Period 7/06/2014 - 7/19/2014

i Timecard successfully saved on: 7/14/2014 4:14PM

Save
Approve
Primary Account
Totals Summary
Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 7/06	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Mon 7/07	<input type="text"/>	<input type="text"/>	8:00AM	<input type="text"/>	12:00PM		
	Mon 7/07	<input type="text"/>	<input type="text"/>	1:00PM	<input type="text"/>	5:00PM	8.0	8.0
	Tue 7/08	Sick Leave Taken	2.0	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Tue 7/08	<input type="text"/>	<input type="text"/>	8:00AM	<input type="text"/>	2:30PM	6.0	8.0

2. Go to the Pay Code cell for the line with the pay code that needs to be deleted. Click on the dropdown list arrow.

TIMECARD

Person & Id Matthews, Eli (009909000)
 Time Period Current Pay Period 7/06/2014 - 7/19/2014

i Timecard successfully saved on: 7/14/2014 4:14PM

Save
Approve
Primary Account
Totals Summary
Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 7/06	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Mon 7/07	<input type="text"/>	<input type="text"/>	8:00AM	<input type="text"/>	12:00PM		
	Mon 7/07	<input type="text"/>	<input type="text"/>	1:00PM	<input type="text"/>	5:00PM	8.0	8.0
	Tue 7/08	Sick Leave Taken ▼	2.0	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Tue 7/08	<input type="text"/>	<input type="text"/>	8:00AM	<input type="text"/>	2:30PM	6.0	8.0

Removing One of the Multiple Leave Entries

3. Select the blank row at the top of the pay code list (shown as a blue bar)

TIMECARD Person & Id: Matthews, Eli (009909000)
Time Period: Current Pay Period 7/06/2014 - 7/19/2014

Timecard successfully saved on: 7/14/2014 4:14PM

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Totals Daily
	Sun 7/06							
	Mon 7/07			8:00AM		12:00PM		
	Mon 7/07			1:00PM		5:00PM	8.0	8.0
	Tue 7/08	Vacation Leave Taken	2.0					
	Tue 7/08	Sick Leave Taken		8:00AM		2:30PM	6.0	8.0
	Wed 7/09							

4. Select the hours in the Amount field and use the delete or backspace button to erase the amount.

TIMECARD Person & Id: Matthews, Eli (009909000)
Time Period: Current Pay Period 7/06/2014 - 7/19/2014

Timecard successfully saved on: 7/14/2014 4:14PM

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Totals Daily
	Sun 7/06							
	Mon 7/07			8:00AM		12:00PM		
	Mon 7/07			1:00PM		5:00PM	8.0	8.0
	Tue 7/08		2.0					
	Tue 7/08			8:00AM		2:30PM	6.0	8.0

5. Click **Save**.
6. After saving, the word "Timecard" will change from orange to black.
7. CalTime will show that the "Timecard successfully saved".
8. Enter changes to your timecard to account for the remainder of your day.

TIMECARD Person & Id: Matthews, Eli (009909000)
Time Period: Current Pay Period 7/06/2014 - 7/19/2014

Timecard successfully saved on: 7/14/2014 4:28PM

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Totals Daily
	Sun 7/06							
	Mon 7/07			8:00AM		12:00PM		
	Mon 7/07			1:00PM		5:00PM	8.0	8.0
	Tue 7/08			8:00AM		2:30PM	6.0	6.0
	Wed 7/09							

Leave Entry for Employees on Alternative Work Schedules or Compressed 4/10 Workweeks

Employees with Alternative Work Schedules or Compressed workweeks should enter the number of their daily hours for vacation and full sick days. For example, if you work 10 hours a day for 4 days a week, you would enter 10 hours of leave (vacation, sick, etc.) per day.

Adding Comments For Leave Entered

Comments can be added to any pay code or time entry (in punch, out punch or pay code amount). The available comments are predefined and are accessible from a dropdown list. You may use a comment when it is pertinent to your situation. Comments, while available, are not required.

NOTE:

To add comments when entering time, please refer to the section entitled “Adding Comments for “Time Entered”.

Adding Comments For Leave Entered

In this example, you take sick leave to care for your sick child.

1. To add a comment to the leave entry, click on the “Comments” button after you have entered leave amount.

TIMECARD Person & Id Matthews006, Eli (009909006)
Time Period Current Pay Period 8/03/2014 - 8/16/2014

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Sun 8/03					
	Mon 8/04			8:00AM		4:30PM
	Tue 8/05			8:00AM		9:00AM
	Wed 8/06	Sick Leave Taken	8.0			

2. Click on the appropriate comment (shown highlighted in blue)

3. Then click on the right-pointing arrow.

COMMENTS Name: Matthews006, Eli

Wed 8/06 Sick Leave Taken 8.0 (pay code amount)

Available Comments

- Adjust Sick Leave
- Adjust Vacation Usage
- Approve Adjust Holiday Pay
- Authorize Adjust Overtime
- Blood Organ donations
- Curtailment
- Emergency Leave
- Employee Adjustment
- Family Illness
- Legal Leave

Selected Comments

OK Cancel

Adding Comments For Leave Entered

4. CalTime will place the comment in the "Selected Comment" section.

5. Click "OK"

COMMENTS Name: Matthews006, Eli

Wed 8/06 Sick Leave Taken 8.0 (pay code amount) **4**

Available Comments

- Adjust Sick Leave
- Adjust Vacation Usage
- Approve Adjust Holiday Pay
- Authorize Adjust Overtime
- Blood Organ donations
- Curtailment
- Emergency Leave
- Employee Adjustment
- Legal Leave
- Military Caregiver

Selected Comments

- Family Illness

5

6. When you return to your timecard view, you will see a Comments icon next to the "In" cell.

If you hover your mouse pointer over the icon, CalTime will display the "Family Illness" comment.

TIMECARD Person & Id Matthews006, Eli (009909006)

Time Period Current Pay Period

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Tr
	Sun 8/03				
	Mon 8/04			8:00AM	
	Tue 8/05			8:00AM	
	Wed 8/06	Sick Leave Taken	8.0		
	Thu 8/07				
	Fri 8/08				
	Sat 8/09				

Family Illness

Deleting Comments Entered

The steps for deleting a comment associated with a leave entry are the same as those for deleting comments associated with time entry. Please refer to the section entitled "Deleting Comments Entered" for more information.

Reviewing Your Timecard

Reviewing Your Timecard																																																																																		
<p>1. From the Timecard, ensure that you are accessing the correct time period.</p>	<p>TIMECARD Person & Id Cross001, Katie (009905001) Time Period Previous Pay Period 6/22/2014 - 7/05/2014</p> <p>Save Approve Comments → Primary Account Totals Summary Refresh</p> <table border="1"> <thead> <tr> <th>Add Row</th> <th>Date</th> <th>Pay Code</th> <th>Amount</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th colspan="2">Totals</th> </tr> <tr> <td></td> <td>Sun 6/22</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Shift</td> <td>Daily</td> </tr> </thead> <tbody> <tr> <td></td> <td>Sun 6/22</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals			Sun 6/22						Shift	Daily		Sun 6/22																																																													
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<p>3. Check your “Shift” and “Daily” totals to ensure that they add up to the hours of expected work.</p> <p>4. If you worked outside your regular schedule (e.g., you worked night instead of day), make sure that your supervisor has entered a work rule transfer that will give you the proper overtime and shift differentials.</p>	<p>TIMECARD Person & Id Cross001, Katie (009905001) Time Period Range of Dates 6/22/2014 7/22/2014</p> <p>Save Approve Primary Account Totals Summary Refresh</p> <table border="1"> <thead> <tr> <th>Add Row</th> <th>Date</th> <th>Pay Code</th> <th>Amount</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th colspan="2">Totals</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Shift</td> <td>Daily</td> </tr> </thead> <tbody> <tr> <td></td> <td>Sun 6/22</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Mon 6/23</td> <td></td> <td></td> <td>8:00AM</td> <td></td> <td>4:30PM</td> <td>8.5</td> <td>8.5</td> </tr> <tr> <td></td> <td>Tue 6/24</td> <td></td> <td></td> <td>8:00AM</td> <td></td> <td>4:30PM</td> <td>8.0</td> <td></td> </tr> <tr> <td></td> <td>Tue 6/24</td> <td></td> <td></td> <td>7:00PM</td> <td></td> <td>10:00PM</td> <td>3.0</td> <td>11.0</td> </tr> <tr> <td></td> <td>Wed 6/25</td> <td></td> <td></td> <td>3:00PM</td> <td>:KB_NonEx_OTP 08 Eve</td> <td>11:30PM</td> <td>8.0</td> <td>8.0</td> </tr> <tr> <td></td> <td>Thu 6/26</td> <td></td> <td></td> <td>8:00AM</td> <td></td> <td>4:30PM</td> <td>8.5</td> <td>8.5</td> </tr> <tr> <td></td> <td>Fri 6/27</td> <td></td> <td></td> <td>8:00AM</td> <td></td> <td>4:30PM</td> <td>8.0</td> <td>8.0</td> </tr> </tbody> </table>	Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals									Shift	Daily		Sun 6/22									Mon 6/23			8:00AM		4:30PM	8.5	8.5		Tue 6/24			8:00AM		4:30PM	8.0			Tue 6/24			7:00PM		10:00PM	3.0	11.0		Wed 6/25			3:00PM	:KB_NonEx_OTP 08 Eve	11:30PM	8.0	8.0		Thu 6/26			8:00AM		4:30PM	8.5	8.5		Fri 6/27			8:00AM		4:30PM	8.0	8.0
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Reviewing Your Timecard

5. If you see red boxes on your timecard, you may hover your cursor on the red box. CalTime will tell you what the red box means.

6. If you skipped a lunch or took a longer lunch, make sure you or your supervisor made the proper adjustments.

7. To review your overtime, comp time, shift differential, etc., click on the **"Totals Summary"** button.

TIMECARD Person & Id Cross001, Katie (009905001)

7 **Time Period** Range of Dates 6/22/2014 7/22/2014

Save Approve Primary Account **Totals Summary** Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Totals Daily
	Sun 6/22							
	Mon 6/23			8:00AM		4:30PM	8.5	8.5
	Tue 6/24			8:00AM		4:30PM	8.0	
	Tue 6/24			7:00PM		10:00PM	3.0	11.0
	Wed 6/25			3:00PM	;KB_NonEx_OTP 08 Eve	11:30PM	8.0	8.0
	Thu 6/26			8:00AM		4:30PM	8.5	8.5
	Fri 6/27			8:00AM		4:30PM	8.0	8.0
	Sat 6/28							

8. CalTime displays a Totals Summary window.

9. Review the Pay Code Summary section. Ensure that the proper pay codes are used.

10. Review the (total) hours

11. If you find any discrepancies, notify your supervisor.

TOTALS SUMMARY Name: Cross001, Katie

Time Period Range of Dates (6/22/2014 - 7/22/2014)

ACCOUNT SUMMARY

Account	Pay Code	Money	Hours
-/-/009915001/009905001/Training Set 001/-			
-/-/Parkinson001, Deborah/Cross001, Katie/Training Set for the 001 Employee Set/-			
	Overtime Double		0.5
	Overtime Premium		8.5
	Regular		92.0
	Shift Diff Evening		8.0

PAY CODE SUMMARY

Pay Code	Money	Hours
Overtime Double		0.5
Overtime Premium		8.5
Regular		92.0
Shift Diff Evening		8.0
Totals	0.00	109.0

OK Primary Account

Timecard Approval

Employee Timecard Approval

Before approving your timecard, review the time entry, job transfers, work rule transfers and leave entry for completeness and accuracy. Make any corrections that are necessary. Your supervisor may need to make certain corrections, especially if the corrections require work rule transfers (that only your supervisor can make).

NOTE:

For details on how to review your timecard, please refer to the section entitled “Reviewing Your Timecard”.

After you finish your time entry, leave entry and review of your timecard, you need to approve it. Remember, approval of your timecard also signifies that you are finished with timecard entry for the pay period. Your approval is submission of your timecard and an indication to your supervisor that you are done with your timecard.

The deadline for timecard approval is the employee’s last work day of the biweekly pay period (which closes on Saturday at 11:59 pm. For example, if your last day worked is Friday, you should review and approve your timecard by end of day Friday.

By the end of day on the Monday following the biweekly pay period close, your supervisor will review your timecard for accuracy and approve it if no adjustments need to be made. Once your supervisor approves your timecard, it is locked from further changes.



ALERT:

If you need to make leave entries or adjustments and your timecard is locked, notify your supervisor so that corrective action can be taken.

Timecard Approval

1. If the timecard is complete and accurate click on the “**Approve**” button.

TIMECARD									
		Person & Id Cross001, Katie (009905001)							
		Time Period		Range of Dates		6/22/2014		7/05/2014	
<div style="display: flex; justify-content: space-between;"> Save Approve Primary Account Totals Summary Refresh </div>									
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals		
							Shift	Daily	
	Sun 6/22	<input type="text"/>	<input type="text"/>		<input type="text"/>				
	Mon 6/23	<input type="text"/>	<input type="text"/>	8:00AM	<input type="text"/>	4:30PM	8.5	8.5	
	Tue 6/24	<input type="text"/>	<input type="text"/>	8:00AM	<input type="text"/>	4:30PM	8.0		
	Tue 6/24	<input type="text"/>	<input type="text"/>	7:00PM	<input type="text"/>	10:00PM	3.0	11.0	
	Wed 6/25	<input type="text"/>	<input type="text"/>	3:00PM	;KB_NonEx_OTP 08 Eve	11:30PM	8.0	8.0	

Timecard Approval

2. Once approved, a confirmation appears.

TIMECARD Person & Id Cross001, Katie (009905001)
Time Period Range of Dates 6/22/2014 7/05/2014

Approvals: 2
Timecard Approval by Employee (kcross001): 7/05/2014

Remove Approval Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 6/22							
	Mon 6/23			8:00AM		4:30PM	8.5	8.5
	Tue 6/24			8:00AM		4:30PM	8.0	
	Tue 6/24			7:00PM		10:00PM	3.0	11.0
	Wed 6/25			3:00PM	;KB_NonEx_OTP 08 Eve 30d	11:30PM	8.0	8.0

Employee Removing Timecard Approval

If you need to make changes to your timecard after approving it, you need to first remove your approval to unlock your timecard for the update. However, if your supervisor has already approved your time, your timecard is locked for changes. Notify your supervisor if your timecard needs to be edited.

Removing Timecard Approval

1. To remove timecard approval, click on the "Remove Approval" button.

2. Once approval is removed, update your timecard and then click the "Approval" button.

TIMECARD Person & Id Cross001, Katie (009905001)
Time Period Range of Dates 6/22/2014 7/05/2014

Approvals: 1
Timecard Approval by Employee (kcross001): 7/05/2014

Remove Approval Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Sun 6/22							
	Mon 6/23			8:00AM		4:30PM	8.5	8.5
	Tue 6/24			8:00AM		4:30PM	8.0	
	Tue 6/24			7:00PM		10:00PM	3.0	11.0
	Wed 6/25			3:00PM	;KB_NonEx_OTP 08 Eve 30d	11:30PM	8.0	8.0

How to Add or Correct Entries for Prior Pay Periods (Historical Edits)

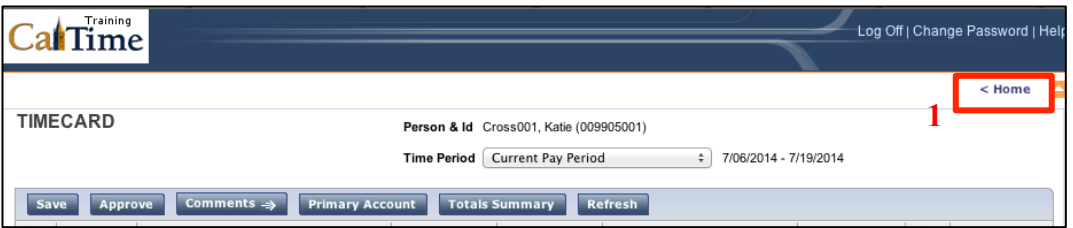
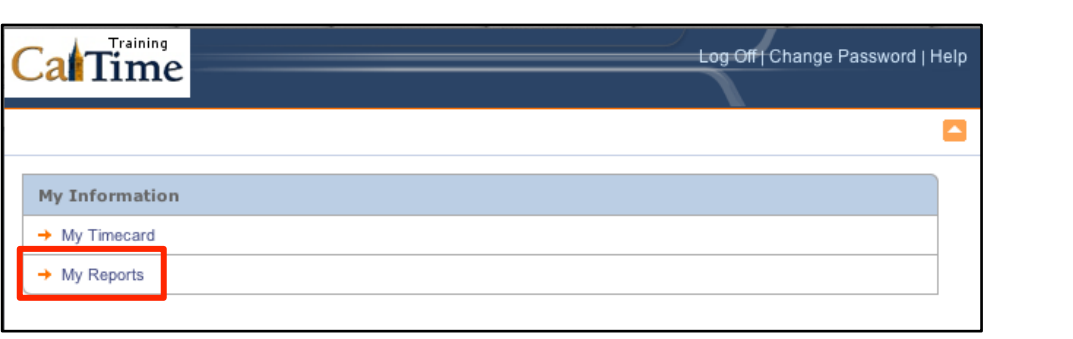
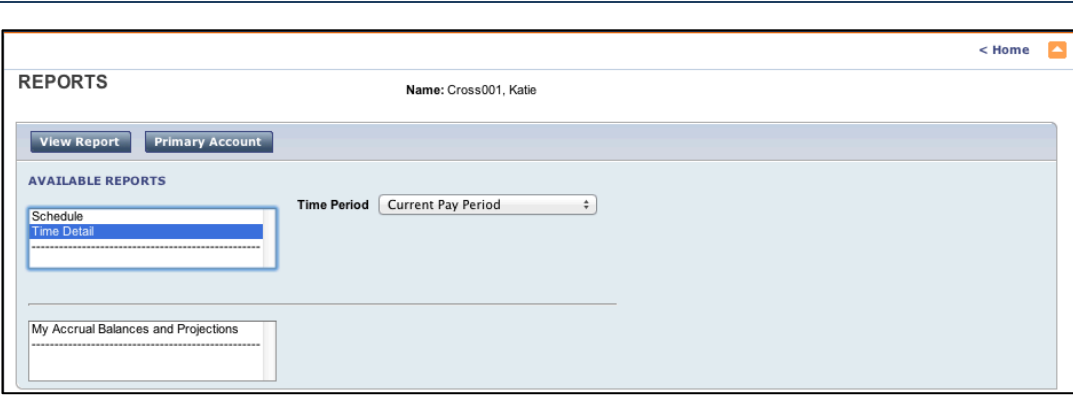
Once a pay period is closed and the timecard has been submitted to payroll for processing, any changes to that timecard would be considered Historical Edits. If you need to add or change entries for prior pay periods, contact your supervisor. Your supervisor will work with a timekeeper to make the necessary corrections. Historical edits may adjust your pay or leave balances, depending on the type of correction. Here are examples of when historical edits are necessary:

- Leave that was not recorded
- Leave recorded, but not taken
- Leave recorded incorrectly
- Time entry that required a work rule transfer (by the supervisor) to properly account for overtime, shift differential, etc.
- Missed time entry that was not corrected
- Time entry assigned to the wrong job (for employees with multiple jobs)

Generating Employee Reports

Time Detail Report – Timecard Information

The Time Detail Report shows the time and leave entered into the employee’s timecard for a specified period of time. In addition, the report will show totals for overtime, comp time, shift differential, etc.

Viewing the Time Detail Report	
<p>1. Go to the Home screen shown.</p> <p>2. Depending on where you are within the CalTime application, you can click on “Home” to get to the home screen.</p>	
<p>2. From the home screen, click on “My Reports”</p>	
<p>3. Select “Time Detail” (highlighted in blue)</p>	

Viewing the Time Detail Report

- Select the Time Period from the dropdown list for the period you wish to view.
- Then click the **View Report** button.

REPORTS Name: Cross001, Katie

5 Primary Account

AVAILABLE REPORTS

Schedule
Time Detail

Time Period **4**

- Previous Pay Period
- Current Pay Period
- Next Pay Period
-
- Previous Schedule Period
- Current Schedule Period
- Next Schedule Period
-
- Today
- Yesterday
- Week to Date
- Last Week
-
- Specific Date
- Range of Dates

My Accrual Balances and Projections

- The top portion of the report shows the time entry and any leave. It also shows work rule transfers performed by your supervisor.
- The bottom portion of the report shows the totals for overtime, comp time, regular time and shift differential.

Time Period: Previous Pay Period
Dates: 6/22/2014 - 7/05/2014 Printed: 7/10/2014

Name: Cross001, Katie ID: 009905001 Pay Rule: KB_NonEx_OTP 08 Day 30d
Primary Account(s): 5/22/2014 - forever -!-/009915001/009905001/Training Set 001/-

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	(\$)Amt	Adj/Ent Amount	Totalled Amount	Cum. Tot. Amount	Absence
Sun 6/22									0:00	
Mon 6/23		8:00AM		4:30PM	CD			8:30	8:30	
Tue 6/24		8:00AM		4:30PM				8:00	8:00	
Tue 6/24		7:00PM		10:00PM				3:00	19:30	
Wed 6/25		3:00PM		11:30PM				8:00	27:30	
Thu 6/26		8:00AM		4:30PM				8:00	35:30	
Fri 6/27		8:00AM		4:30PM				8:00	43:30	
Sat 6/28									43:30	
Sun 6/29									43:30	
Mon 6/30		8:00AM		4:30PM				8:00	51:30	
Tue 7/01		8:00AM		4:30PM				8:00	59:30	
Wed 7/02		8:00AM		4:30PM				8:00	67:30	
Thu 7/03		8:00AM		4:30PM				8:00	75:30	
Fri 7/04	[Independence Day]						0:00		75:30	
Sat 7/05									75:30	
Totals						0.00	0:00	75:30	75:30	

6

Account Summary	Pay Code	Money	Hours
-!-/009915001/009905001/Training Set 001/-			
	Overtime Premium		3:30
	Regular		72:00
	Shift Diff Evening		8:00
Pay Code Summary			
	Pay Code	Money	Hours
	Overtime Premium		3:30
	Regular		72:00
	Shift Diff Evening		8:00
Totals		0.00	83:30

7

Accrual Balances Report – Report of Comp Time, Sick and Vacation Balances

Accrual Balances Overview

The Payroll Personnel System (PPS) is the official record for accrual balances, sometimes referred to as leave balances. All leave balance data in CalTime is derived solely from PPS.

- On the Thursday following each biweekly pay period, PPS calculates the leave balance for every non-exempt employee and passes that information to CalTime.
- Accruals (Vacation and sick leave) earned are posted to PPS on the first of the month.
- Accruals earned will be included in the biweekly cycle that covers the first of the month. On the Thursday following this pay period, you will see your balance increased by the amount of vacation and sick leave earned.
- As comp time, vacation leave and sick leave are taken and enter into CalTime, CalTime balances will update immediately.
- Aside from accruals earned, in certain cases, there are changes to leave balance in CalTime via the information passed from PPS. For example if Leave without Pay, Catastrophic Leave, or Military Leave are taken, leave balances will be adjusted accordingly.

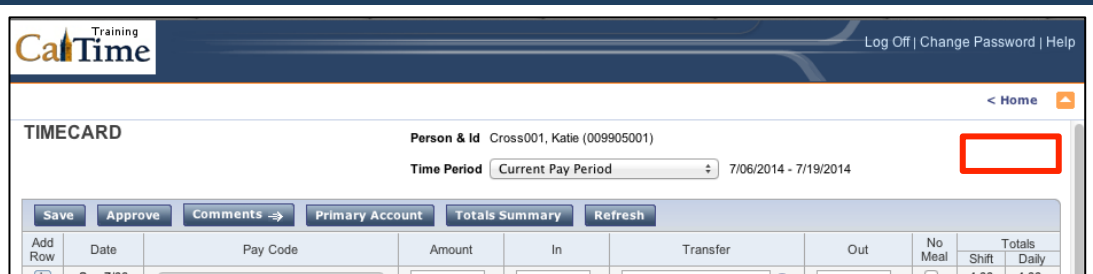
Viewing the Accrual Balance Report

NOTE:

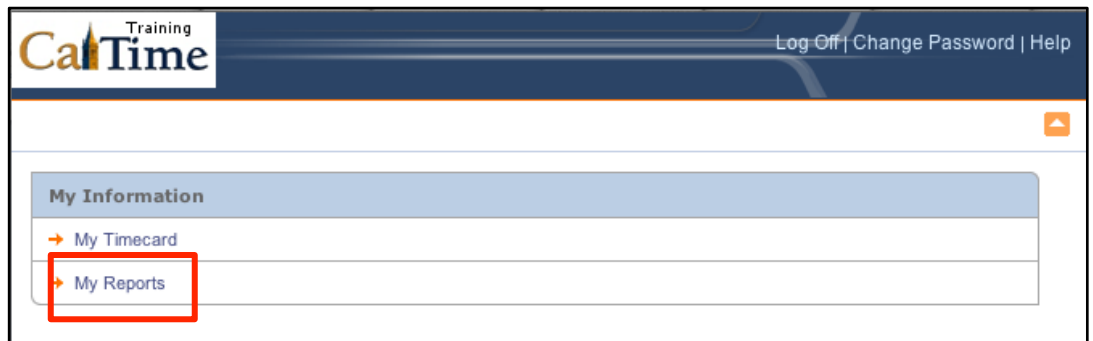
The report is titled “My Accrual Balance and Projections”. Please note that CalTime does not provide projections.

Viewing the Accrual Balance and Projections Report

1. Go to the home screen shown in step 2. Depending on where you are within the CalTime application, you can click on “Home” to get to the home screen.



2. From the home screen, click on “My Reports”



Viewing the Accrual Balance and Projections Report

3. Select “My Accrual Balances and Projections”

The screenshot shows the 'REPORTS' section for user 'Cross001, Katie'. There are two buttons at the top: 'View Report' and 'Primary Account'. Below them is the 'AVAILABLE REPORTS' section. The 'Time Period' is set to 'Current Pay Period'. Under 'AVAILABLE REPORTS', there are two options: 'Schedule Time Detail' and 'My Accrual Balances and Projections'. The 'My Accrual Balances and Projections' option is highlighted with a red box.

4. Enter the **As Of** date for your report by clicking on the calendar icon.

The screenshot shows the 'AVAILABLE REPORTS' section with 'Time Period' set to 'Specific Date'. Below this, there is an 'As Of' field with a calendar icon to its right. The calendar icon is highlighted with a red box and the number '4' is placed above it.

5. CalTime will present a calendar. From the calendar, select the **As Of** date.
6. Then click on the “View Report” button.

The screenshot shows the 'AVAILABLE REPORTS' section with 'Time Period' set to 'Specific Date'. A calendar pop-up is displayed over the 'View Report' button, which is highlighted with a red box and the number '6' is placed above it. The calendar shows the month of July 2014, with the date 24 highlighted in blue.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Viewing the Accrual Balance and Projections Report

6. CalTime will display the report. The various categories of leave balances are listed on the left. Vacation Maximum is also listed.

7. The “Period Ending Balance” column will show you the ending balance as of the date you selected.

MY ACCRUAL BALANCES AND PROJECTIONS							
Return							
Date Selected: 7/09/2014 Name: Cross001, Katie				Printed: 7/10/2014 ID: 009905001			
Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
CTO Bank Payout	Hour	0:00	7/09/2014	0:00	0:00	0:00	0:00
CTO Bank Period 1	Hour	0:00	7/09/2014	0:00	0:00	0:00	0:00
CTO Bank Period 2	Hour	0:00	7/09/2014	0:00	0:00	0:00	0:00
Sick Leave	Hour	40:00	7/09/2014	0:00	0:00	40:00	40:00
Vacation	Hour	80:00	7/09/2014	0:00	0:00	80:00	80:00
Vacation Maximum	Hour	0:00	7/09/2014	0:00	0:00	0:00	0:00

Resources

CalTime Support

For help using the CalTime system or to report any CalTime system issue, please submit a help request to the CalTime Help Desk by sending an email to: caltime@berkeley.edu

CalTime Training

Training information for non-exempt employees can be found in the [Training section of the CalTime website](#). A variety of training resources are available, including:

- On-line Tutorials
- Guides and job aids
- Training classes, both hands-on and demonstrations