Overview_____

Supervisors are primarily responsible for reviewing, editing, and approving an employee's timecard. However, if the supervisor is unable to fulfil this role due to business operations; the role to update, approve and edit timecards can be delegated to another staff employee. The original supervisor will retain systems capabilities within CalTime and still have ultimate responsibility for the accuracy and completeness of the employees' timecards.

Choosing a Delegate_____

- The delegate must be a staff employee or a team lead
- For access to edit timecards (non-view access), the Delegate must be trained either by attending a CalTime training course or by someone within the department. In addition, the delegate must understand how to review, edit, and approve timecards.
- The delegate cannot approve the managers timecard (conflict of interest)
- The delegate must have first-hand knowledge of the accuracy of employee timecard information
- Someone can serve as a delegate for more than one supervisor at a time
- The delegate can take on your timekeeping tasks either temporarily or indefinitely
- Delegation remains in place until a formal request via the CalTime Delegation form to update access is submitted or a temporary end date was provided during setup and the end date has now passed.

Responsibilities of a CalTime Supervisor Delegate_____

Delegates are responsible for:

- Ensuring that all employees delegated to them:
- Accurately enter their leave taken and, for non-exempt employees, their hours worked
- Approve their timecard by the CalTime employee due date
- Following up with employees who have not completed their timecards and making edits where necessary
- Reviewing and verifying completed timecards for accuracy and completeness
- Approving completed timecards no later than the CalTime supervisor due date
- The delegate certifies that they are responsible for ensuring the accuracy of

employees hours

> **NOTE:** Delegates may NOT approve their own timecards as a supervisor. Either their original supervisor or a delegate for their own supervisor must do so.

Guidelines for request delegate access, update, or removal_____

A delegate must be pre-approved by the chief administrative officer or department manager prior to submitting a delegate request. Requests to delegate non-exempt biweekly paid employees must be submitted prior to the applicable biweekly pay period requiring delegate access. Requests to delegate exempt monthly paid employees can be submitted anytime except the first week of the calendar month (during the exempt timecard approval period).

Complete and submit the delegate request form:

▸ **Delegate request form to delegate non-exempt employees (**Non-Exempt: biweekly paid employees eligible for over-time)

▸ **Delegate request form to delegate exempt employees** (Exempt: monthly paid employees not eligible for over-time)

For a large request to setup many delegates or delegate access to many employees (Greater than ten), you may complete the information in a spreadsheet and submit a ticket to caltime@berkeley.edu.

Additional delegate request processing information:

▸ The estimated time to process a delegation request after the request has been submitted to the CalTime team is 2-3 business days. This timeframe assumes that the delegate request information that was submitted is complete and accurate.

▸ A confirmation email will be sent once the request has been processed.

▸ Large change requests & peak times (holiday periods) require longer processing time.

What the Delegate Should Expect_____

The changes that delegates will see in CalTime will depend on whether or not they are:

▸ a supervisor who already approves timecards in CalTime, or

▸ an employee who has never approved other employees' timecards

Emails:

The supervisor of record continues to receive email reminders and notifications; the delegate will also receive these notifications.

Delegates Who Are Already Supervisors

Supervisors who already approve timecards will see only one change—the addition of new employee(s) to their employee list. System access and capabilities will be the same for all employees for whom they are responsible. Any action taken for the new employees will be recorded with the supervisor's unique ID in CalTime's electronic audit trail.

Delegates Who Are New to Approving Timecards

Delegates who are new to the supervisor role in CalTime will gain access to the additional screens required for timecard review and approval. CalTime will open the **Leave Usage Genie** when logged in instead of their personal timecard, which is found under a supervisor's **My Information** tab.

For more information on Genies (customized views of employee information), delegates should go to the supervisor training section of the CalTime website, located at http://caltime.berkeley.edu/training/supervisors.

This site also provides:

- schedules for live demonstrations and hands-on training
- job aids
- online tutorials and procedures

Timecard approval deadlines are described in the supervisor job aid, "Responsibilities and Getting Started."