CalTime

Non-Exempt Employee Terminal User Guide

Table of Contents

Introduction

Welcome to CalTime, UC Berkeley's timekeeping system. This manual is a step-by-step user guide for non-exempt employees who perform their timekeeping using terminals (time clocks.) Using a terminal, non-exempt employees report the time they start and stop work at **the actual time it happens or in RealTime**.

Using the terminal, you can:

- Enter the time (hours) you've worked
- Clock in to specific jobs, contracts or grants
- Access your timecard
- See your overtime and shift differential
- Access your vacation, sick leave, and comp time balances
- View your schedule

If you are unsure whether you are supposed to use a terminal for timekeeping, please ask your supervisor.

Non-Exempt 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

Time Entry

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

Leave Entry

ALERT:

Leave entry for employees (who enter time via terminal) will vary by department. You will need to work with your supervisor to determine how your leave will be entered. There are two possible ways to do it:

- Your supervisor will enter leave on your behalf
- You will be given access to a PC/MAC to enter your own leave

In either case, you are responsible for ensuring that leave is accurately entered into your timecard.

It is recommended that you review your timecard regularly and no later than the last day of the pay period to make sure that all your work hours and leave taken have been entered properly.

By end of day 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.

Introduction to the Terminal

As a RealTime Terminal employee, you will use a terminal to punch in and out and access other information. The figure below shows the key components of the CalTime terminal along with a description.

Components of the CalTime Terminal

1. **Badge reader** – Employees swipe their Cal1 ID Card through the badge reader to punch in and out, and to authenticate themselves for other actions.

2. **Indicator lights** – The indicator light will flash to green to let you know that the card was read successfully. The light will flash red if the terminal could not read your card.

3. **Soft keys** – Touch the icon on the screen to view the following information:

   - **View My Timecard –** Displays time and leave entered on your timecard, as well as job transfers
   - **View My Schedule –** Displays your schedule, including start and end times for upcoming shifts. *Note:* Not all employees have schedules. Creation of schedules is a departmental decision.
   - **View My Total Hours –** Provides a summary of the various hours worked (Regular Time, Overtime, Shift Differential)
   - **View My Leave Balances –** Displays totals of accrued leave balances (Vacation, Sick, Comp Time, etc.)
   - **Transfer –** Used to transfer your time entered to another job (if you have more than one), contract or grant.
   - **Type S Transfer (only available to specific departments)** – It's a special transfer type used to charge hours based on location, event or some other criteria.
   - **Approve My Timecard —** Will not be used.

4. **Home Button** – Use to return to the main terminal screen shown above.

5. **Languages –** Allows you to display information in other languages. Supported languages include English, Spanish, Cantonese, and Mandarin.

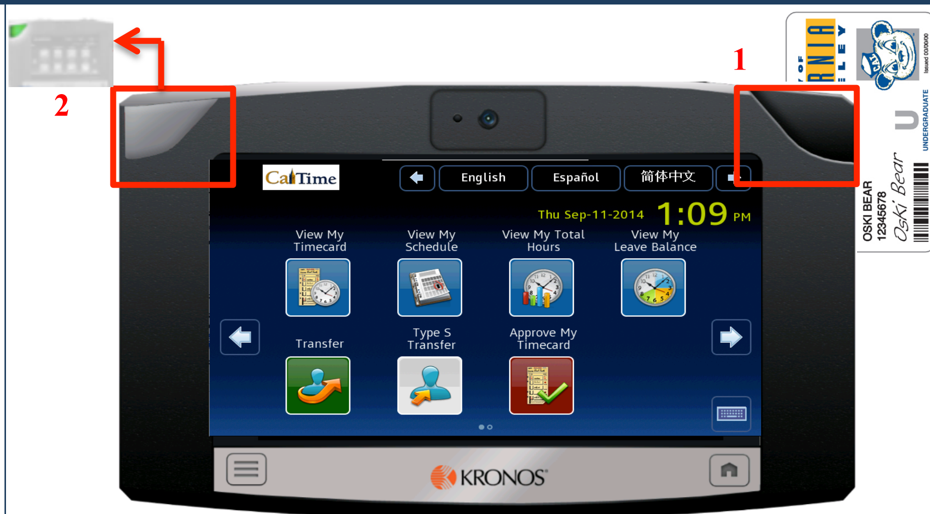
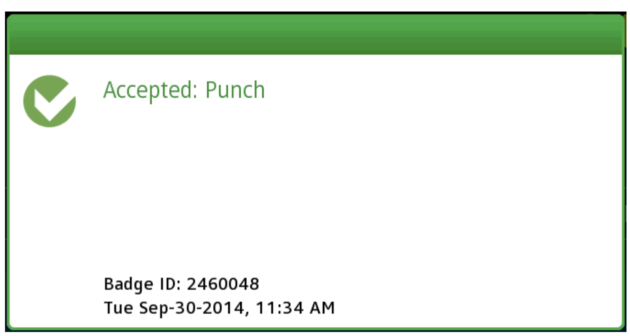
Time Entry

Employee Recording a Punch

As a Non-exempt RealTime employee, you must punch in and out **at the start and at the end of your shift**. As you will see in the "Accounting for Lunch" section, **you do not need to clock in and out for lunch**.

ALERT:

If you have more than one job, or wish to associate time with a contract or grant, use the steps in the section "Entering Time If You Work Multiple Jobs, or on Contracts, or Grants."
The steps in this section are for employees with only one job, or who do not charge time to contracts and grants.

Recording a Punch	
1. Swipe your Cal1 ID card (with the magnetic strip facing away) through the card reader. 2. If the punch is successful, the indicator light will flash green and you will hear a single tone.	
3. The terminal will also display an "Accepted: Punch" message.	

Punch Error Messages

If your punch is rejected, the indicator light flashes red. Look for the error message on the terminal display:

- Error Reading Badge – You may have swiped your card improperly. Try again.
- Unknown Home Employee – See your supervisor.
- Rejected Punch – You are attempting to punch too soon after your previous punch. You need to wait for at least 1 minute between punches.

Rounding and Grace Periods for Time Entered

For start and end of each day/shifts, all time stamps collected via CalTime are rounded according to a 7-minute grace period before and after each quarter-hour mark. The grace period is 7 minutes before the quarter hour and 7 minutes after the quarter hour.

Examples:

If an employee punches in at 7:23am, the system records and displays the time in CalTime as 7:23am, but for the purpose of calculating the number of hours to be paid, the system will round the time (internally) to 7:30am. Similarly, if an employee punches out at 4:05pm, the system records and displays 4:05pm but will round the time internally to 4:00pm.

Here's a chart of how rounding and the grace period will be applied:

Grace Period (Punch in or out time)	Quarter Hour (Time used to calculate pay)
:53 to :07 (e.g., 6:53am to 7:07am)	00 (e.g., 7:00am)
:08 to :22 (e.g., 7:08am to 7:22am)	15 (e.g., 7:15am)
:23 to :37 (e.g., 7:23am to 7:37am)	30 (e.g., 7:30am)
:38 to :52 (e.g., 7:38am to 7:52am)	45 (e.g., 7:45am)

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, your supervisor will need to adjust your timecard to ensure that the proper lunch is noted on the timecard.

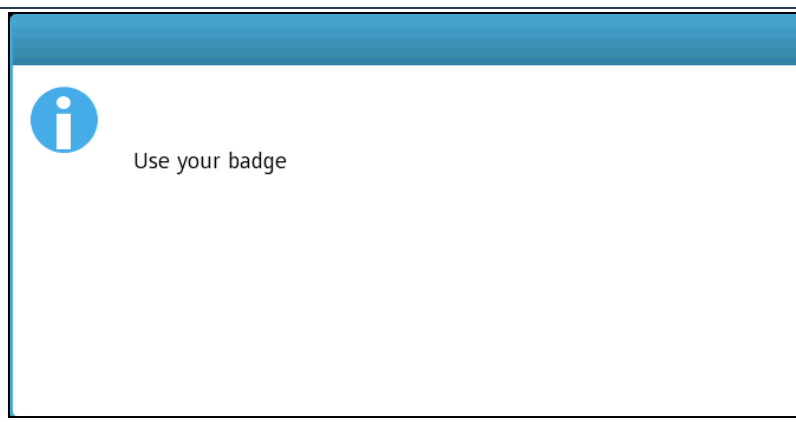
NOTE:
By law, you are required to take a lunch of at least 30 minutes after 5 hours of work.

Standard Transfers - Entering Time If You Work Multiple Jobs, or on a Contract or Grant

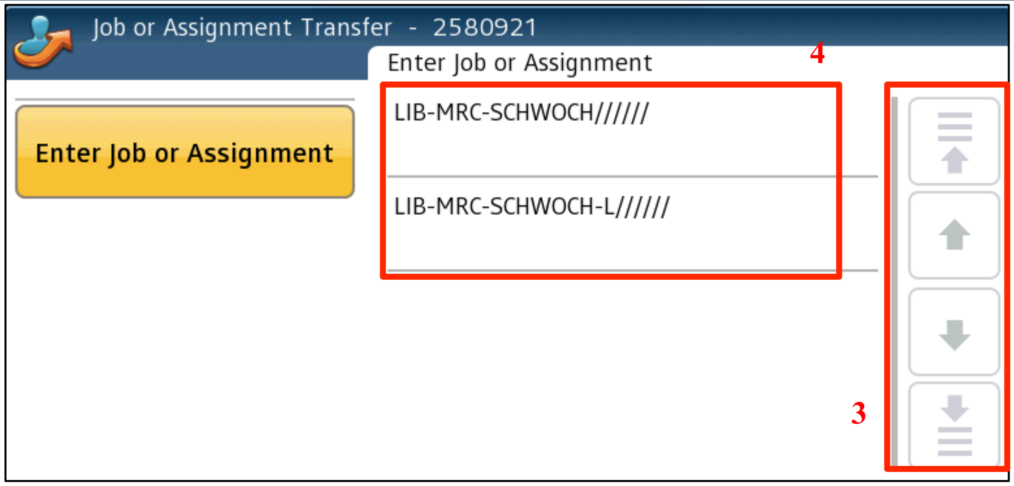
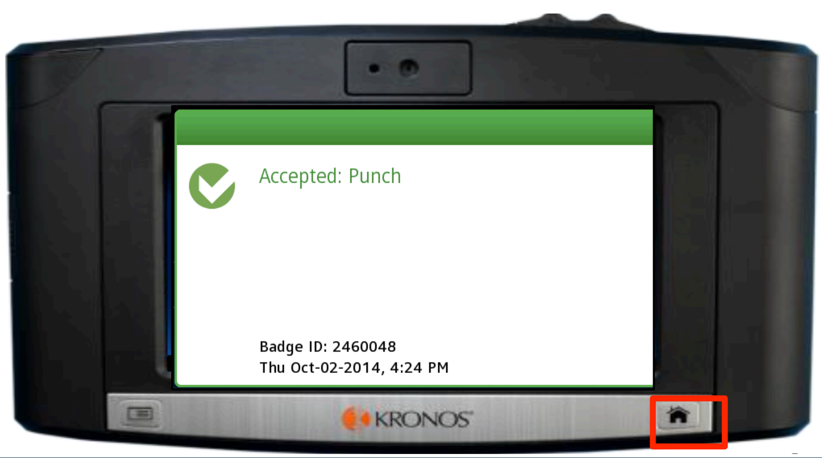
ALERT: If you are an employee with multiple jobs, you must always use the **Standard Transfer** function to select the job and then punch in. This ensures that you are charging your time to the proper job. The only time you do not select a job is when you punch out for lunch or punch out for the day.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

If you are 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.

As a non-exempt employee, you may need to charge your time to different jobs (if you have more than one), contracts or grants. Each job, contract or grant could be tied to different funding sources or chartstrings. To associate your time to a particular job, contract or grant, you will need to use the **Standard Transfer** function. When using the **Standard Transfer** function, you select the job, contract or grant from the dropdown list, which shows all of your available jobs, contracts and grants. If you need help selecting the proper job, contract or grant name from the list, consult with your supervisor.

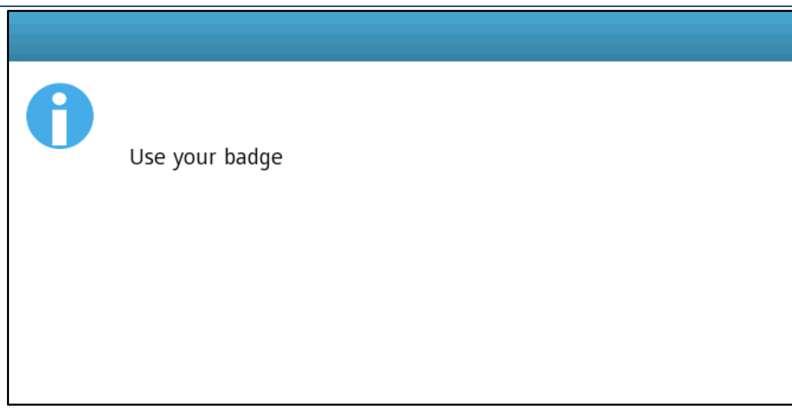
<table>
<tr><th colspan="2">Entering Time If You Work Multiple Jobs, or on Contracts or Grants</th></tr>
<tr><td>1. Press the Standard Transfer soft key.</td><td>
</td></tr>
<tr><td>2. CalTime will instruct you to Use your badge.
3. Swipe you ID Card.</td><td>
</td></tr>
</table>

<table>
<tr><th colspan="2">Entering Time If You Work Multiple Jobs, or on Contracts or Grants</th></tr>
<tr><td>3. If you have a long list of jobs, contracts or grants, you can scroll through the list.

4.Tap your finger on the job, contract or grant for the shift that you are starting.</td><td>
</td></tr>
<tr><td>5. CalTime displays a message “Accepted: Job or Assignment Transfer.”</td><td>
</td></tr>
<tr><td>Other Actions:
To punch out of the job, you can simply swipe you badge.
To punch into a different job, repeat the Standard Transfer steps.
Press the Home key to return to the main menu.</td><td>
</td></tr>
</table>

Special Transfer (for specific departments only)

Standard Transfers are used to charge time to specific jobs, contracts or grants for that specific employee. Special Transfers charge time based on jobs (contracts or grants), along with some other criteria such as location, event, etc. Only specific departments are set up for Special Transfers. Your supervisor will advise you if you need to perform Special Transfers.

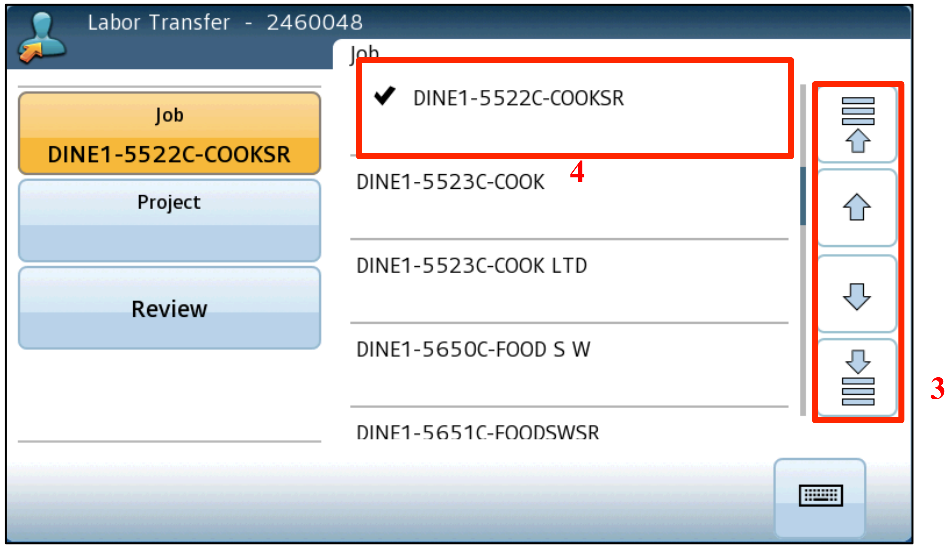
Entering Time Using Special Transfer	
1. Press the **Special Transfer** soft key.	
2. CalTime will instruct you to **Use your badge.** 3. Swipe you ID Card.	

Entering Time Using Special Transfer

3. If you have a long list of jobs, contracts or grants, you can scroll through the list.

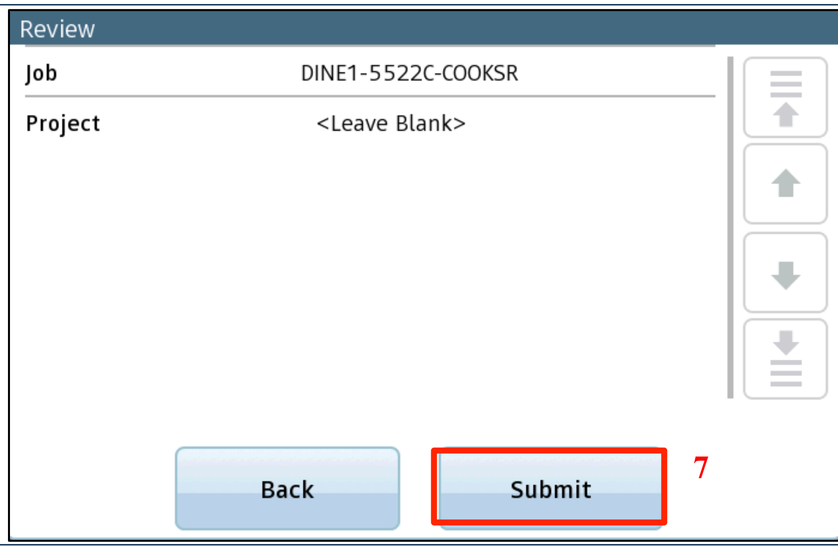
4.Tap your finger on the job, contract or grant for the shift that you are starting.

5. Tap the **Review** button.

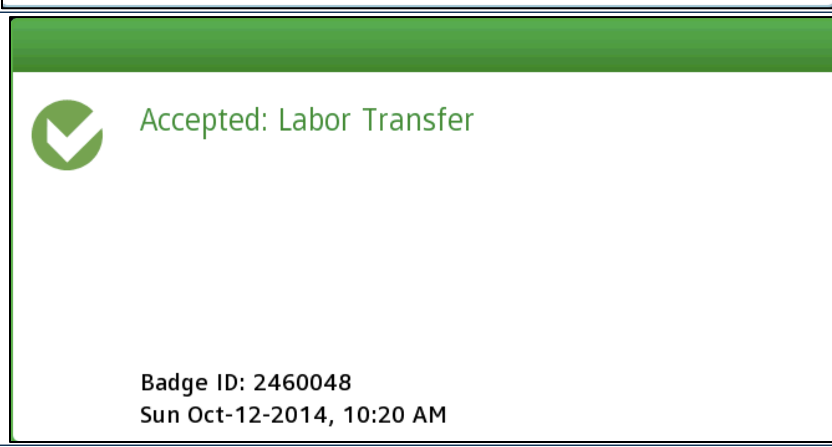


6. CalTime displays the Review screen. Verify that the job listed is correct. The project listed should say **Leave Blank**.

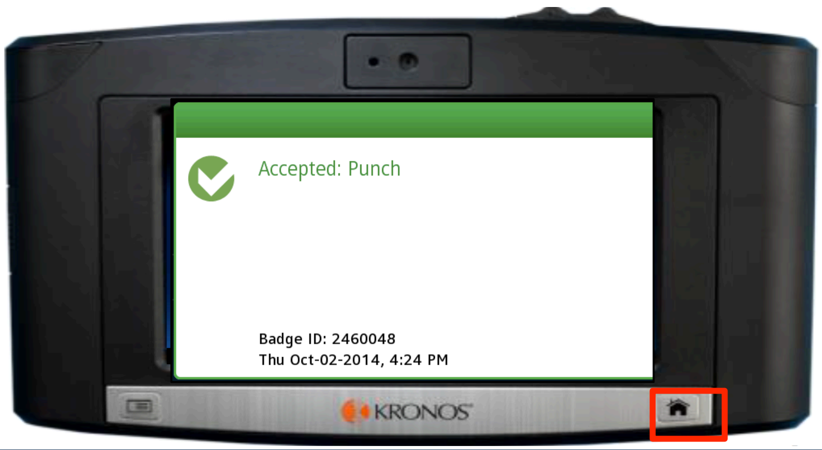
7. Tap the **Submit** button.



5. CalTime displays a message “Accepted: Labor Transfer.”



Entering Time Using Special Transfer

Other Actions:	
• To punch out of the job, you can simply swipe you badge. • To punch into a different job, repeat the Special Transfer steps. • Press the **Home** key to return to the main menu.	

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

In CalTime, a pay rule profile is set up for each 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

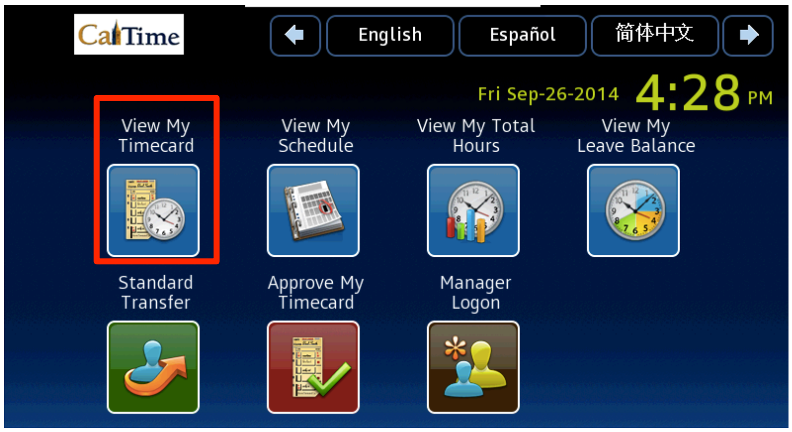
Coordination with Your Supervisor on Schedule Changes, Callback, On-Call and Lunch Changes

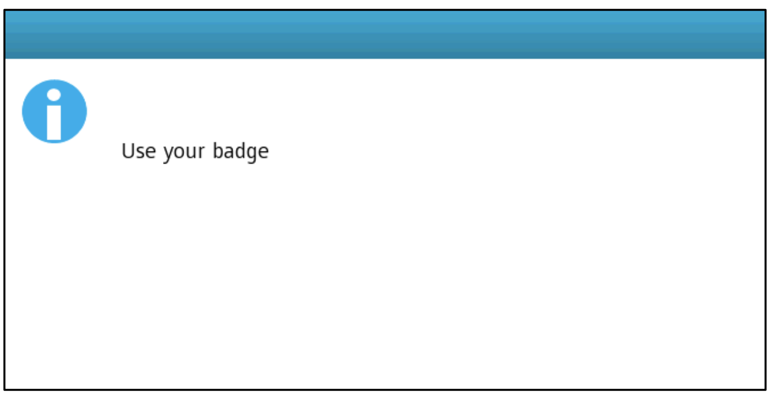
CalTime calculates how you will be paid based on your pay rule profile. Any time your schedule deviates from that profile, your supervisor must perform changes (work rule transfers, adjustments to the lunch deduction) to ensure that you are paid correctly. For example, work rule transfers or adjustments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

- You work a different shift that qualifies for shift differential pay, for example 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

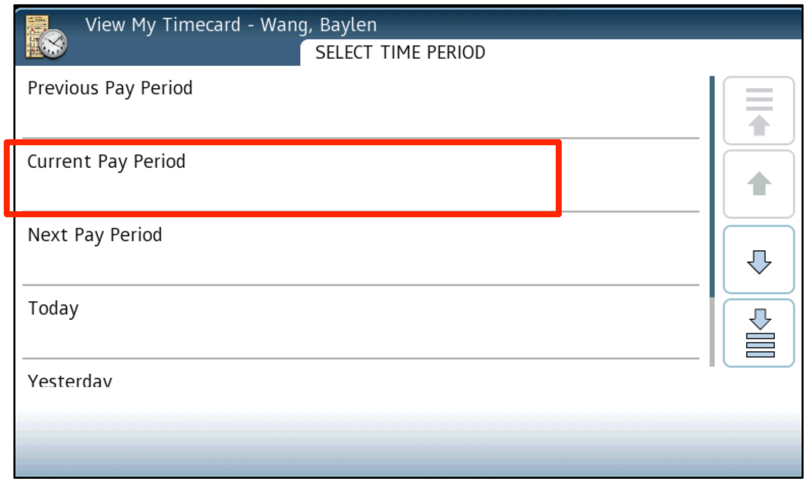
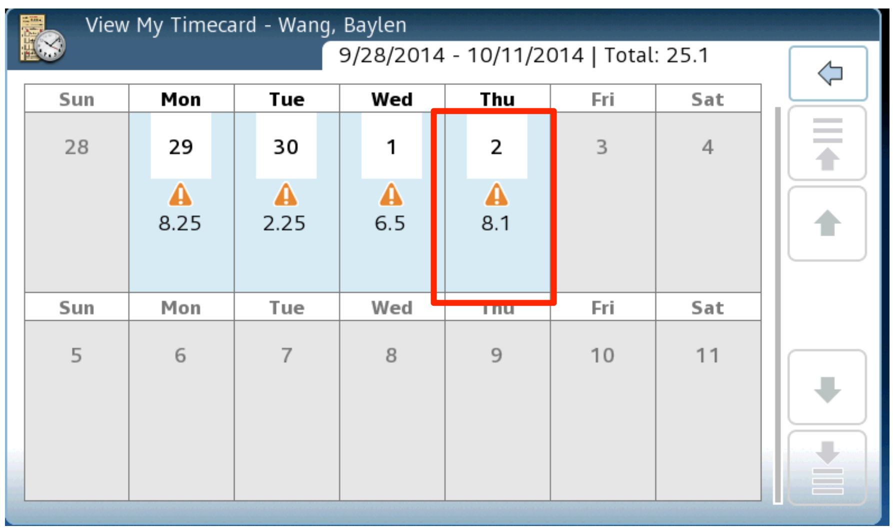
View My Timecard

It is recommended that you check your timecard frequently to ensure that your hours are recorded correctly. The **View My Timecard** function, along with the **View My Total Hours** function, allows you to check that any potential overtime, comp time, shift differentials, etc. is properly calculated. If you find errors, work with your supervisor to resolve the problem. It is best to resolve problems during the pay period rather than waiting until pay period close.

<table>
<tr><th colspan="2">Viewing Your Timecard</th></tr>
<tr><td>1. Press the View My Timecard soft key.</td><td>


</td></tr>
<tr><td>2. CalTime will instruct you to Use your badge.
3. Swipe you ID Card.</td><td>


</td></tr>
</table>

Viewing Your Timecard	
You can view your timecard from the previous, current or next pay period. Or you can view your timecard for the current day or yesterday. 4. Tap your finger on **Current Pay Period.**	
5. CalTime will display a calendar of the current pay period. 6. Tap your finger on any of day in the pay period.	

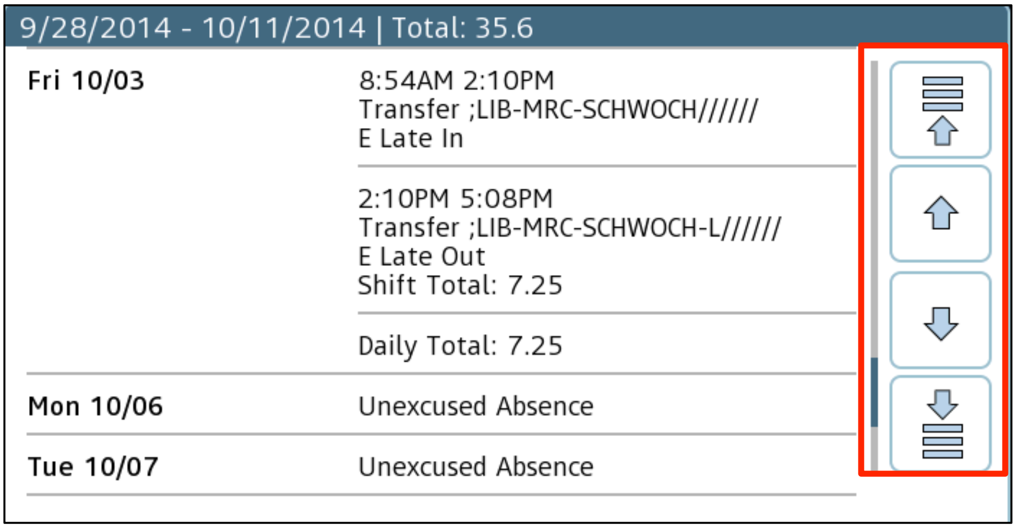
Viewing Your Timecard

7. Use the scroll bar to display the information you wish to review.

This timecard shows:

- An In punch at 8:54am to LIB-MRC-SCHWOCH//////
- A transfer to another job, LIB-MRC-SCHWOCH-L////// at 2:10pm to 5:08pm

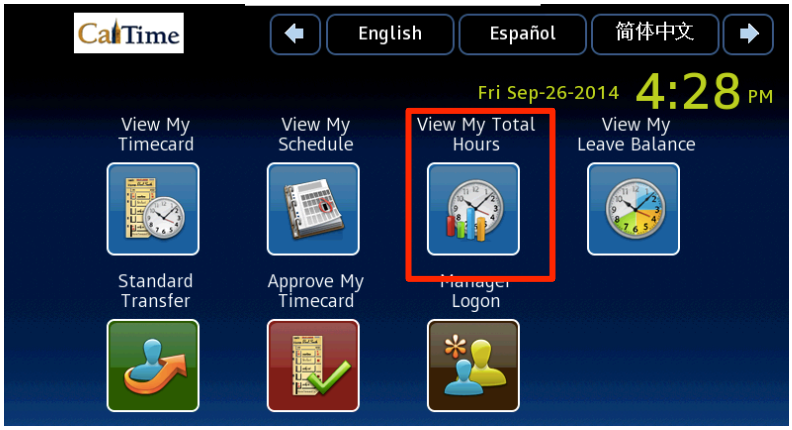
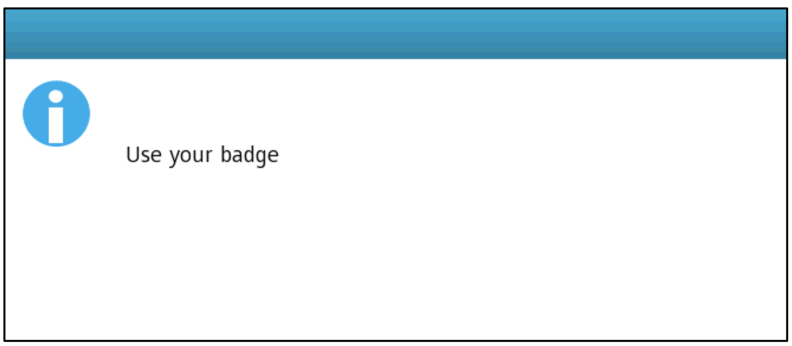
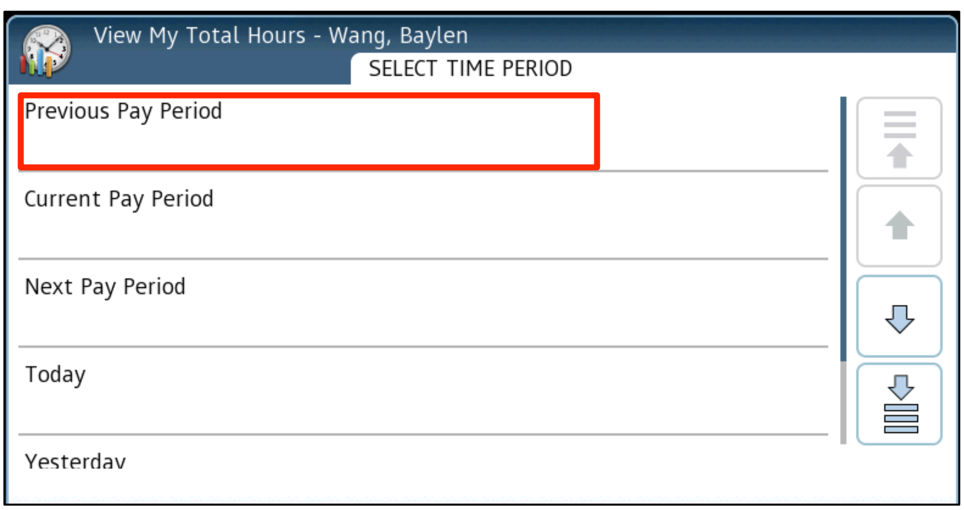
Using CalTime's rounding and grace period, your start time is 9:00am and your end time was 5:15pm. One hour was automatically deducted for lunch. Your total hours worked is 7.25 hours.



7

View My Total Hours

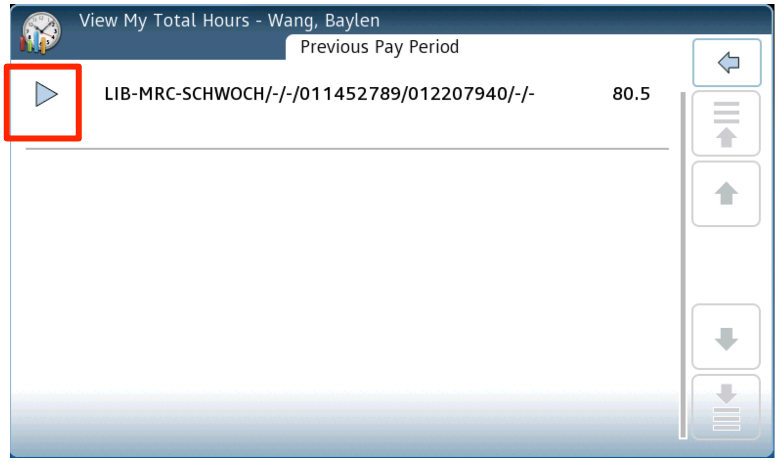
Use the **View My Total Hours** function to see total hours for various time frames (previous pay period, current pay period, today, week to date, etc.). The totals are accurate as of the time you access the function.

View My Total Hours	
1. Press the **View My Total Hours** soft key.	
2. CalTime will instruct you to **Use your badge.** 3. Swipe you ID Card.	
You can view your timecard from the previous, current or next pay period. Or you can view your timecard for the current day or yesterday. 4. Tap your finger on **Previous Pay Period.**	

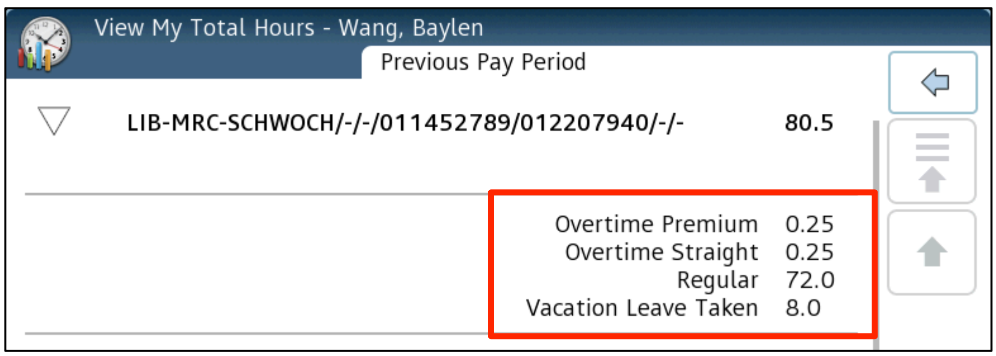
View My Total Hours

5. CalTime displays the total hours for each job worked. The total hours worked for the previous pay period against this job was 80.5 hours.

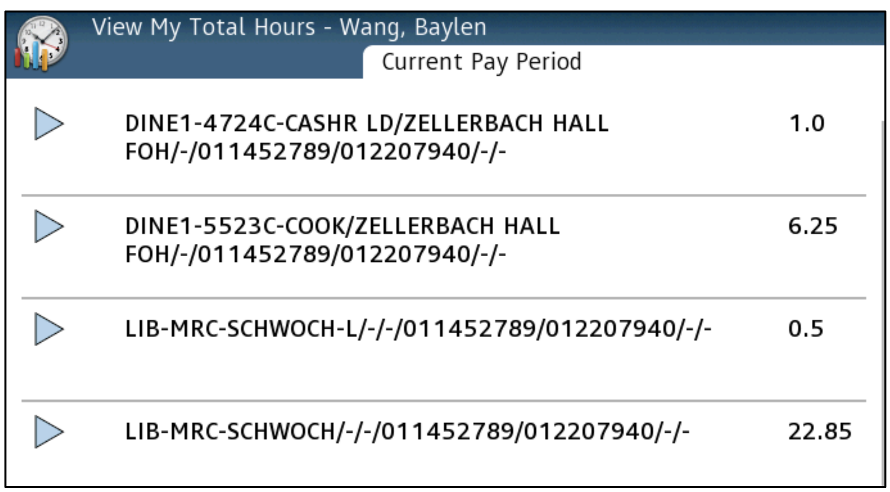
6. Click the right-pointing arrow to see the breakdown of hours worked (regular pay, overtime, shift differential) and leave taken.



7. CalTime displays the breakdown of the hours worked and leave taken.



Here is another example showing the totals hours where the employee has entered time against multiple jobs.

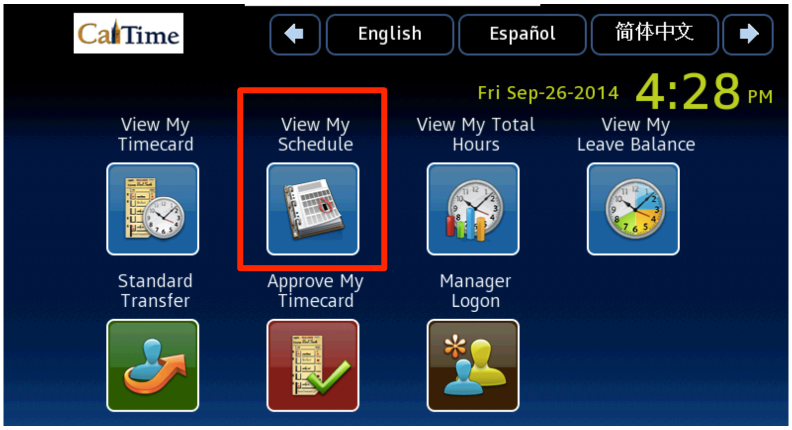


View My Schedule

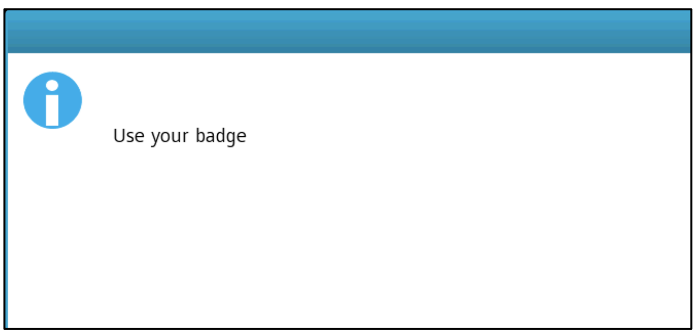
The **View My Schedule** function allows you to view your scheduled start and end times, including meal breaks. **Note:** The scheduling capability is an optional feature that departments may or may not choose to use.

View My Schedule

1. Press the **View My Schedule** soft key.

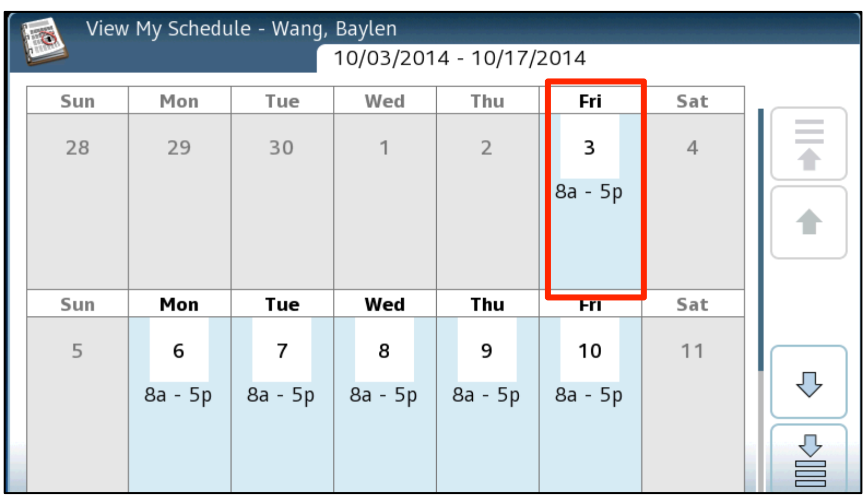


2. CalTime will instruct you to **Use your badge.**
3. Swipe you ID Card.



4. CalTime provides a calendar view of your schedule.

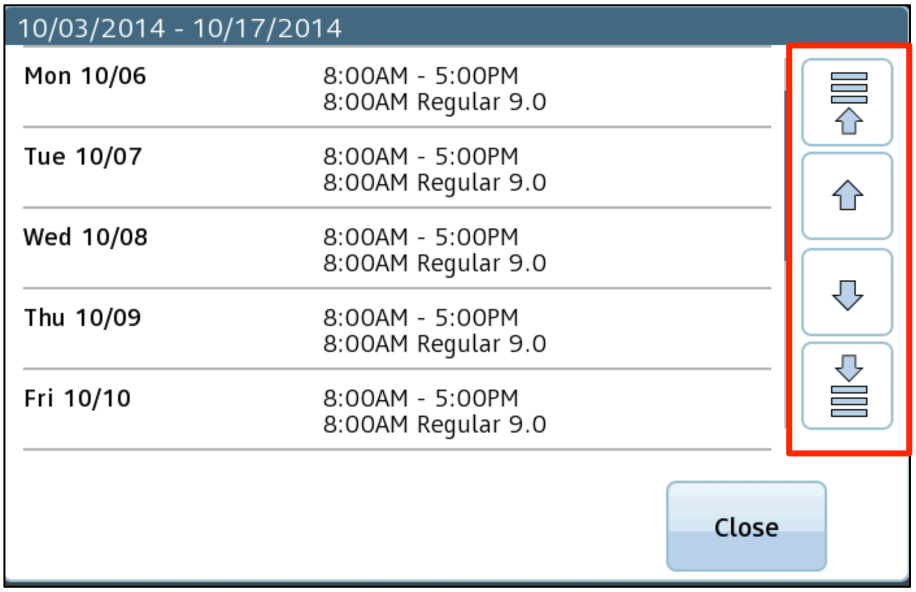
5. Touch one of the days on the schedule.



View My Schedule

5. CalTime displays the schedule and the total hours scheduled for each day.

6. You can use the scroll bar to navigate to other days in the time period.



6

Leave and Pay Code Entry (Using a Computer)

ALERT:

Leave entry for employees (who enter time via terminal) will vary by department. You will need to work with your supervisor to determine how your leave will be entered. There are two possible ways to do it:

- Your supervisor will enter leave on your behalf
- You will be given access to a PC/MAC to enter your own leave

In either case, you are responsible for making sure that leave is accurately entered into your timecard.

Accessing Your Timecard for Leave Entry

If you are given access to enter your own leave, here are the steps to access your timecard:

Accessing Your Timecard

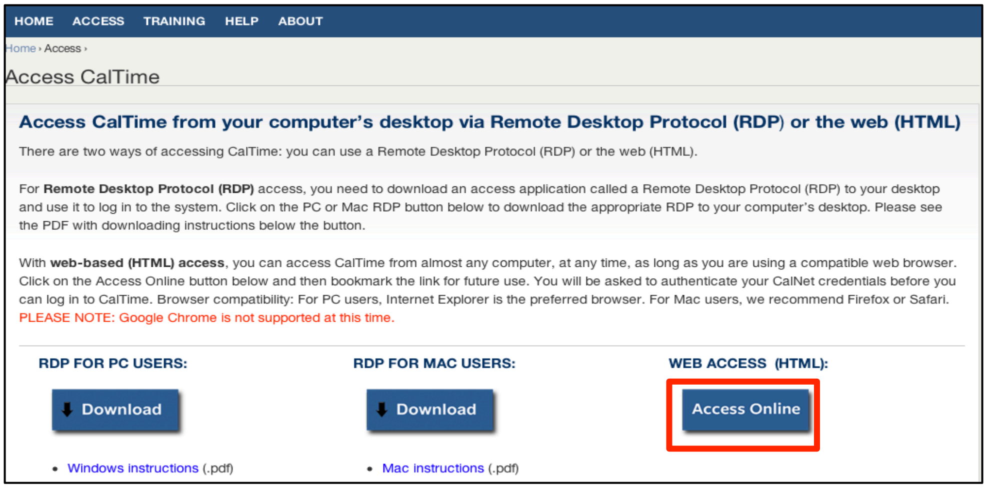
1. Using *Internet Explorer*, *Firefox*, or *Safari*, go to the CalTime website (http://caltime.berkeley.edu/), and click on the **Access** button.

Note: Google Chrome is not supported at this time.

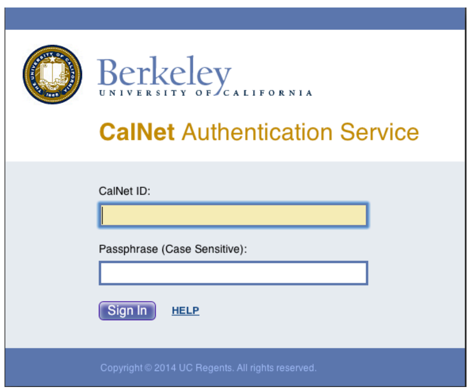
Accessing Your Timecard

2. Click on the **Access Online** button.

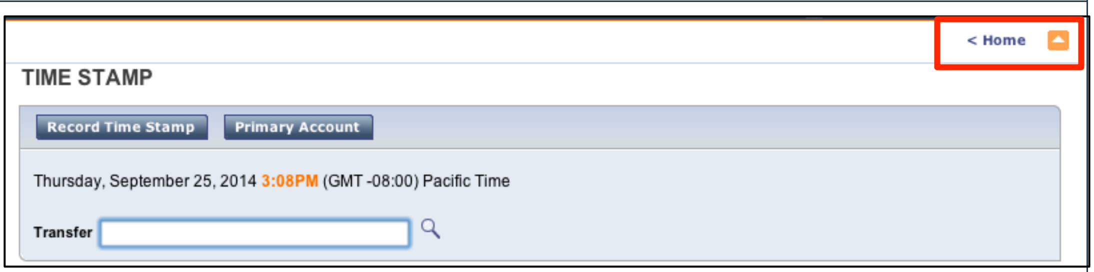
Note: RDP access for PC and MAC Users are for Supervisors and Timekeepers.



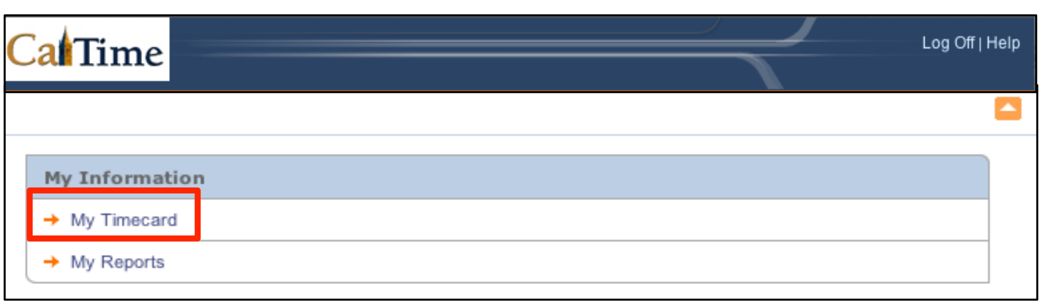
3. Complete the CalNet authentication process.



4. In the upper right of any CalTime screen is the "**Home**" link, which gives you access to your timecard and reports. Click on the "**Home**" link.

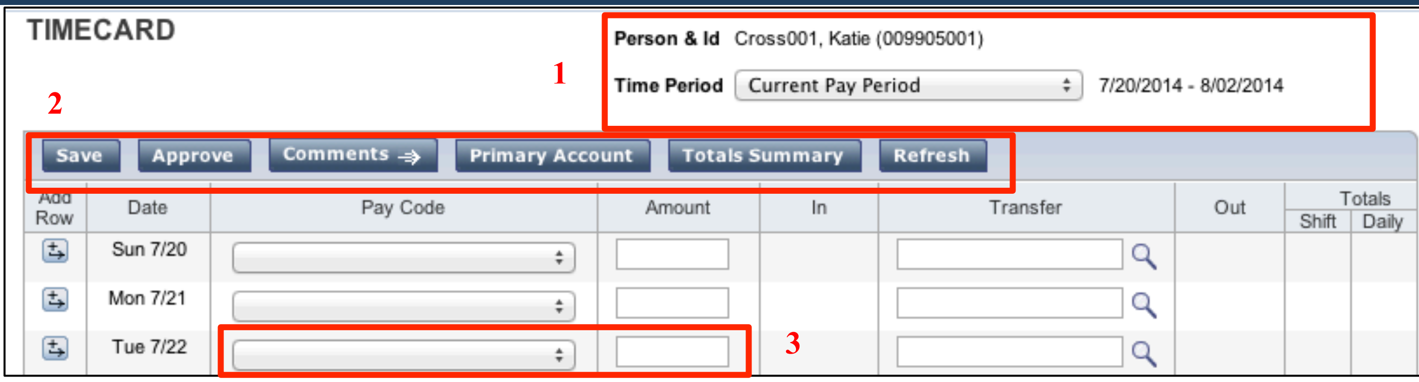


5. To access your timecard, click on "**My Timecard**".



Introduction to the CalTime Timecard

Components of the CalTime Timecard



1. **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.

2. 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

3. **Pay Codes and Amount** – Any leave taken is entered directly into the timecard using pay codes and their associated hours used.

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.

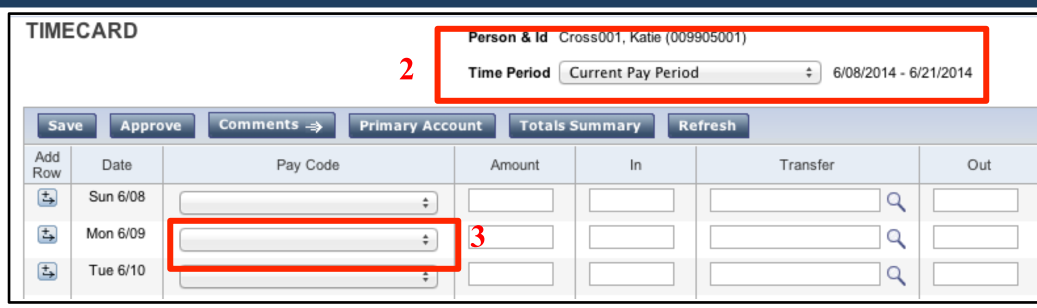
Acceptable Formats for Entering Pay Code Amounts

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	8.25	8.25 hours

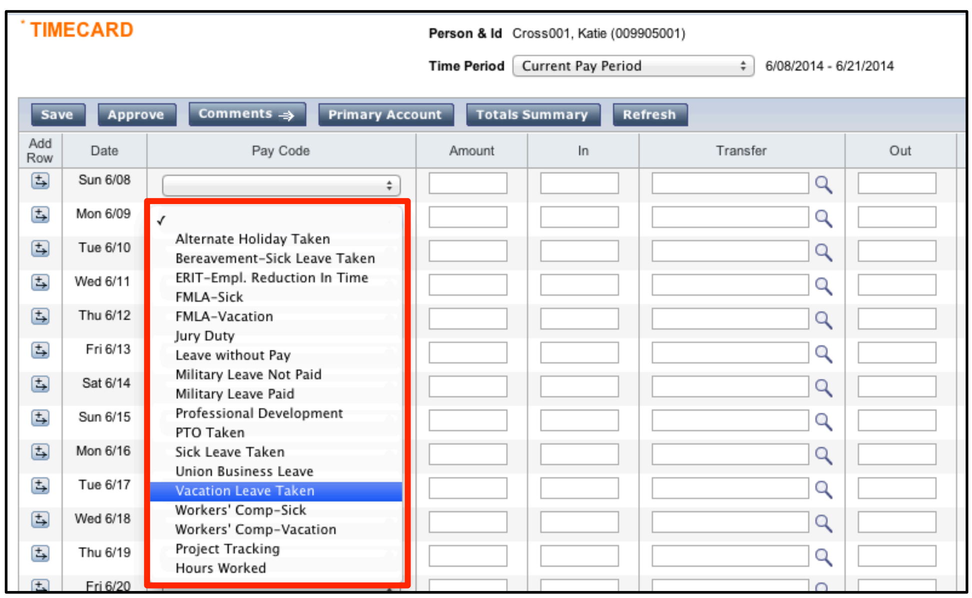
Note: Leave can be entered in quarter-hour increments.

Entering Leave

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

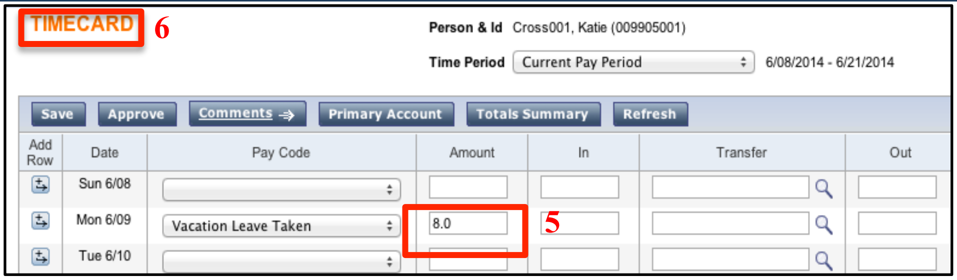


4. From the dropdown list, select the pay code for the leave you wish to report. In this case, we have selected "Vacation Leave Taken".

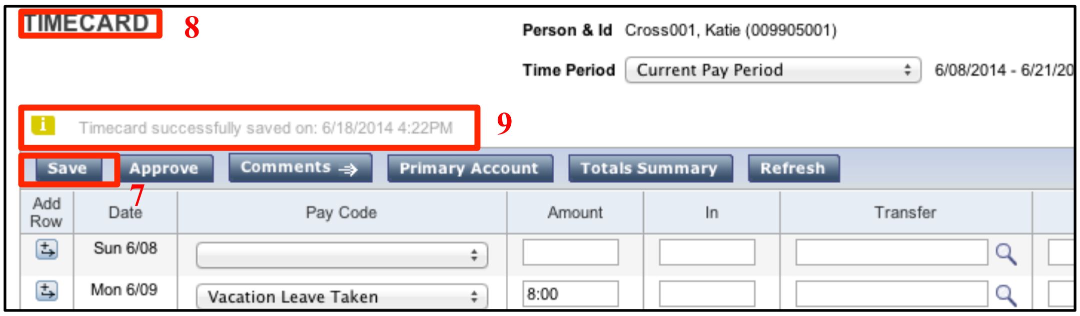


Entering Leave

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



7. Click **Save**.
8. After saving, the word “Timecard” will change from orange to black.
9. CalTime will show “Timecard successfully saved”.

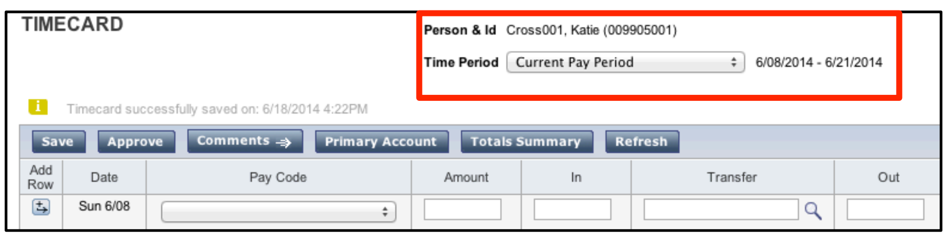


Employee Deleting Leave

If you entered leave on the wrong day or you decided to not take the leave after all, you may need to entirely delete leave already entered.

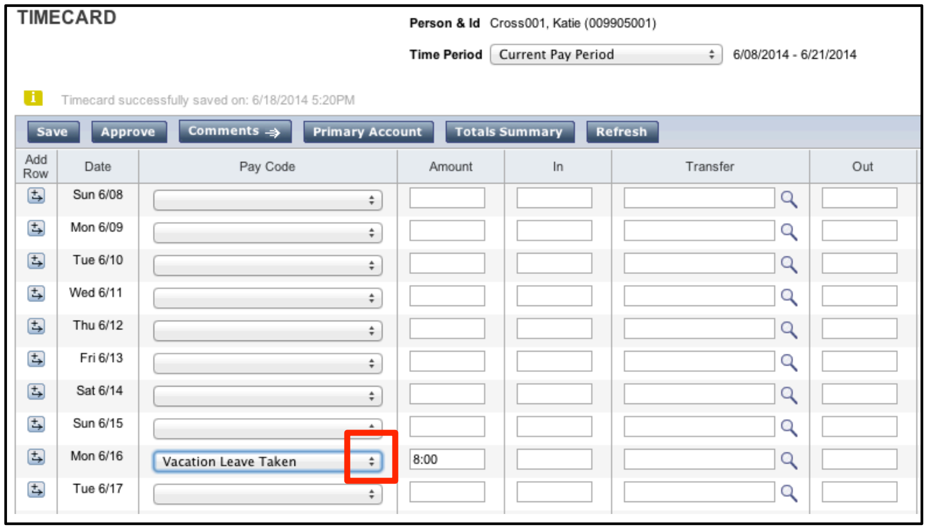
Deleting Leave

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

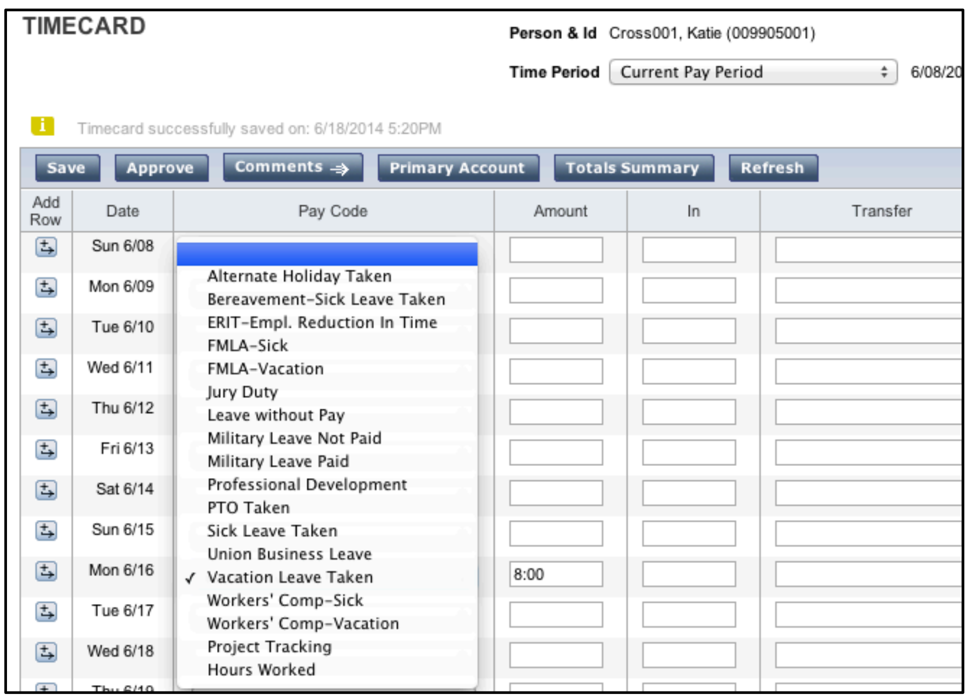


Deleting Leave

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.

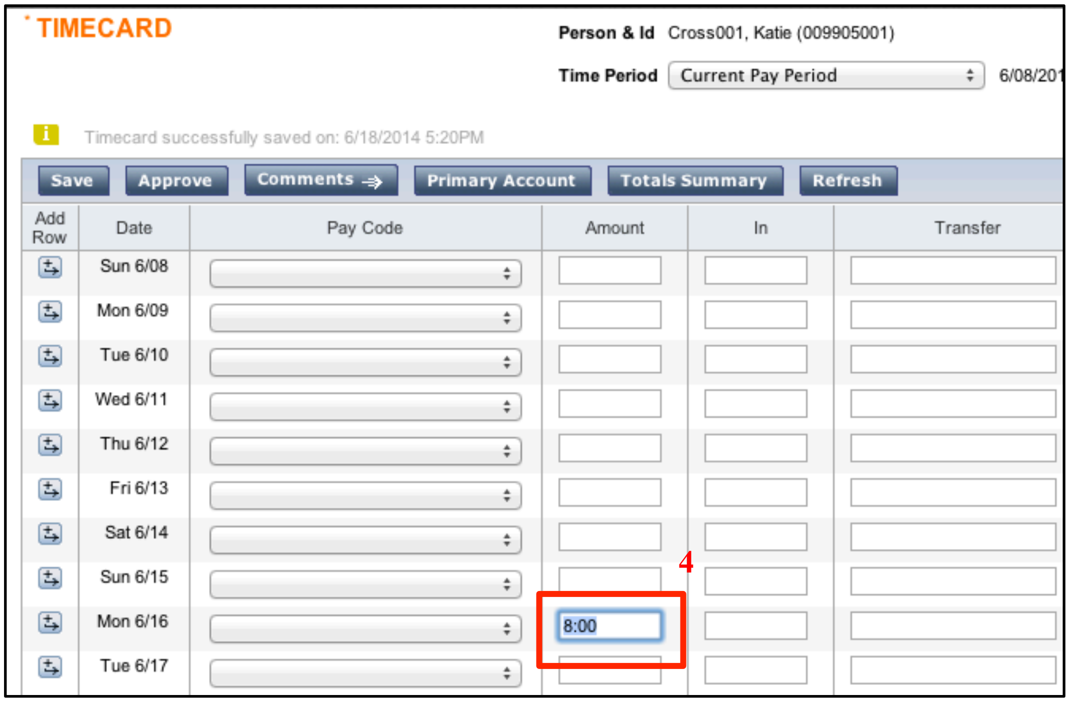


3. Select the blank row at the top of the pay code list (shown as a blue bar).



Deleting Leave

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



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

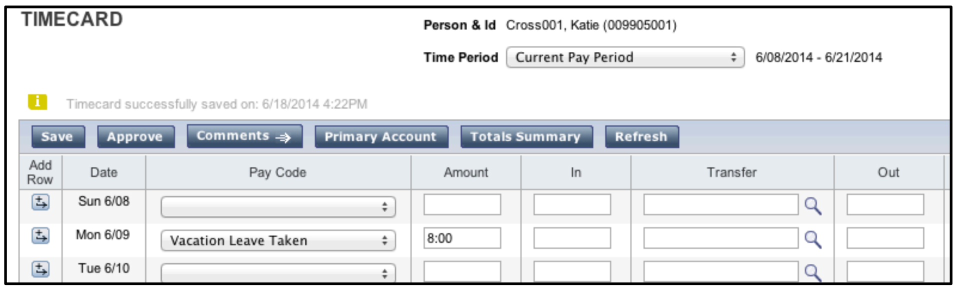
Employee Changing/Correcting a Pay Code or Leave Hours

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.

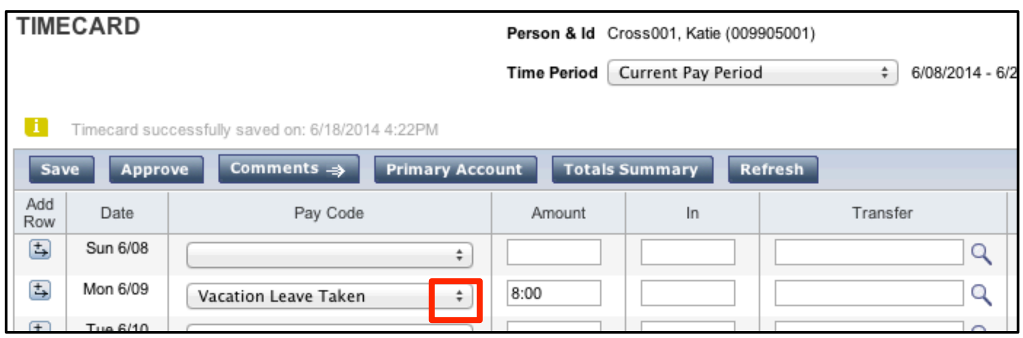
> **NOTE:**
> If you wish to entirely delete leave already entered, refer to the previous section entitled "Employee Deleting Leave".

Change/Correct a Pay Code or Leave Hours

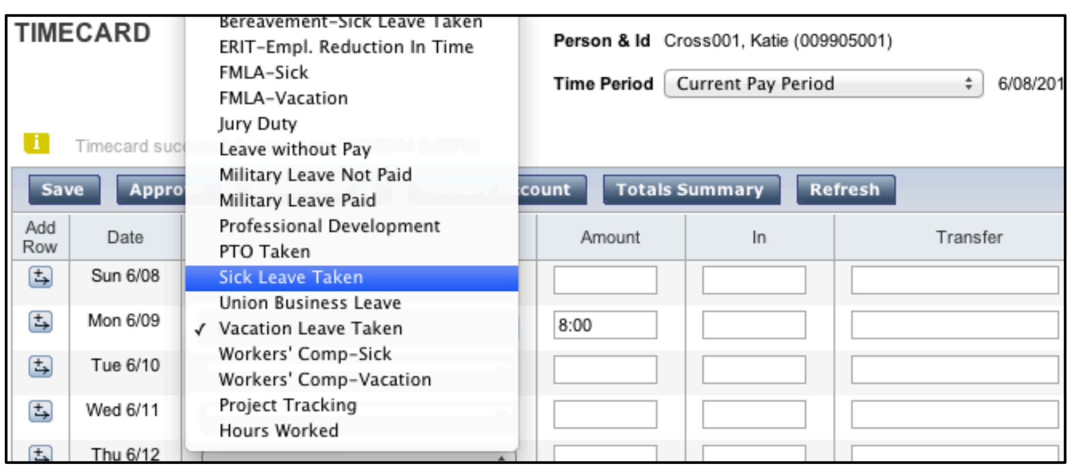
1. Ensure that you are in the correct pay period.



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

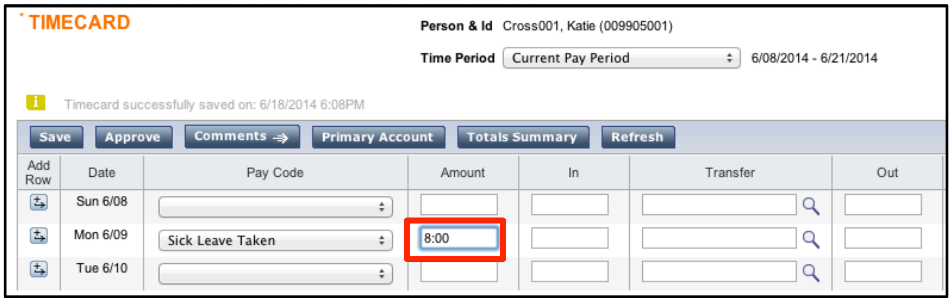


3. From the **Pay Code** dropdown list, select the appropriate pay code.

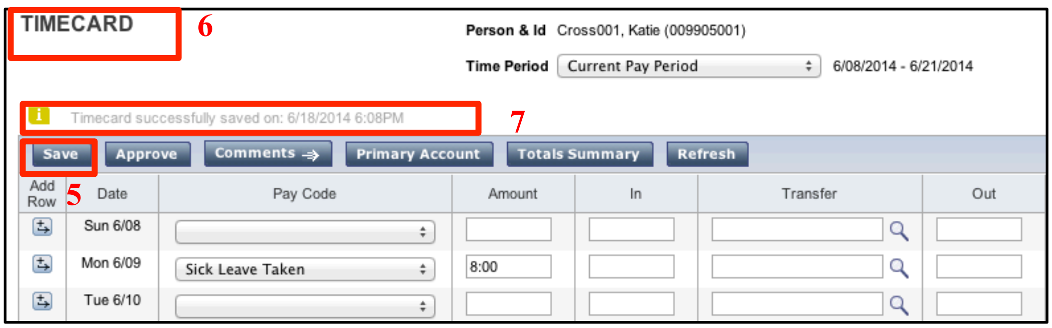


Change/Correct a Pay Code or Leave Hours

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



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



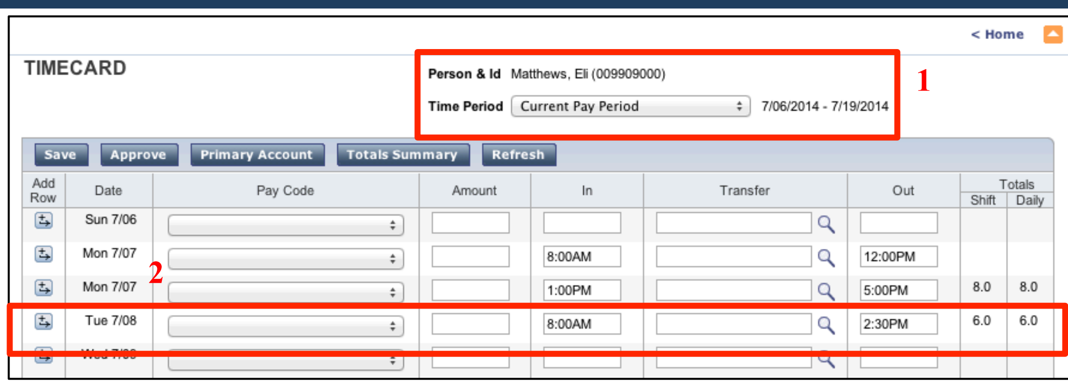
Creating New Rows in the Timecard for Multiple Entries in a Day (Example Involving Leave Entry)

In some situations, you may need to add a row to accommodate more entries for a day. In this example, you are working a partial day and then taking sick time for a doctor’s appointment.

Adding a Timecard Row for Additional Entries

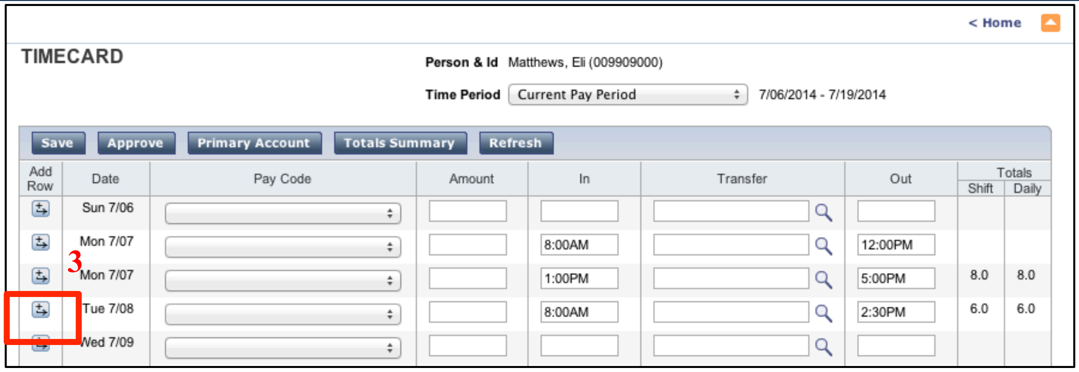
1. Ensure that you are in the correct pay period. Current Pay Period is the default. If you need to access the Previous Time Period, select it from the **Time Period** dropdown list.

2. You enter time worked from 8 to 2:30pm. Since you have worked more than 6 hours, CalTime applies the automatic lunch deduction.



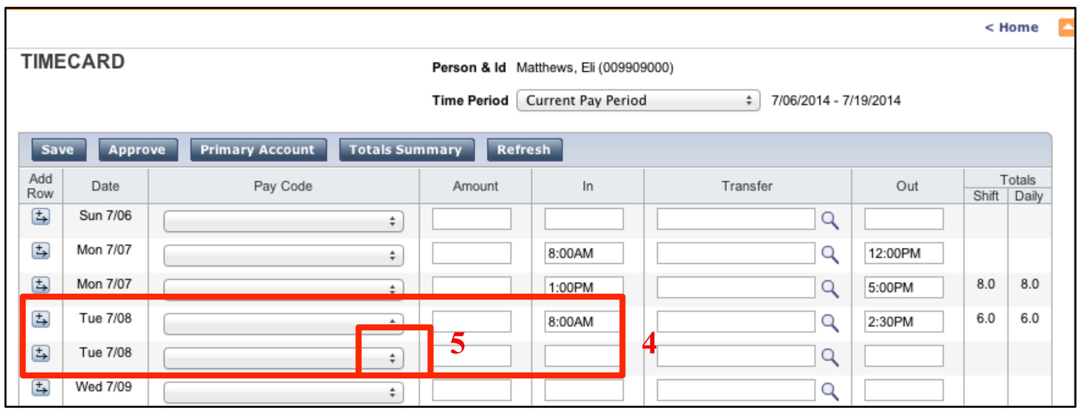
Adding a Timecard Row for Additional Entries

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.

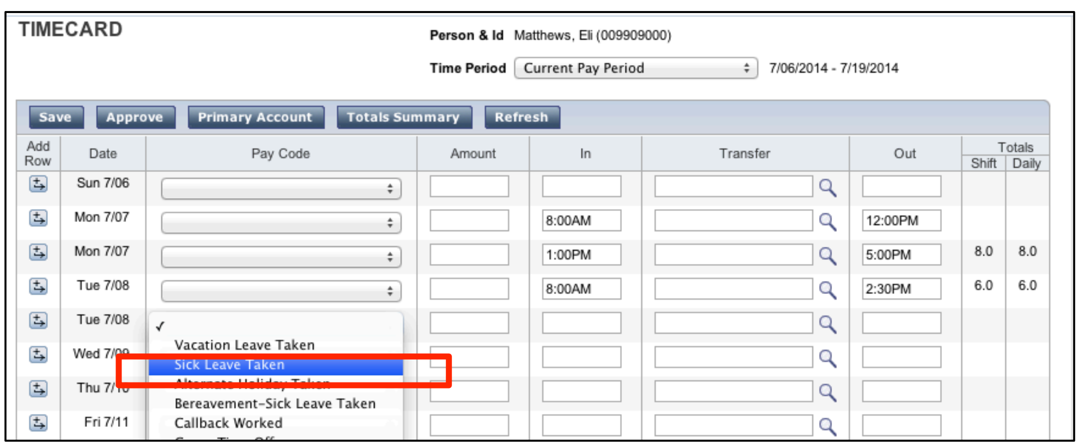


4. CalTime will add a new row for the same day.

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.

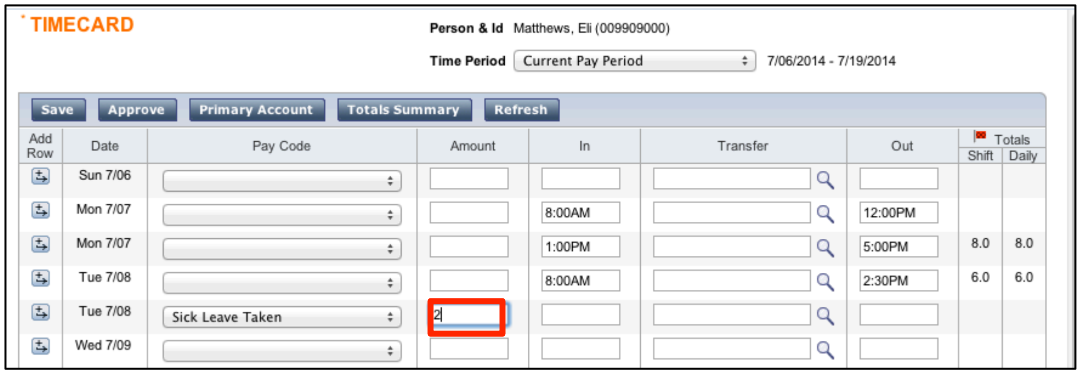


6. From the Pay Code dropdown list, select the appropriate leave.

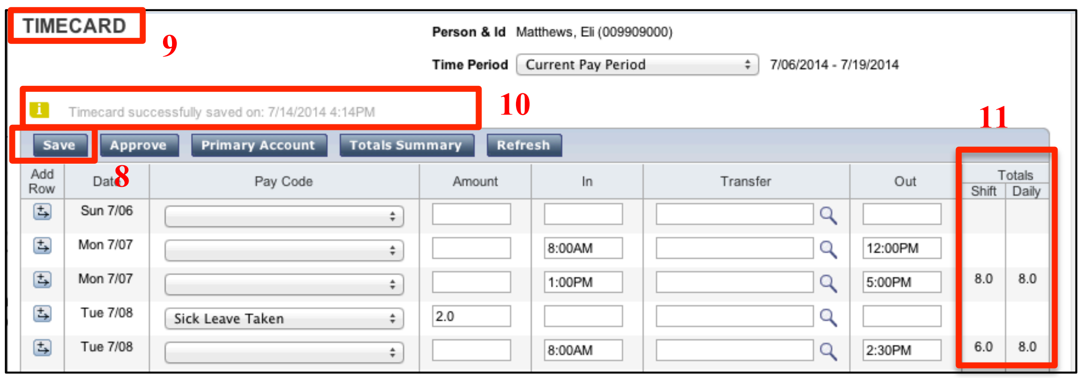


Adding a Timecard Row for Additional Entries

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



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

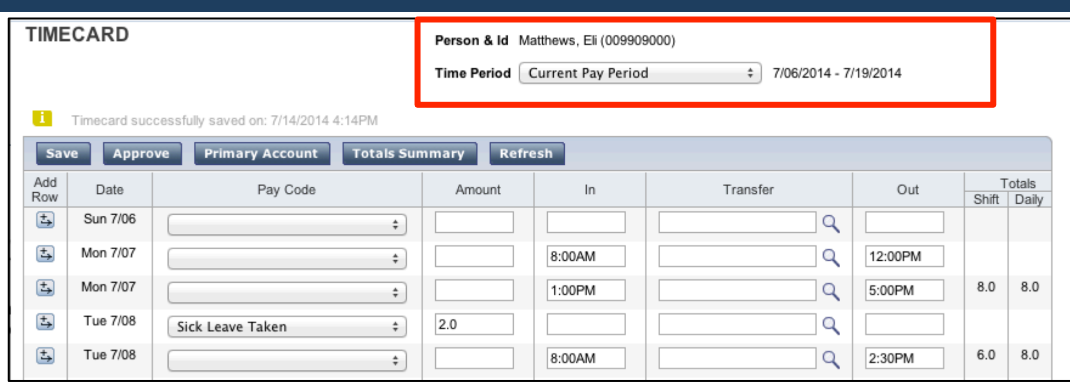


Removing the Added Row Used for Leave Entry

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.

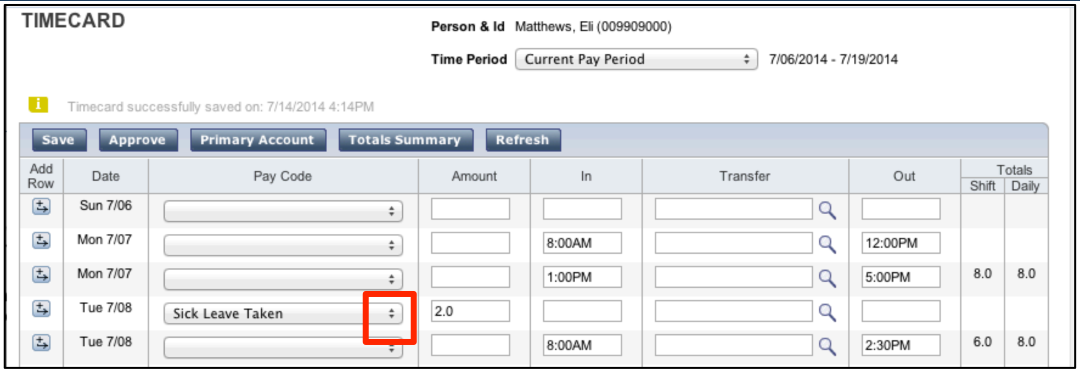
Removing One of the Multiple Leave Entries

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

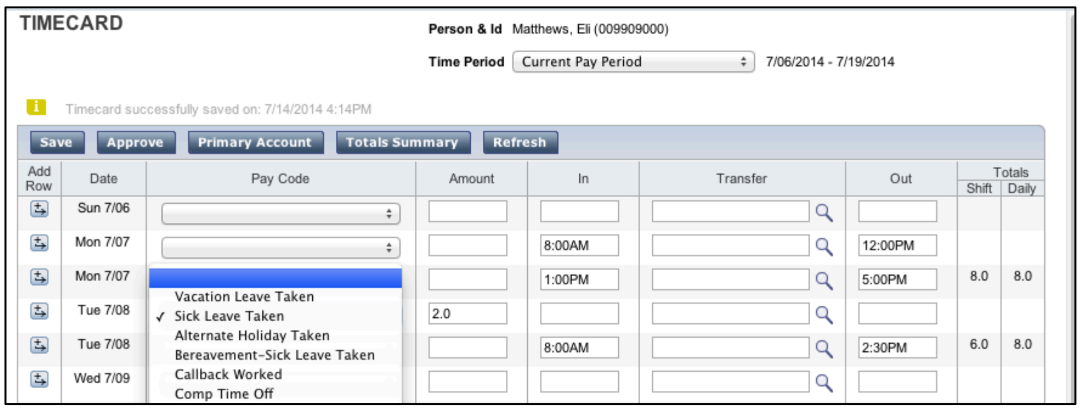


Removing One of the Multiple Leave Entries

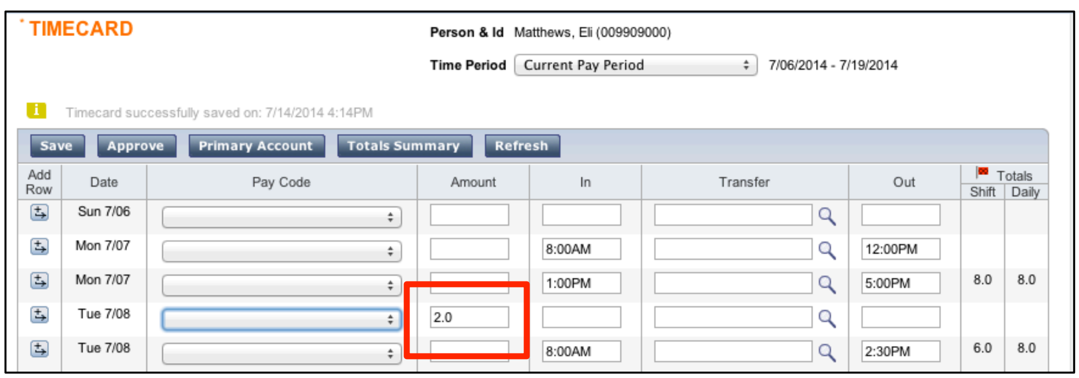
2. Go to the Pay Code cell for the line with the pay code that needs to be deleted. Click on the dropdown list arrow.



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

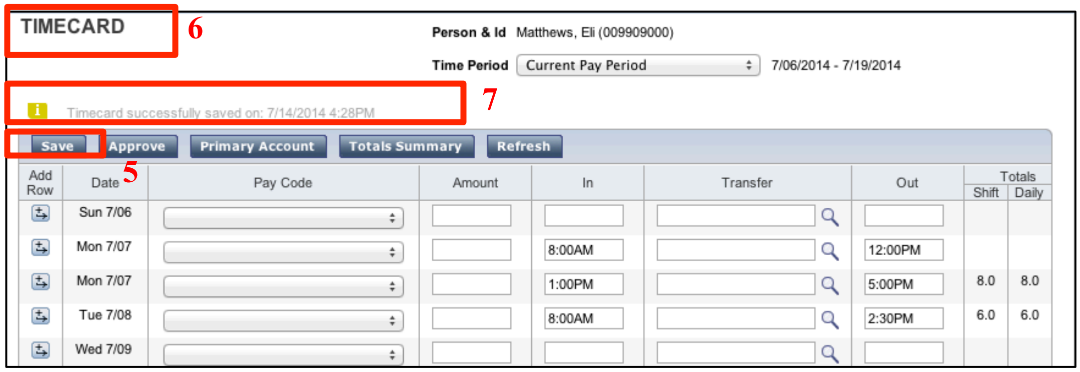


4. Select the hours in the Amount field and use the delete or backspace button to erase the amount.



Removing One of the Multiple Leave Entries

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



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.

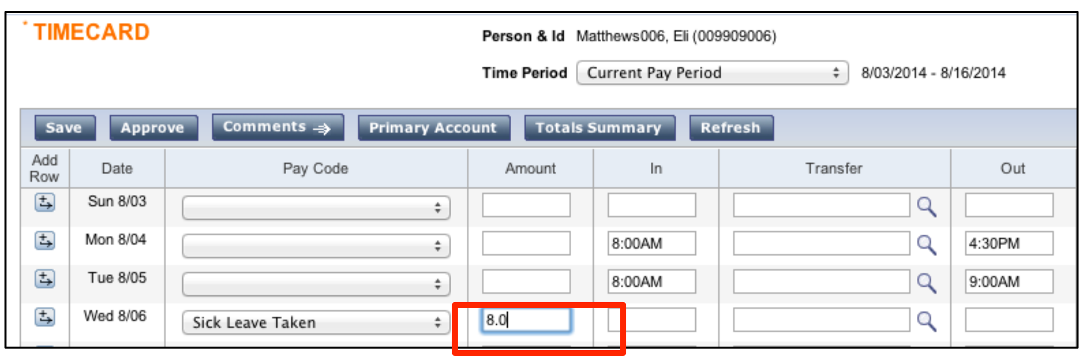
Adding Comments For Leave Entered

Comments can be added to any pay code. 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.

Adding Comments For Leave Entered

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

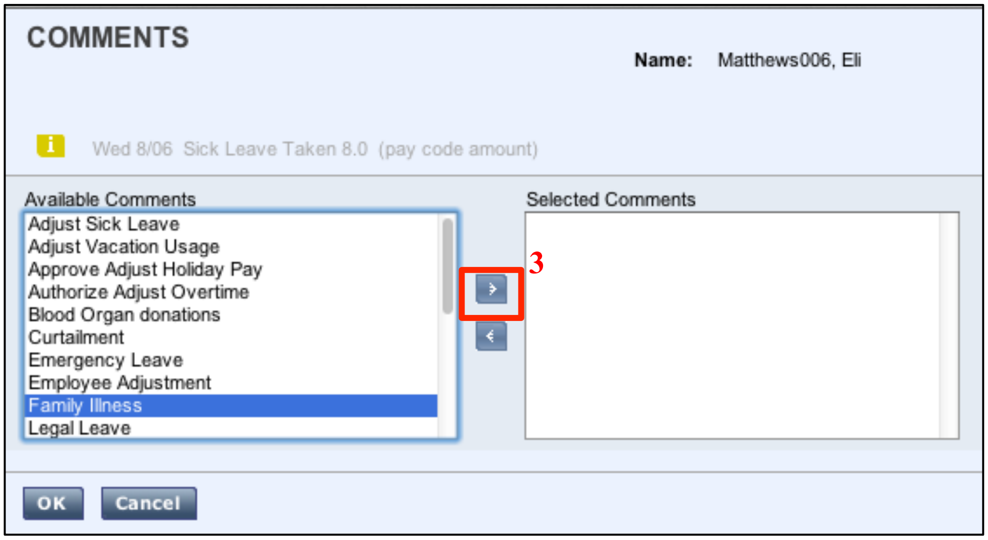
1. To add a comment to the leave entry, click on the “Comments” button after you have entered leave amount.



Adding Comments For Leave Entered

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

3. Then click on the right-pointing arrow.



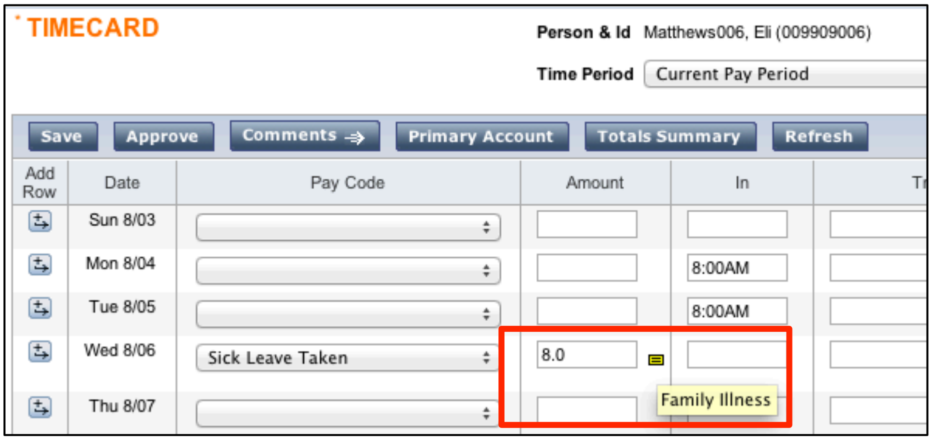
4. CalTime will place the comment in the "Selected Comment" section.

5. Click "**OK**".

Adding Comments For Leave Entered

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

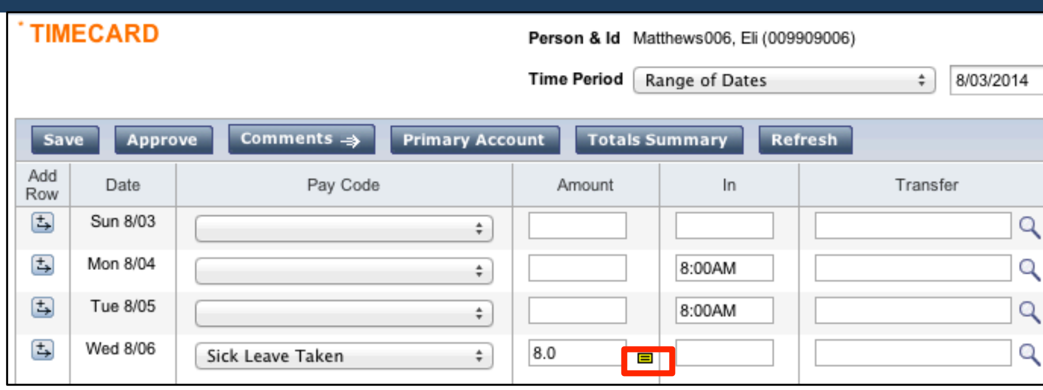
If you hover your mouse pointer over the icon, CalTime will display the “Family Illness” comment.



Deleting Comments Entered

Deleting Comments Entered

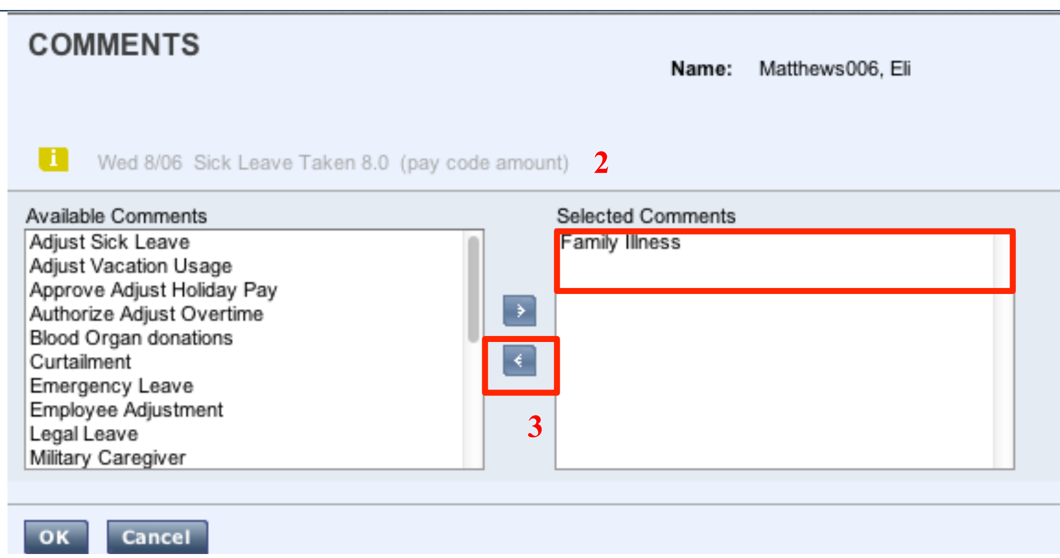
1. To delete the comment, click the Comments icon.



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

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

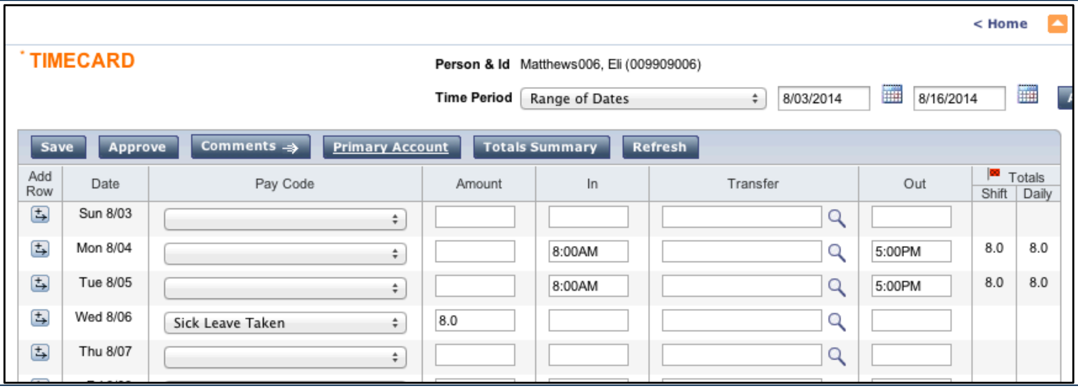
4. Click **OK**.



Deleting Comments Entered

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

6. Click the **Save** button.



View My Leave Balances (Using the Terminal)

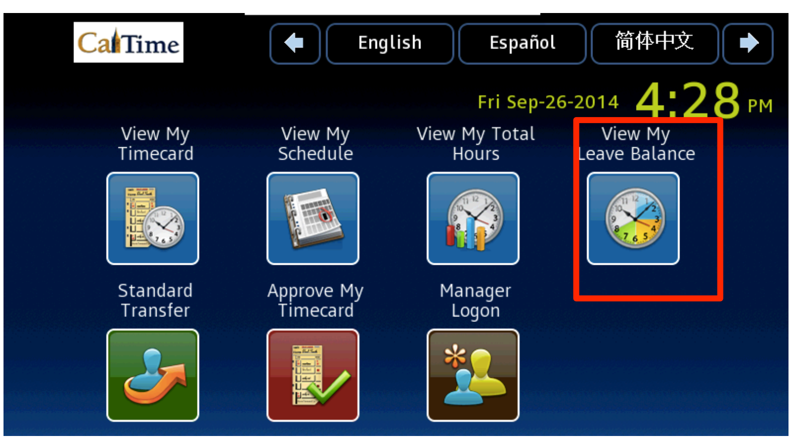
Accrual Balances Overview

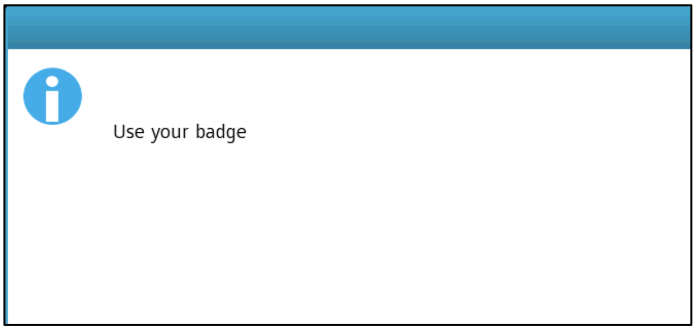
The Payroll Personnel System (PPS) is the official record for accrual balances, sometimes referred to as leave balances. All leave balance data in CalTime is derived solely from PPS.

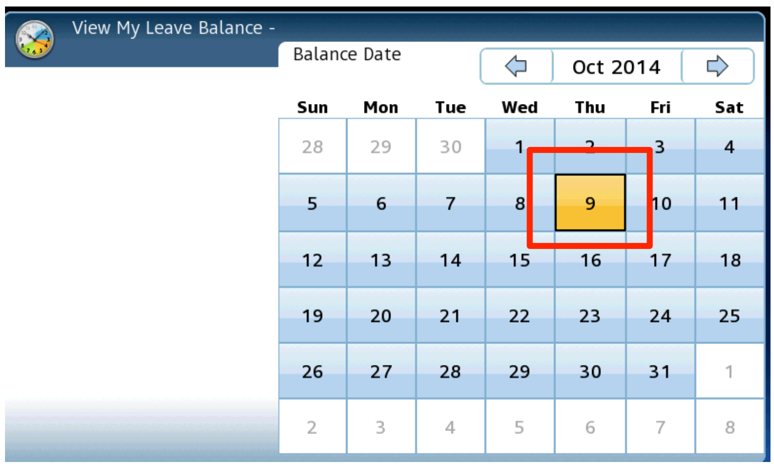
- On the Thursday following each biweekly pay period, PPS calculates the leave balance for every non-exempt employee and passes that information to CalTime.
- Accruals (vacation and sick leave) earned are posted to PPS on the first of the month.
- Accruals earned will be included in the biweekly cycle 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 entered 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.

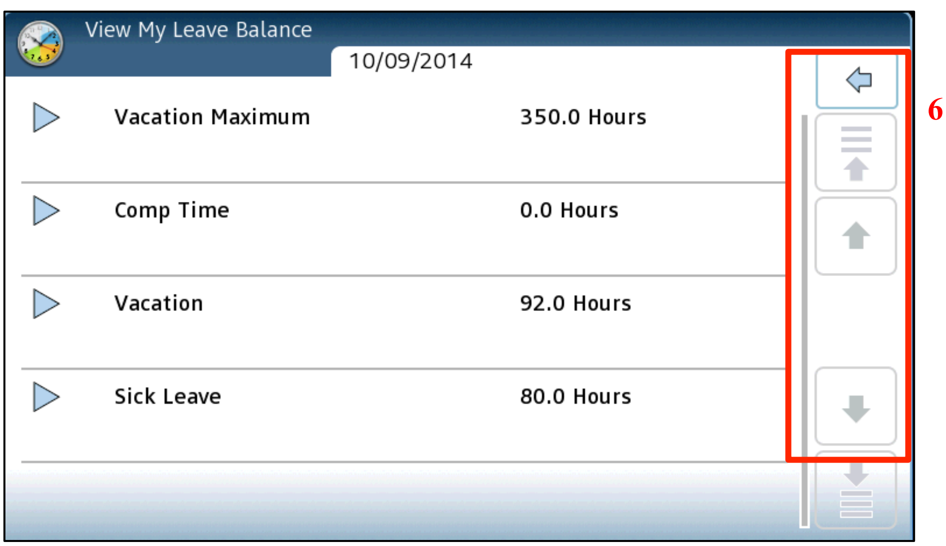
View My Leave Balances

1. Press the **View My Leave Balance** soft key.



<table>
<tr><th colspan="2">View My Leave Balances</th></tr>
<tr><td>2. CalTime will instruct you to Use your badge.
3. Swipe you ID Card.</td><td>
</td></tr>
<tr><td>You can view your balances as of any date.

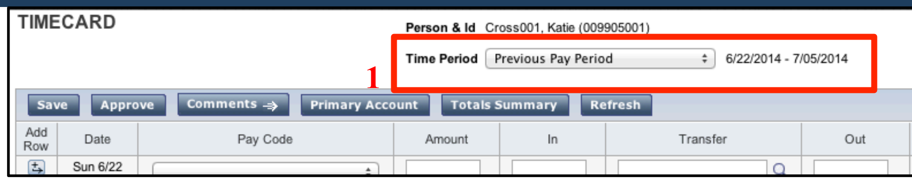
4. If you wish to view your balance as of the current moment, touch the highlighted date on the calendar provided by CalTime.</td><td>
</td></tr>
<tr><td>5. CalTime displays your vacation maximum and your leave balances.

6. If necessary, you can scroll through the list using the scroll bar.</td><td>
</td></tr>
</table>

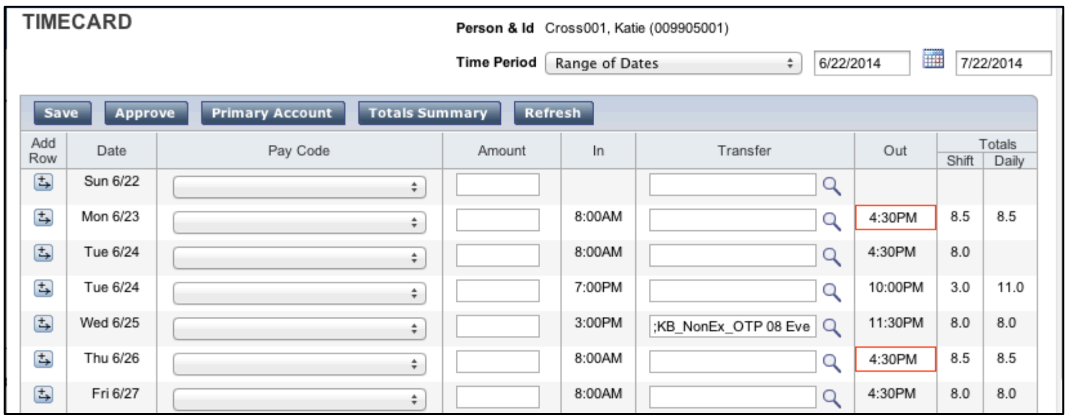
Reviewing Your Timecard

Reviewing Your Timecard

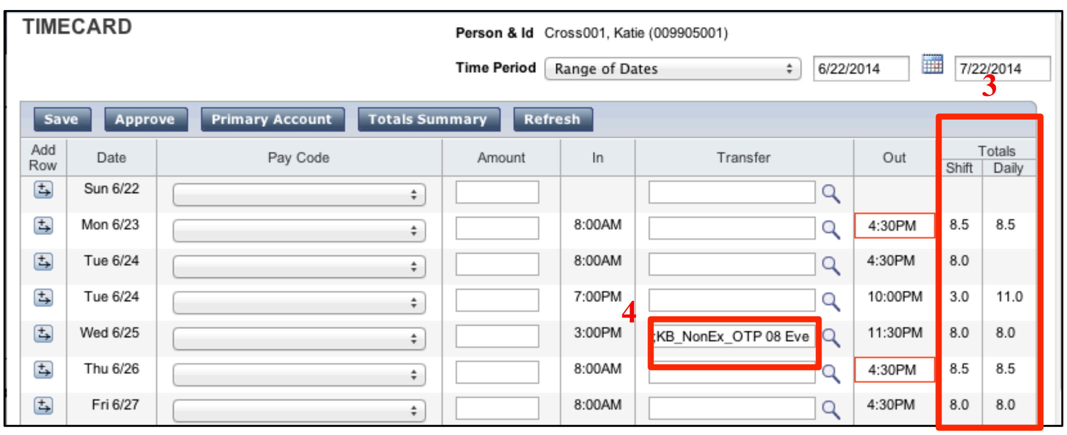
1. From the Timecard, ensure that you are accessing the correct time period.



2. Ensure all your “In” and “Out” punches are complete. Pay special attention to “In” or “Out” times that are highlighted in red.



3. Check your “Shift” and “Daily” totals to ensure that they add up to the hours of expected work.
4. If you worked outside your regular schedule (for example, 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.

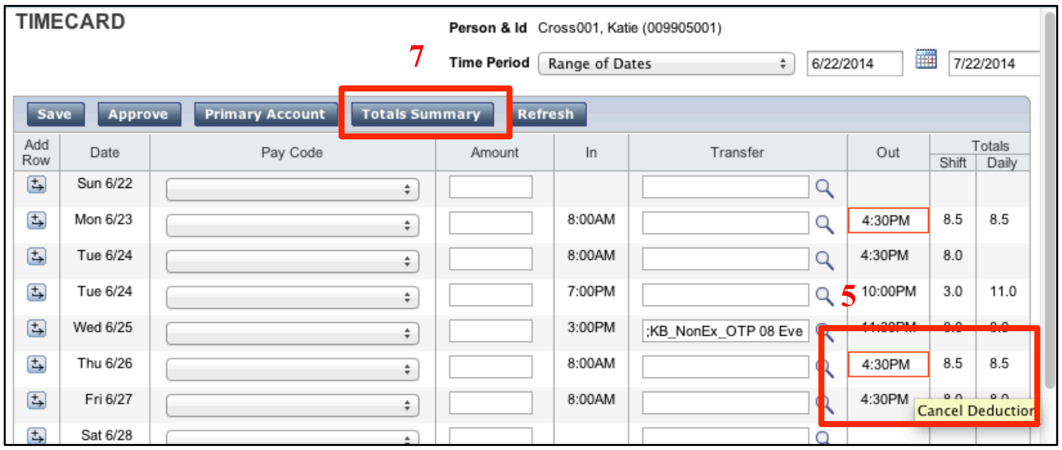


Reviewing Your Timecard

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.



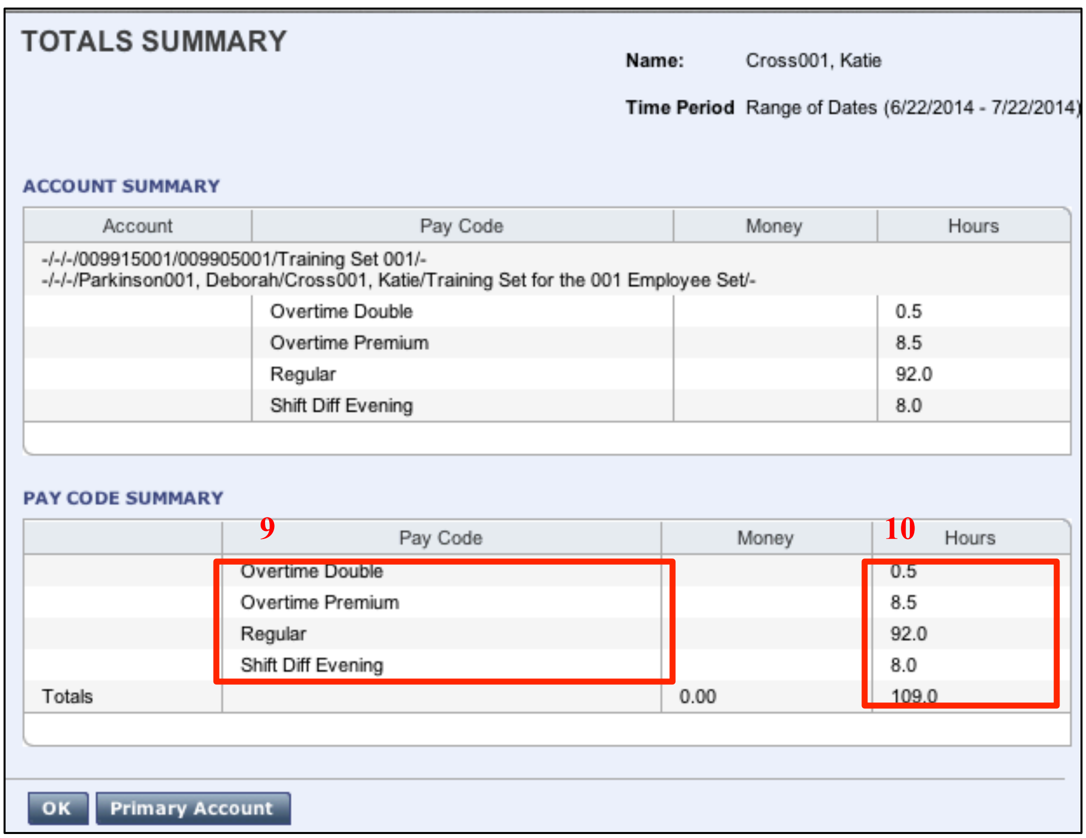
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals Shift	Totals Daily
	Sun 6/22							
	Mon 6/23			8:00AM		4:30PM	8.5	8.5
	Tue 6/24			8:00AM		4:30PM	8.0	
	Tue 6/24			7:00PM		10:00PM	3.0	11.0
	Wed 6/25			3:00PM	;KB_NonEx_OTP 08 Eve	11:30PM	8.0	8.0
	Thu 6/26			8:00AM		4:30PM	8.5	8.5
	Fri 6/27			8:00AM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



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

Timecard Approval

Employees who use terminals are not required to approve their timecards.

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

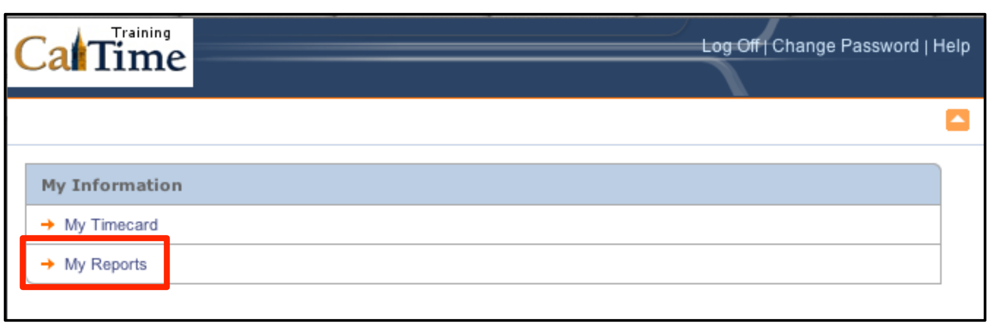
Once a pay period is closed and the timecard has been submitted to Payroll for processing, any changes to that timecard are considered Historical Edits. If you need to add or change entries for prior pay periods, contact your supervisor; your supervisor will work with a timekeeper to make the necessary 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 (Using the Computer)

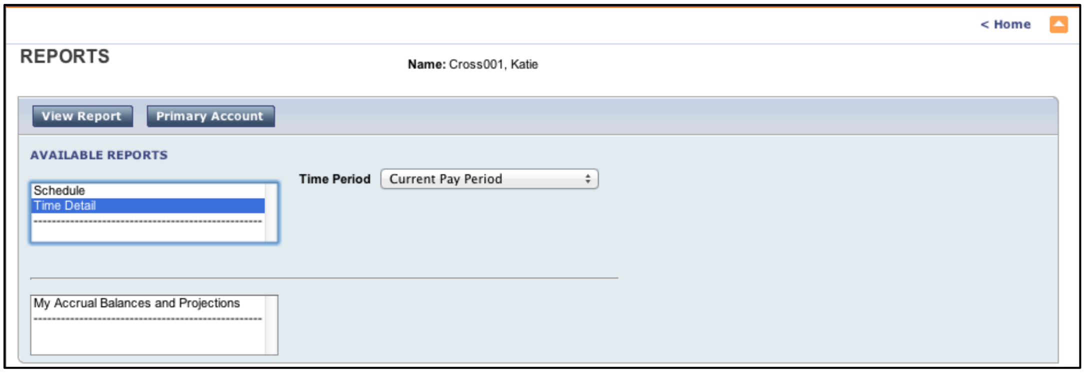
Time Detail Report – Timecard Information

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.

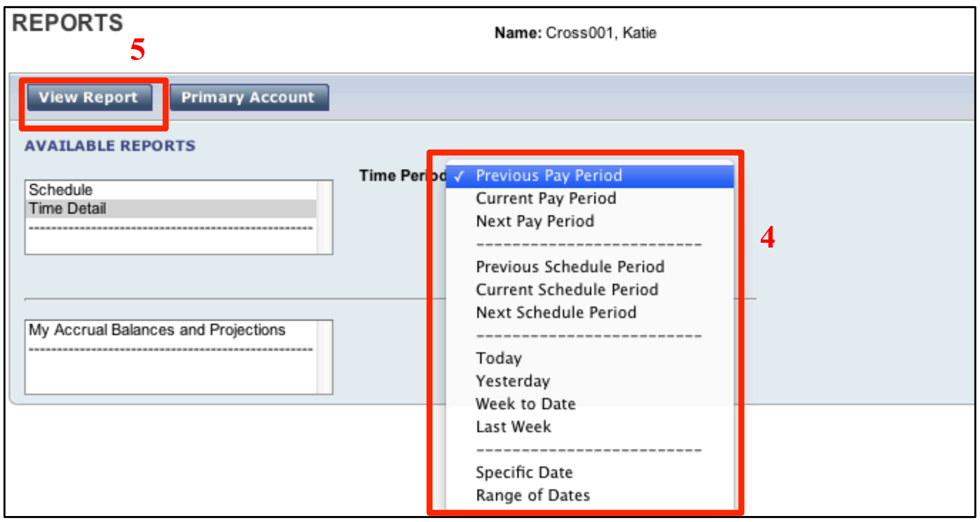
Viewing the Time Detail Report	
1. Go to the Home screen shown. 2. Depending on where you are within the CalTime application, you can click on "**Home**" to get to the home screen.	
2. From the home screen, click on "**My Reports**"	

Viewing the Time Detail Report

3. Select “Time Detail” (highlighted in blue)



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



Viewing the Time Detail Report

6. The top portion of the report shows the time entry and any leave. It also shows work rule transfers performed by your supervisor.

7. 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	Totaled 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		
Tue 6/24		7:00PM		10:00PM				3:00	19:30	
Wed 6/25		3:00PM		11:30PM				8:00	27:30	
		;KB_NonEx_OTP 08 Eve 30d								
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

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

7

Pay Code Summary

Pay Code	Money	Hours
Overtime Premium		3:30
Regular		72:00
Shift Diff Evening		8:00
Totals	0.00	83:30

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

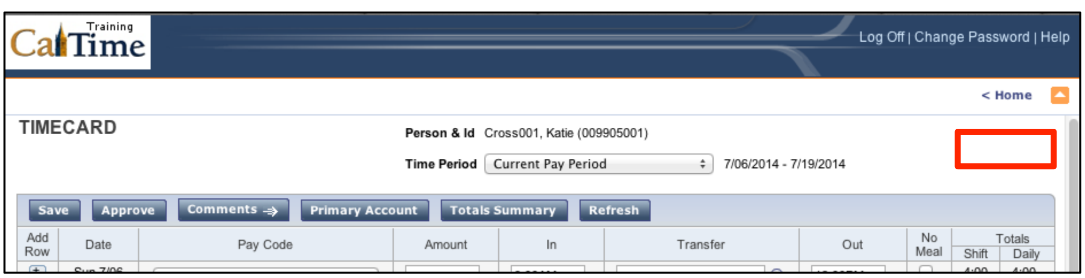
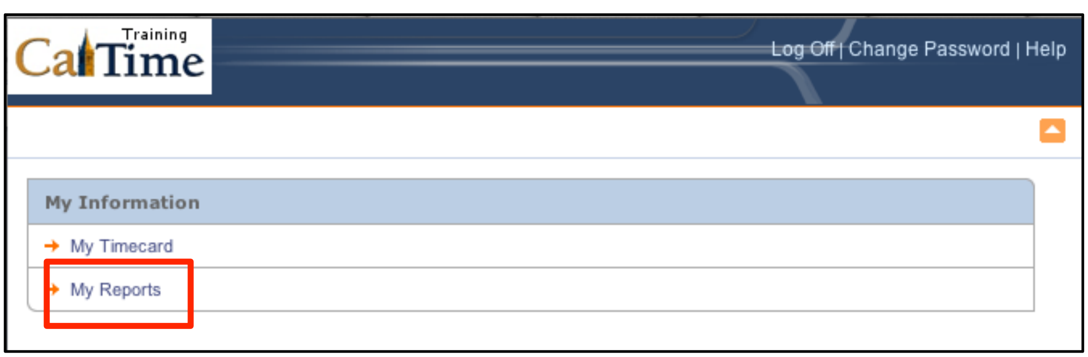
Accrual Balances Overview

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.

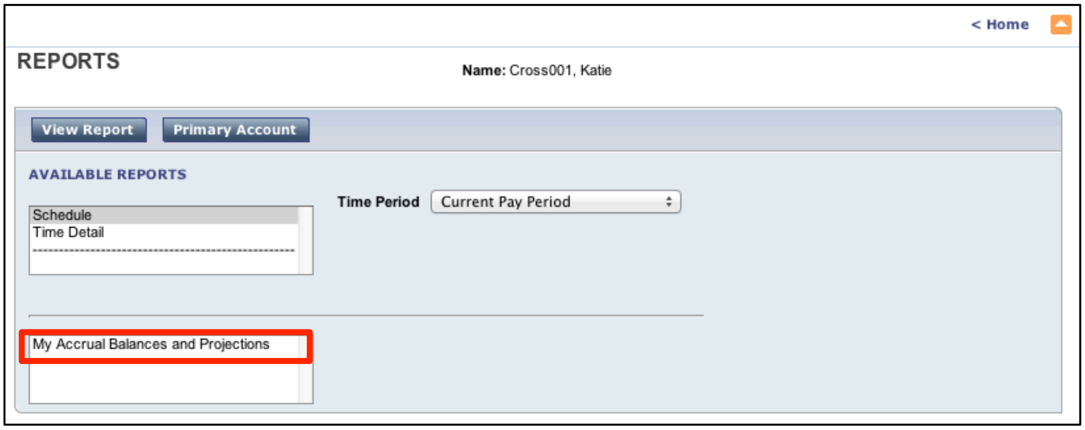
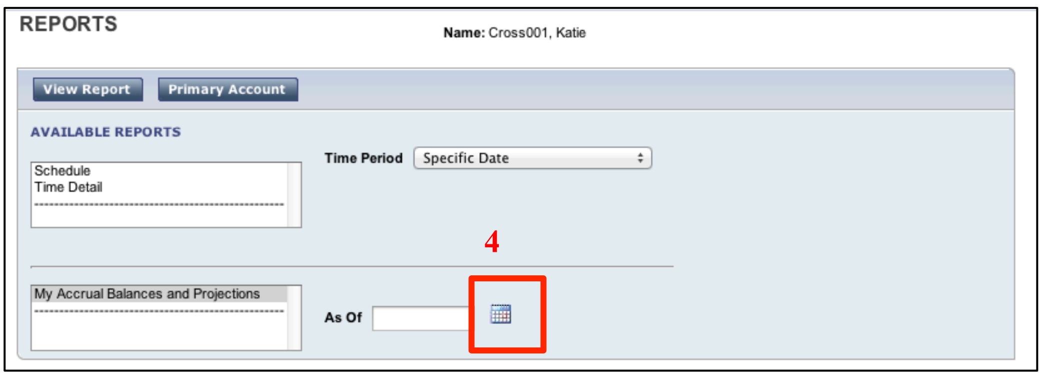
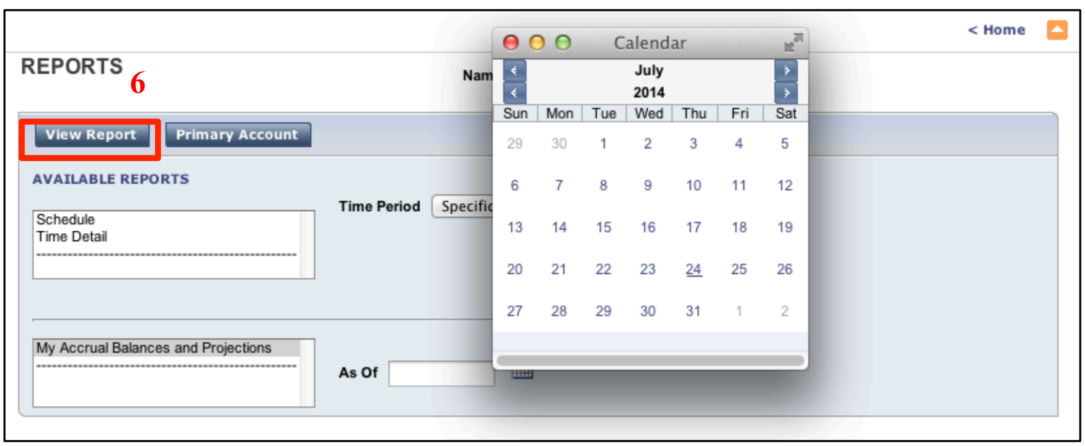
- On the Thursday following each biweekly pay period, PPS calculates the leave balance for every non-exempt employee and passes that information to CalTime.
- Accruals (vacation and sick leave) earned are posted to PPS on the first of the month.
- Accruals earned will be included in the biweekly cycle 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

<table>
<tr>
<td>3. Select "My Accrual Balances and Projections"</td>
<td>
</td>
</tr>
<tr>
<td>4. Enter the As Of date for your report by clicking on the calendar icon.</td>
<td>
</td>
</tr>
<tr>
<td>5. CalTime will present a calendar. From the calendar, select the As Of date.
6. Then click on the "View Report" button.</td>
<td>
</td>
</tr>
</table>

Viewing the Accrual Balance and Projections Report

6. CalTime will display the report. The various categories of leave balances will be 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 Printed: 7/10/2014
Name: Cross001, Katie 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:

- Online tutorials
- Step-by-step guides
- Training classes, both hands-on and demonstrations