

Distributed on April 10th 2015

To: All Timekeepers

This is a follow up communication regarding the **CalTime Delegation system update** to the new table which is used to set up delegations for Non-Exempt employees. The system update that occurred during April 8-9 was successful.

However, we are now aware that there are some issues with the information contained in delegation report that is posted on blu.berkeley.edu. We anticipate that those issues will be resolved early next week and will notify you when a new report is available, but for the time being the delegation report has been temporarily removed from Blu. Once the issues are fixed and the report is available again in Blu, new instructions and a delegate report job aid will be communicated to all Timekeepers.

We appreciate your patience as we resolve the issues regarding the delegation report.

In addition, the CalTime website has been recently updated with the **revised [delegation request process](#)** which conforms with the new guidelines and process for setting up delegates within CalTime, and a **revised [supervisor delegate job aid](#)** is available. Please familiarize yourself with these materials. A communication announcement to campus is forthcoming.

If you have any additional questions or experience any issues, please email caltime@berkeley.edu or call the Help Desk at [510-664-9000](tel:510-664-9000), option 5 for CalTime.

Thank you,

The CalTime Team

**This information is also being sent to CSS-HR Partners, CSS-HR Service Delivery Managers/Supervisors, CSS-HR First Contact Team, CSS-IT Service Desk Team as an FYI, as requested by Central Payroll.