

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

1. Select the correct time period.
2. Select the row for the date you want to add/edit time and enter your start time in the "In" field.
3. Enter the end time for the completion of the shift.
4. Remember to select **Save**.

My Information

My Timecard

Loaded: 3:29 PM

Current Pay Period

Print Timecard Refresh Calculate Totals Save

| | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Schedule | Shift | Daily | Period |
|-----|--------|----------|--------|--------|----------|--------|----|----------|-----|----------|-------|-------|--------|
| + X | Sun... | | | | | | | | | | | | |
| + X | Mon... | | 2 | 8:00AM | | 5:00AM | 3 | | | | | | |
| + X | Tue... | | | | | | | | | | | | |
| + X | Wed... | | | | | | | | | | | | |

Note: Please remember to add A or P for AM or PM. Acceptable formats include **8a** or **8:30a**

5. Click **Refresh**.
6. Your hours for the Shift and Daily Totals display.

My Information

My Timecard

Loaded: 4:02 PM

Current Pay Period

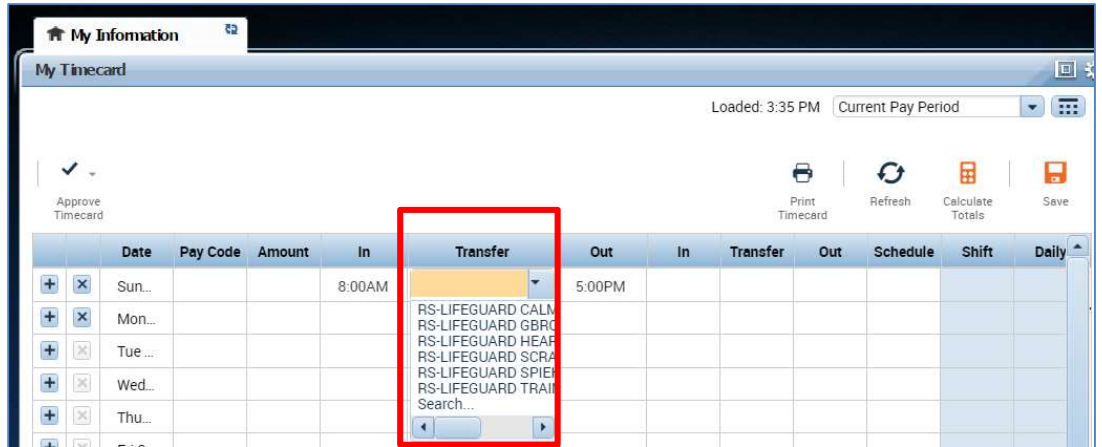
Print Timecard Refresh Calculate Totals Save

| | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Schedule | Shift | Daily | Period |
|-----|----------|----------|--------|----------|----------|----------|----|----------|-----|----------|-------|-------|--------|
| + X | Sun 2... | | | | | | | | | | | | |
| + X | Mon ... | | | 8:00A... | | 5:00P... | | | | | 8.0 | 8.0 | 8.0 |
| + X | Tue 2... | | | | | | | | | | | | 8.0 |

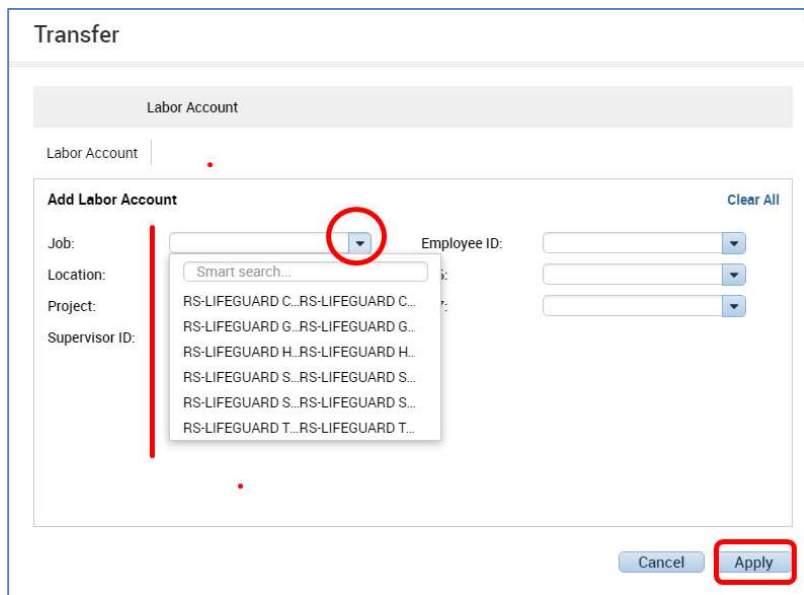
Employee Entering Time

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

1. Click on the blank box under Transfer column.
2. A list of available jobs will appear based on jobs you have previously selected. However, it is best practice to select search at the bottom of the list and a new Transfer window will appear.
3. Please refer to https://fn.berkeley.edu/friendly_names to look up the friendly name that represents each of your jobs.



4. Click on Job Drop down arrow. Your entire list of jobs available to you will appear. Click on applicable job and click "Apply"



5. The job, contract or grant will appear in the "Transfer" field.
6. Then click on the "Save" button.

Note: The Save icon will change colors to prompt you to save your edit.



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.

1. 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.

| | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Schedule | Shift | Daily | Period |
|---|--------|----------|--------|--------|----------|--------|----|----------|-----|----------|-------|-------|--------|
| + | Su... | | | | | | | | | | | | |
| + | Mo... | Va... | 8.0 | | | | | | | | 8.0 | 8.0 | 8.0 |
| + | Tue... | | | 8:0... | | 5:0... | | | | | | | 8.0 |

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

1. To add a row to a day 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.

| | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Schedule | Shift | Daily | Period |
|---|-------|----------|--------|----|----------|-----|----|----------|-----|----------|-------|-------|--------|
| + | Su... | | | | | | | | | | | | |
| + | Mo... | | | | | | | | | | | | |

| | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Schedule | Shift | Daily | Period |
|---|-------|------------------|--------|--------|----------|--------|----|----------|-----|----------|-------|-------|--------|
| + | Su... | | | | | | | | | | | | |
| + | Mo... | | | 8:00AM | | 2:00PM | | | | | | | |
| + | | Sick Leave Taken | 3.0 | | | | | | | | | | |