## CalTime : Time Entry

The purpose of this job aid is to provide instructions on how an employee may update their timecard. Employees can enter start times, stop times and transfers (between jobs) into their CalTime timecard during the pay period until the timecard approval deadline.

| Employee Entering Time   |   |                       |            |          |          |         |          |         |        |        |          |         |                                      |                       |                                   |                 |   |
|--|---|-----------------------|------------|----------|----------|---------|----------|---------|--------|--------|----------|---------|--------------------------------------|-----------------------|-----------------------------------|-----------------|---|
| <ol> <li>Select the correct time period.</li> <li>Select the row for the date you want to add/edit time and enter your start time in the "In" field.</li> <li>Enter the end time for the completion of the shift.</li> <li>Remember to select Save.</li> </ol> | 6 | Appro<br>Timec        | *<br>ve    | tion to  |          |         |          |         |        |        | Lo       |         | 1<br>29 PM Curr<br>Print<br>Timecard | ent Pay Pe<br>Refresh | eriod<br>4<br>Calculate<br>Totals | II<br>T<br>Save | - |
|  |   |                       | Date       | Pay Code | Amount   | in      | Transfe  | r Ou    | t      | In     | Transfer | Out     | Schedule                             | Shift                 | Daily                             | Period          |   |
|  | F | + 🗵                   | 2012/2010  |          |          |         |          |         |        | 1000   |          | 100000  |                                      |                       |                                   |                 |   |
|  | 6 | + ×                   | Mon.       | -        | 2        | 8:00AM  |          | 5:004   | AM     | 3      |          |         |                                      |                       |                                   |                 |   |
|  | 6 | + ×                   | Tue        |          | 1        |         | 6        |         |        |        |          |         |                                      |                       |                                   |                 |   |
|  | 8 | + ×                   | Wed.       | 53       |          |         |          |         |        |        |          |         |                                      |                       |                                   |                 |   |
|  | N | ote:                  | Please     | e remem  | ber to a | dd A or | P for AN | 1 or PM | I. Aco | ceptab | le forma | ats inc | clude 8a                             | or 8:30               | )a                                |                 |   |
| 5. Click <b>Refresh</b> .<br>6. Your hours for the Shift and   | C | t My Li<br>Timec      | nformation | 52       |          |         |          |         |        |        |          |         |                                      |                       |                                   |                 | * |
| Daily Totals display.  | ļ | Approve               |            |          |          |         |          |         |        |        |          | Loaded: | 4:02 PM Cur                          | Refresh               | Celculate<br>Totals               | Save            | 6 |
|  |   |                       | Date       | Pay Code | Amount   | In      | Transfer | Out     | In     | Trans  | sfer Ou  | t So    | chedule Sh                           | nift C                | Daily F                           | Period 🔺        |   |
|  | + | ×                     | Sun 2      |          |          |         |          |         |        |        |          |         |                                      |                       |                                   |                 |   |
|  | + | ×                     | Mon        |          |          | 8:00A   |          | 5:00P   |        |        |          |         |                                      | 8.0                   | 8.0                               | 8.0             |   |
|  | + | $\left[\times\right]$ | Tue 2      |          |          |         |          |         |        |        |          |         |                                      |                       |                                   | 8.0             |   |

# **CalTime**: Time Entry

#### **Employee Entering Time**

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

| 2. | Click on the blank box under<br>Transfer column.<br>A list of available jobs will<br>appear based on jobs you<br>have previously selected.<br>However, it is best practice<br>to select search at the<br>bottom of the list and a new<br>Transfer window will<br>appears.<br>Please refer to<br>https://fn.berkeley.edu/friendl<br>y_names to look up the<br>friendly name that<br>represents each of your jobs. | My Ti                        | vere<br>ove<br>seard<br>Dav<br>Sur<br>Sur<br>Sur<br>Sur<br>Sur<br>Sur<br>Sur<br>Sur<br>Sur<br>Sur | e Pay Coc<br>   | 2 Amount  | In<br>8:00AM   | Transfer<br>RS-LIFEGUARD CAL<br>RS-LIFEGUARD CAL<br>RS-LIFEGUARD SCH<br>RS-LIFEGUARD SCH<br>RS-LIFEGUARD SPI<br>RS-LIFEGUARD SPI<br>RS-LIFEGUARD TRA<br>Search | RC<br>LF<br>EF<br> |        |           | Print<br>Timecard | Refresh        | iod<br>Calculate<br>Totals<br>Shift | Contraction of the second seco |
|----|--|------------------------------|---|---|---|--|--|--------------------|--------|-----------|-------------------|----------------|-------------------------------------|--|
| 4. | Click on Job Drop down<br>arrow. Your entire list of<br>jobs available to you will<br>appear. Click on applicable<br>job and click <b>"Apply"</b>  | Add<br>Job:<br>Loca<br>Proje | Account   | Smar<br>RS-LIFE<br>RS-LIFE<br>RS-LIFE<br>RS-LIFE<br>RS-LIFE | t<br>I search<br>IGUARD CRS<br>IGUARD HRS<br>IGUARD SRS<br>IGUARD SRS<br>IGUARD SRS<br>IGUARD TRS | S-LIFEGUARD<br>S-LIFEGUARD<br>S-LIFEGUARD<br>S-LIFEGUARD | G<br>H<br>S<br>S   |                    | Cancel | Clear All |                   |                |                                     |  |
| 5. | The job, contract or grant will appear in the " <b>Transfer</b> " field.   | My Tin                       |   | ion 🔁   |   |  |  |                    |        | Loaded    |                   | Current Pay Pe |                                     |  |
| 6. | Then click on the " <b>Save</b> " button.  | Appre                        | ard<br>Date   |   | Amount  | In   | Transfer   | Out                | In     | Transfer  | Print<br>Timecard | Refresh        | Calculate<br>Totals                 | Save<br>Daily  |
| CO | ote: The Save icon will change<br>lors to prompt you to save<br>ur edit.   |                              | Mon .   | *   |   | 8:00A  | .FEGUARD CALM/////   | 5:00P              |        |           |                   |                | 8.0                                 | 8.0  |

### **CalTime**: Time Entry

#### Deleting a row and or editing the time you began and ended your shift

You may need to update an incorrect entry. You may only update entries in the current pay period. If you need to request an update for a prior period, please notify your supervisor.

- To delete time for an entire day, go to the Pay row for the applicable day of the week. Click on the X icon and the hours for that day will be removed.
- 2. To edit the hours, simply click on the cell and change the time you began and ended your shift. You may also edit the pay code by clicking in the cell under the pay code column.
- 3. Click the "Save" icon at top right of timecard.

| THIE                | ard      |          |        |    |          |     |    |          |          |                 |           |                     | [      |
|---------------------|----------|----------|--------|----|----------|-----|----|----------|----------|-----------------|-----------|---------------------|--------|
|                     |          |          |        |    |          |     |    | Loa      | ded: 3:5 | 2 PM Curr       | ent Pay P | eriod               | -      |
|                     |          |          |        |    |          |     |    |          |          |                 | ~         | -                   | G      |
| < -                 |          |          |        |    |          |     |    |          |          | 0               | Ð         |                     |        |
| Approve<br>Fimecard |          |          |        |    |          |     |    |          |          | Print<br>mecard | Refresh   | Calculate<br>Totals | Sav    |
|                     | Date     | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out      | Schedule        | Shift     | Daily               | Period |
|                     |          |          |        |    |          |     |    |          |          |                 |           |                     |        |
| ×                   | Su       |          |        |    |          |     |    |          |          |                 |           |                     |        |
|                     | Su<br>Mo | Va       | 8.0    |    |          |     |    |          |          |                 | 8.0       | 8.0                 | 8.0    |

#### Adding a Timecard Row for multiple timecard entries on the same calendar day

| 1. | To add a row to a day<br>of the week, click the |
|----|---|
|    | "plus sign" icon. A                             |
|    | new row will appear.                            |
|    | For example, you enter                          |
|    | time worked from 8am                            |
|    | to 2pm and would also                           |
|    | like to enter sick leave                        |
|    | from 2-5pm. To add                              |
|    | your sick time, click on                        |
|    | the plus sign icon and a                        |
|    | new row will appear for                         |
|    | that same day.                                  |

| <b>ly Tin</b>    | necard                    |                 |        |     |              |          |                      |          |           |                 |                 |                       |                     | □ ‡  |
|------------------|---------------------------|-----------------|--------|-----|--------------|----------|----------------------|----------|-----------|-----------------|-----------------|-----------------------|---------------------|------|
|                  |                           |                 |        |     |              |          |                      | Lo       | aded: 4:0 | 5 PM Cu         | rent Pay        | Period                | •                   |      |
| ~                | -                         |                 | /      | /   |              |          |                      |          |           | 8               | 0               |                       |                     | 1    |
| Appr<br>Time     |                           |                 |        |     |              |          |                      |          |           | Print<br>mecard | Refresh         | Celculet<br>Totals    | e Sav               | /e   |
| ~                | Date                      | Pay Code        | Amount | In  | Transfer     | Out      | In                   | Transfer | Out       | Schedul         | e Shift         | Daily                 | Period              |      |
| F)               | Su                        |                 |        |     |              |          |                      |          |           |                 |                 |                       |                     |      |
| -                | Mo                        |                 |        |     |              |          |                      |          |           | 11              |                 |                       |                     |      |
|                  |                           |                 |        |     |              |          |                      |          |           |                 |                 |                       |                     |      |
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|                  |                           |                 |        |     |              |          |                      |          |           |                 |                 |                       |                     |      |
| ► M.             | Informatio                | . 62            |        |     |              |          |                      |          |           |                 |                 |                       |                     |      |
|                  | Informatio                | n 82            |        |     |              |          |                      |          |           |                 |                 |                       |                     |      |
|                  |                           | n 82            |        |     |              |          |                      |          |           |                 |                 |                       |                     |      |
|                  |                           | n <sup>22</sup> |        |     |              |          | _                    | _        |           | Loaded: 4:05    | PM Curr         | ent Pay Perio         | od .                |      |
|                  |                           | n <sup>22</sup> |        |     |              |          |                      |          | Ĩ         | Loaded: 4:05    | PM Curr         | rent Pay Perio        | od v                |      |
|                  | ecard                     | n C2            |        |     |              |          |                      |          | j         |                 | PM Curr         | rent Pay Perio        | od ,                |      |
| Time<br>Approv   | ecard                     | n <sup>22</sup> |        |     |              |          |                      |          | Ĩ         | F               |                 | Ð                     | 0                   |      |
| Approv<br>Timeca | ecard                     | n ta            | e Amou | Int | in           | Transfer | Out                  | in       | Transfer  | F<br>Tin        | Print<br>lecard | Ð                     | Calculate<br>Totals | Save |
| Approv           | ecard<br>re<br>rd         |                 | e Amou | int | In           | Transfer | Out                  | in       |           | F<br>Tin        | Print<br>lecard | <b>O</b><br>Refresh ( | Calculate<br>Totals | Save |
| Approv<br>Timece | ecard<br>re<br>rd<br>Date |                 | e Amou |     | In<br>3:00AM | Transfer | <b>Out</b><br>2:00PM | in       |           | F<br>Tin        | Print<br>lecard | <b>O</b><br>Refresh ( | Calculate<br>Totals | Save |