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# INSTRUCTIONAL GUIDE

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Timekeeping For Exempt Employees

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UNIVERSITY OF CALIFORNIA, BERKELEY  
Kronos Version 8

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## INTRODUCTION

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Welcome to CalTime, UC Berkeley's timekeeping system. This manual is a step-by-step user guide for Exempt employees (salaried and monthly paid employees not eligible for overtime). Exempt employees only use CalTime to record leave, they are salaried and paid based on the percentage of salary recorded in the Human Resource system known as Human Capital Management (HCM).

With CalTime, you can:

- Access your timecard from any computer
- Enter any time off (leave) you have taken
- Approve your timecard at the end of each Monthly pay period
- Have visible online access to your leave recorded.
- View your accrued leave balances and adjustments

Note: Some exempt employees are excluded from using CalTime such as Academic employees who do not accrue or track leave. However, academic employees who do accrue leave are required to use CalTime. Employees that do not report time or leave but are only paid by agreement amounts (non hours).

## TRAINING

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Brief and concise training videos are available to help familiarize yourself with the different roles within CalTime. These YouTube video tutorials are available at the Caltime website located at <http://caltime.berkeley.edu/home>. In addition, individual job aids designed based on task and employee role can be found at <http://caltime.berkeley.edu/training>.

## ROLES AND RESPONSIBILITIES

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There is a shared responsibility between the employee and supervisor to ensure employees time and leave is reported accurately and approved. The Monthly pay cycle is a calendar month that starts on the 1<sup>st</sup> of the month and ends on the last day of the calendar month.

**For each monthly pay period, employees are required to:**

- Record leave taken in whole day increments
- Record leave against the proper job (if employee has multiple jobs), contract or grant
- Approve their timecard by the employee the [approval deadline \(typically the 1<sup>st</sup> of the month\)](#)

**Supervisors are responsible for:**

- Reviewing every timecard to ensure their employee's leave taken is accurately recorded and complete
- Work with employee to resolve errors
- Approve the timecard by the supervisor [approval deadline](#) (typically the 5th of the calendar month). In certain cases you may need to submit a timecard on behalf of the employee (for example, if the employee is sick when it's time to submit timecards).

### Approval Deadline

Please note that the approval deadline may shift due to holidays. You will be notified if the approval deadline changes for a particular pay period. Approval deadlines are posted at [caltime.berkeley.edu](http://caltime.berkeley.edu). An approval reminder will be sent to the employees Berkeley email address on the 1<sup>st</sup> of the calendar of the month.

By the 5<sup>th</sup> of the calendar month, the supervisor will review their employee's timecard for accuracy and approve it if no adjustments need to be made. Once the supervisor approves the timecard, it is locked from further changes. If an employee needs to make a last minute edit to their timecard and the supervisor has already approved the timecard, the supervisor will need to remove their approval before any further edits can be made by the employee.

## THE BASICS

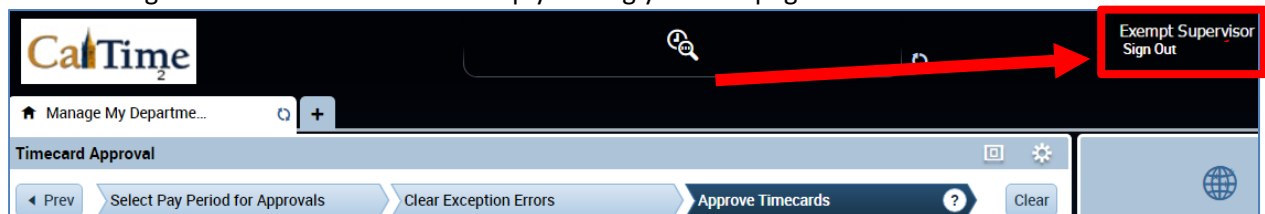
### Log in and Log out of CalTime

Using Internet Explorer, Google Chrome, Firefox, or Safari, to the CalTime website at <http://caltime.berkeley.edu/>.



Complete the Calnet Authentication process by entering you Calnet ID and Passphrase.

To Logoff CalTime, click on Sign Out at the top right of the CalTime webpage. Please properly logoff when exiting CalTime and refrain from simply closing your webpage window.



## Introduction to the CalTime Timecard

The **My Information** Tab displaying your timecard will immediately open after logging into CalTime. The timecard will open to the current pay period.

**My Timecard**

Loaded: 8:12 AM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save



	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+	Sun 2/26												
+	Mon 2/27												
+	Tue 2/28												
+	Wed 3/01												

Totals Accruals



## Timecard Column Descriptions

## Who do these timecard columns apply to?

Column Headers	Description	*Exempt	*Non-Exempt Anytime	*Non-Exempt Real-Time
 	<b>Plus sign</b> will enable you to add a second row to the existing day <b>X sign</b> will allow you to delete your time entry for that day (real time employee may only delete pay codes and must contact a supervisor to edit start and stop times).	✓	✓	✓
<b>Date</b>	Calendar Date and Day of the week (For Example, Sun 2/26)	✓	✓	✓
<b>Pay Code</b>	List of pay codes that are typically used to categorize your time off from work. These codes vary based on your access to CalTime.	✓	✓	✓
<b>Amount</b>	Enter the amount of hours corresponding to the Pay Code selected. Hour must be entered to the nearest quarter hour. For Example, 7.25, 7.5, 7.75, 8	✓	✓	✓
<b>In</b>	Enter your start time of your shift. Shortcut tip: You can enter 8:00am as 8a or 5:00pm as 5p.		✓	✓
<b>Transfer</b>	Used by Employees that have multiple jobs. Select the job aka (friendly name) that is applicable to the shift you are recording time.		✓	✓
<b>Out</b>	Enter the time your shift ended. Shortcut tip: You can enter 8:00am as 8a or 5:00pm as 5p. You do not need to clock out for lunch. CalTime will automatically grant an hour for lunch for employees that work over five consecutive hours.		✓	✓
<b>In</b>	Additional Column provided for employees that have multiple jobs. Enter your start time of your shift.		✓	✓
<b>Transfer</b>	Used by Employees that have multiple jobs. Select the job aka (friendly name) that is applicable to the shift you are recording time.		✓	✓
<b>Out</b>	Additional Column provided for employees that have multiple jobs. Enter the time your shift ended.		✓	✓
<b>Schedule</b>	Employees who have a schedule setup in CalTime will see their schedule appear here. This is an optional column that is not applicable to all employees however it is available to all employees.	✓	✓	✓
<b>Shift</b>	A total sum of your hours for the day will appear after you have either clicked on "Calculate Totals" and/or saved your timecard.	✓	✓	✓
<b>Daily</b>	A total sum of your hours for the day will appear after you have either clicked on "Calculate Totals" and/or saved your timecard.	✓	✓	✓
<b>Pay Period</b>	A running total sum of your hours for the pay period as each day goes by will appear after you have either clicked on "Calculate Totals" and/or saved your timecard.	✓	✓	✓

**\*Exempt Employees:** Salaried and paid monthly, only record leave such as vacation, sick, compensatory time, and leave without pay.

**\*Non-Exempt AnyTime Employees:** Hourly and paid biweekly, record the start and stop time of their shift anytime throughout the pay period.

**\*Non-Exempt RealTime Employees:** Hourly and paid biweekly, must record the start and stop time of their shift on a daily basis (i.e. students).

## Timecard Totals Appear at the bottom of the timecard

The **Totals** feature allows you to view your timecard totals. You have the following options:

**All:** All hours summed for entire pay period

**Shift:** Hours totaled by shift

**Daily:** Your hours summed by day (requires clicking on applicable row on timecard)

**Period to Date:** This will sum all hours up to the date you have clicked on your timecard

My Timecard

Loaded: 11:36 AM Current Pay Period

Approve Timecard

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 2...			8:00AM		5:00PM					8.0	8.0	8.0
+ x	Tue 2/...	Vacati...	8.0									8.0	16.0
+ x	Wed 3...			8:00AM		5:00PM					8.0	8.0	24.0
+ x	Thu 3/...			8:00AM		5:00PM					8.0	8.0	32.0
+ x	Fri 3/03			8:00AM		5:00PM					8.0	8.0	40.0

**Totals** Accruals

All All

Account	Pay Code	Amount
RS-LIFEGUARD SCRA/-/-	Regular	32.0
RS-LIFEGUARD SCRA/-/-	Vacation Leave Taken	8.0

All

All

Shift

Daily

Period to Date

## Timecard Accruals Appear at the bottom of the timecard, click on Accruals Tab

The accruals tab provides easy access to view your leave accruals

Totals **Accruals**

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Ending Balance
Comp Time	33.0	Hour	33.0
Sick Accrual	0.0	Hour	0.0
Sick Leave	93.0	Hour	93.0
Vacation	62.0	Hour	62.0

## LEAVE AND PAYCODE ENTRY

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

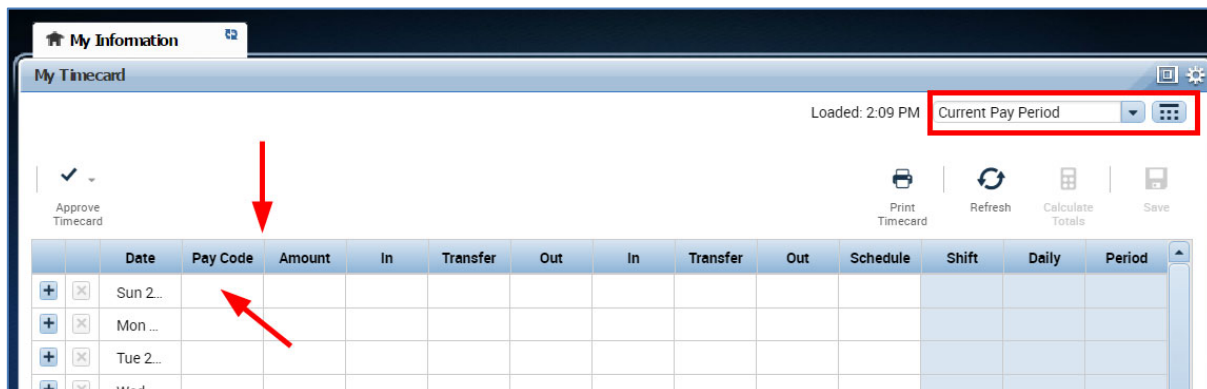
It is important that hours are tracked to the correct pay code so that your leave balances are correct. You may wish to enter leave into CalTime as you become aware of it, rather than wait until the end of the pay period. For example, if you are taking vacation in the current pay period, enter it into CalTime before you go. If you have taken sick leave, enter it upon your return to work.

### Acceptable Formats for Entering Pay Code Amounts

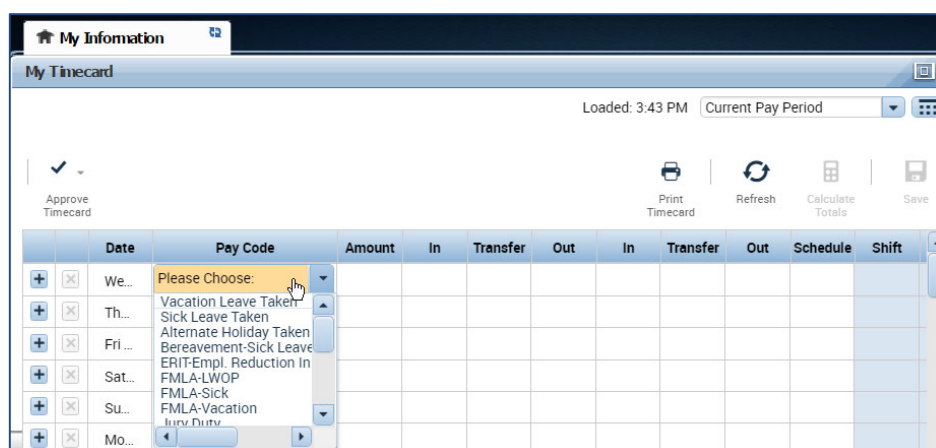
Acceptable Format	Example	Interpretation by CalTime
Leading zeros (optional)	07	7 hours
	08:30 (8 hours, 30 minutes)	8.5 hours
Colon	7:30	7.5 hours
Decimal	8.5	8.5 hours

### 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. Note: You can expand columns by holding down the left button on your mouse while clicking on the pay code column line to make the column wider



5. From the dropdown list, select the pay code that categorizes the time you worked or leave you wish to report.





- Record hours in the Amount Column
- Click Save
- In this example, the employee entered vacation leave. They entered the total vacation hours in the **"Amount"** column.

My Information

My Timecard

Loaded: 3:43 PM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift
+	We...	Vacation Leave Taken	8.0								
+	Th...	Vacation Leave Taken	8.0								

### Deleting Leave

- Go to the Pay row for the applicable day of the week. Click on the **X** icon and the hours and pay code for that day will be removed.
- To edit the hours, simply click on the cell and change the hours or in or out time. You may also edit the pay code by clicking in the cell under the pay code column and selecting a different pay code.
- Click the **"Save"** icon at top right of timecard.

My Information

My Timecard

Loaded: 3:43 PM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift
+	We...	Vacation Leave Taken	8.0								
+	Th...	Vacation Leave Taken	8.0								

### Editing a Pay code and Hours

Simply go to the applicable row on your timecard corresponding to the date you wish to adjust and select a different pay code and enter the correct hours in the Amount column. Click the Save icon highlighted in Orange.

### Leave Entry for employees on alternative work schedules or Compressed 4/10 Workweeks

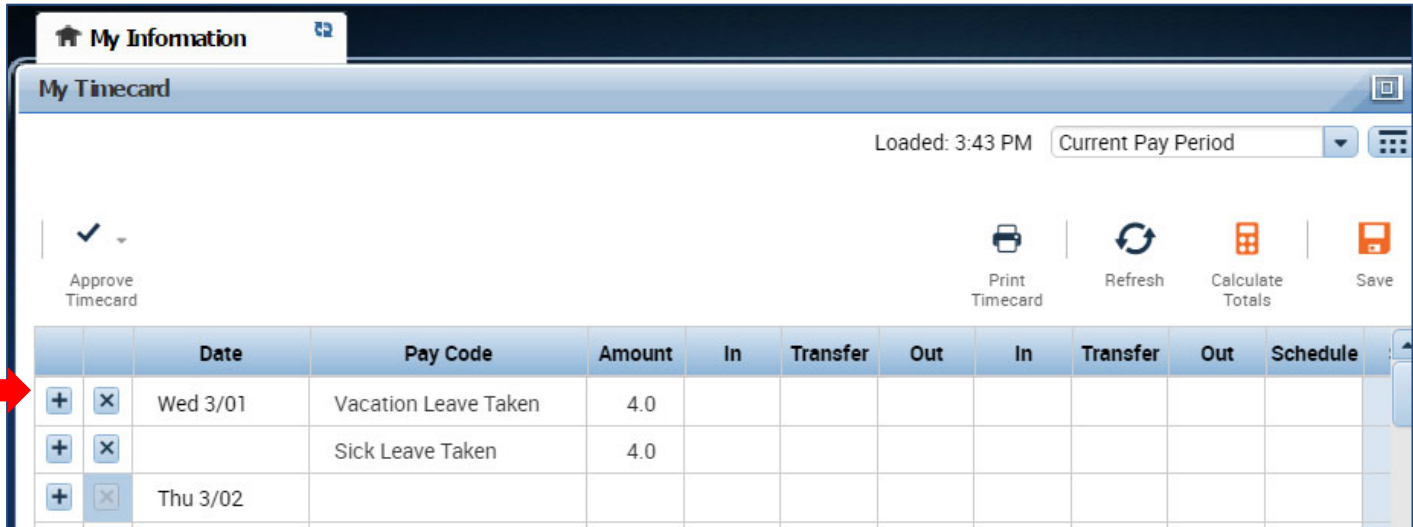
Employees with Alternative Work Schedules or Compressed workweeks should enter the number of their daily hours for vacation and full sick days. For example, if you work 10 hours a day for 4 days a week, you would enter 10 hours of leave (vacation, sick, etc.) per day.

## Adding and Removing Timecard Rows for Multiple Entries in a Day

The timecard by default only has one row set up for each day of the pay period with one pay code and amounts entry. It may be necessary to add rows to a day to accommodate additional entries. For example, you may:

- Record vacation and sick leave to cover one day
- TO ADD A ROW** Click the Plus symbol and this will open a new row for the same day.  
*In the example below, the employee entered vacation and sick leave for Wednesday, March 1<sup>st</sup>.*
  - TO REMOVE A ROW** Click the X symbol for the row you wish to delete

Note: Remember to save your change by clicking on the Save Icon which will be highlighted in orange.



The screenshot shows the 'My Timecard' interface. At the top, there's a 'My Information' tab and a 'My Timecard' title bar. Below the title bar, it says 'Loaded: 3:43 PM' and 'Current Pay Period' with a dropdown menu. There are four icons: 'Approve Timecard' (checkmark), 'Print Timecard' (printer), 'Refresh' (circular arrow), 'Calculate Totals' (calculator), and 'Save' (orange square with a checkmark). Below these icons is a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, and Schedule. The first row shows 'Wed 3/01' with 'Vacation Leave Taken' and '4.0'. The second row shows 'Wed 3/01' with 'Sick Leave Taken' and '4.0'. The third row shows 'Thu 3/02'. A red arrow points to the '+' icon in the first row, indicating how to add a new entry for the same day.

## Editing Time 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 would be considered Historical Edits. If you need to add or change entries for prior pay periods, contact your supervisor. Your supervisor must work with a timekeeper to make the necessary corrections. Only timekeepers have access to edit prior pay periods. 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

## REVIEWING AND APPROVING YOUR TIMECARD

### Reviewing your Timecard

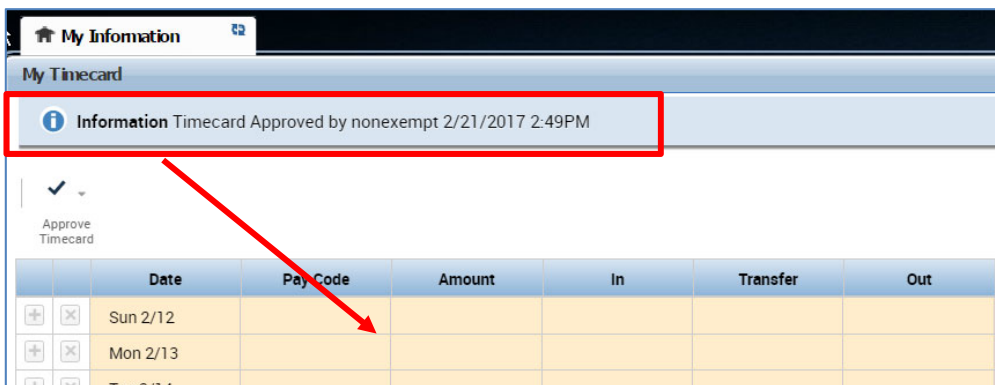
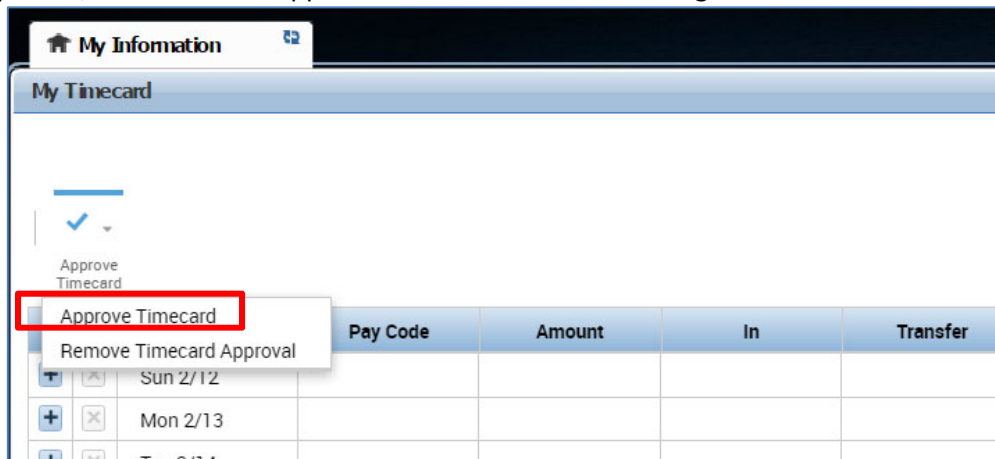
- Ensure that you are accessing the correct Pay Period
- Verify that the leave recorded is accurate
- Check your Shift and Daily Totals to verify that they add up to the hours of expected
- Verify that you used the correct pay codes for any leave recorded on your timecard (i.e. vacation, sick leave)
- If you find any remaining discrepancies, please notify your supervisor who may be able to assist. You may also email [caltime@berkeley.edu](mailto:caltime@berkeley.edu) for assistance.

### Add Timecard Approval

Once you have finished reviewing your timecard for accuracy, you may approve your timecard. Your approval is a submission of your timecard and an indication to your supervisor that you are done with your timecard and the hours are accurate. **The deadline for the timecard approval is the 1<sup>st</sup> of the month period. For example, an exempt employee would approve their March timecard on April 1<sup>st</sup>. The Approval Deadlines for the calendar year may be found at <http://caltime.berkeley.edu/Employee%20and%20Supervisor%20Timecard%20Approval%20Deadlines>**

Once your supervisor approves your timecard (typically the 5<sup>th</sup> of the month), it is locked from further changes. If you need to make additional edits and your supervisor has already approved your timecard, you will need to reach out to your supervisor so they can remove their approval.

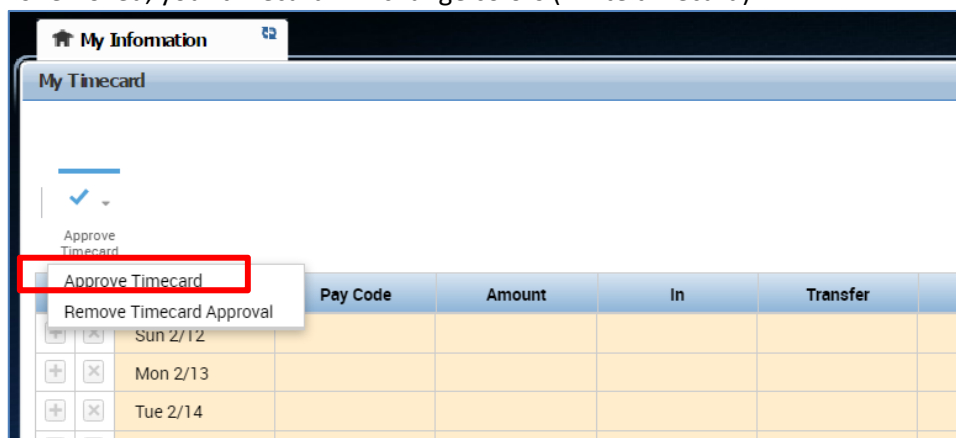
1. Click on **“Approve Timecard”** icon and click on **“Approve Timecard”**
2. Once approved, a confirmation appears and the timecard will change colors



## Remove Timecard Approval

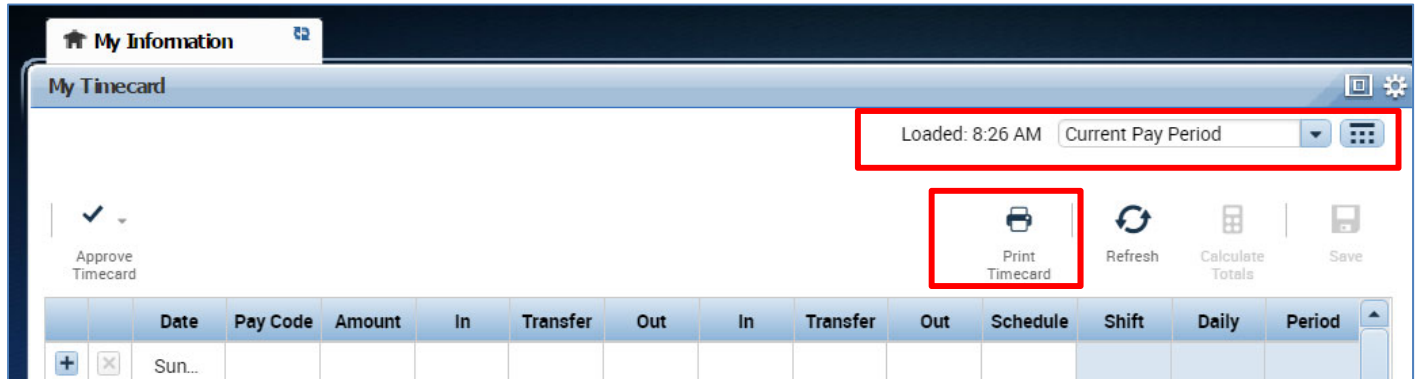
If you need to make changes to your timecard after approving it, you need to first remove your approval to unlock your timecard for the update. However, if your supervisor has already approved your time, your timecard is locked for changes. Notify your supervisor if your timecard needs to be edited.

1. To remove timecard approval, click on the **“Approve timecard icon” “Remove Timecard Approval”** button.
2. Once approval is removed, your timecard will change colors (white timecard)



## PRINT A COPY OF YOUR TIMECARD

1. Select the Period of time you would like to print at top right of your timecard. A calendar icon is available if you would like to select a range of dates.
2. Click **Print Timecard** icon

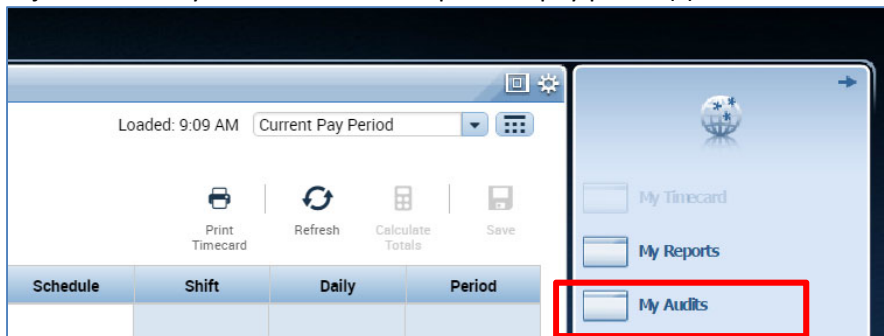


A new page will open with clear copy of your timecard for you to print on your local printer.

Exempt, Employee 012345678												
Previous Pay Period All Home												
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Wed 2/01												
Thu 2/02	Vacation Leave Taken	8.0									8.0	8.0
Fri 2/03	Vacation Leave Taken	8.0									8.0	16.0
Sat 2/04												16.0
Sun 2/05												16.0
Mon 2/06												16.0

## MY AUDITS

To the right of your timecard is a blue panel, if you click on **My Audits**, you will be taken to a screen to view any adjustments to your timecard for a specified pay period(s).



The screen will default to the current pay period and a list of any edits made to your timecard.

My Information My Audits

My Audits

Category: My Audits Type of Edit: All

Current Pay Period

Refresh

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
3/01/2017		Add Pay Code		Vacation ...	4.0				3/23/2017	3:59PM (G...	exempt.kr...	Timecard
3/01/2017		Add Pay Code		Sick Leav...	4.0				3/23/2017	3:59PM (G...	exempt.kr...	Timecard

**Note: If you hover your mouse over any of the fields, you will see the full field displayed. Columns underlined below are not applicable to exempt employees (please ignore)**

**Date:** Associated Timecard Date

**Time:** The time you started or ended your shift

**Type:** The type of edit that was made

**Account:** If a special job or friendly name was used

**Pay code:** The type of pay code used to categorize leave taken

**Amount:** Amount of hours associated with the Pay code used for leave taken

**Work Rule:** Will notate a work rule transfer

**Override:** This field indicates that the time was an in punch or and out punch

**Comment:** Comments can be inserted by timekeepers or supervisors only

**Edit Date:** This is the date the timecard was edited

**User:** This field indicates who made the edit to the timecard

**Data Source:** Timecard Editor

Type of Edit:

- All
- All
- Punch (Add/Edit/Delete)
- Pay Code (Add/Edit/Delete)
- Hours Worked (Add/Edit/Delete)
- Duration (Add/Edit/Delete)
- Approvals/Sign-offs
- Justification (Add/Edit/Delete)
- All Retroactive (Add/Edit/Delete)
- Retroactive Punch (Add/Edit/Delete)

You also have the ability to click the drop down arrow under **Type of Edit**. This will open up a list of types of edits. The **Category Field** drop down list shows my signoff and approvals which shows the date, time, and who approved and sign-off on the employees timecard.

My Information My Audits

My Audits

Category: My Audits Type of Edit: All

Current Pay Period

Refresh

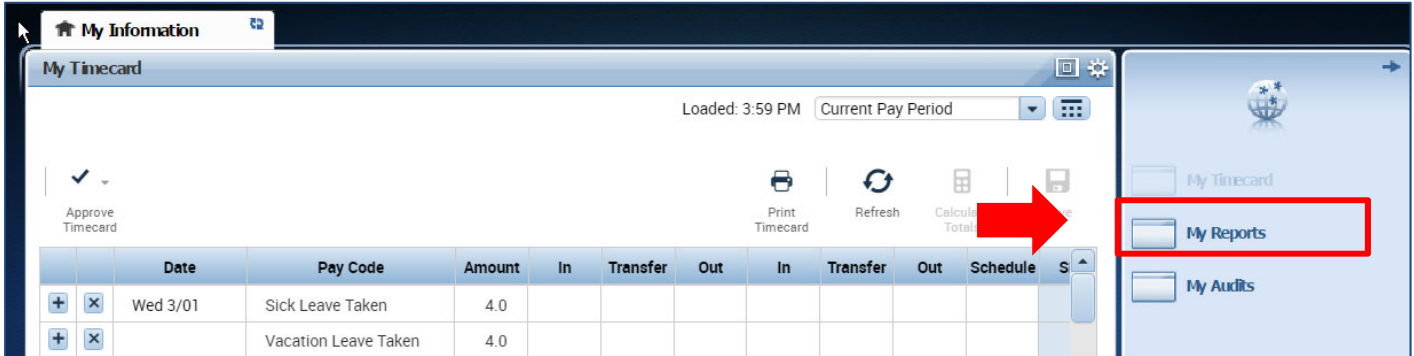
Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
3/01/2017		Add Pay Code		Vacation ...	4.0				3/23/2017	3:59PM (G...	exempt.kr...	Timecard

## REPORTS

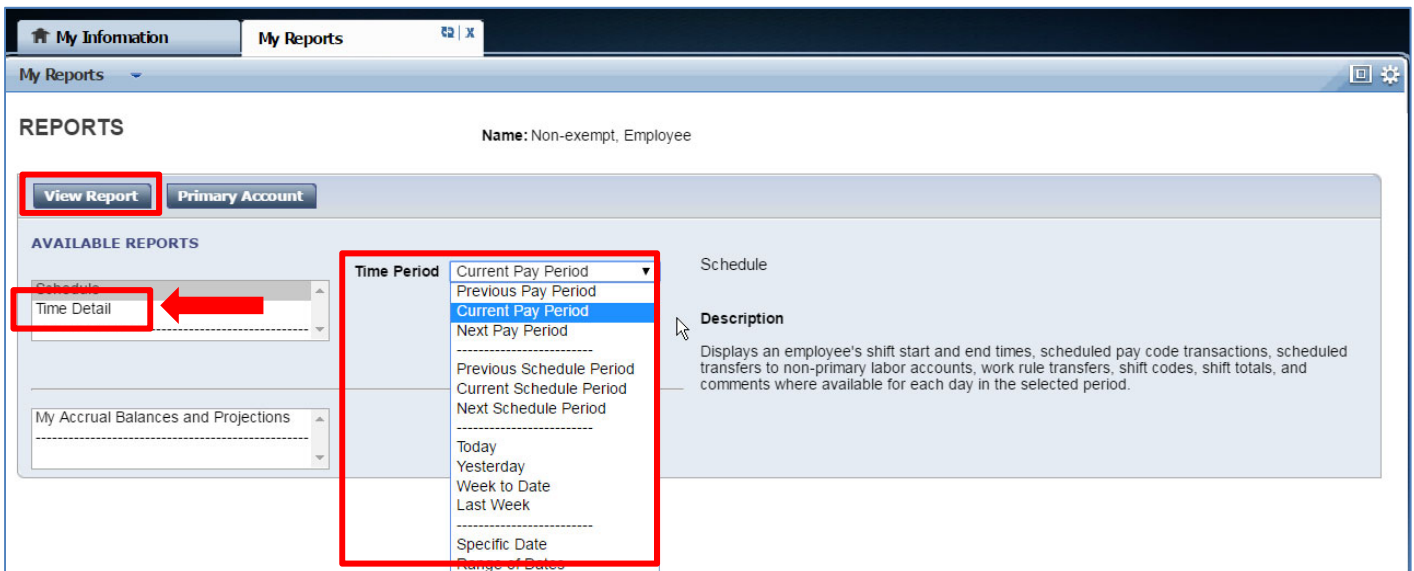
### Time Detail Report

The Time Detail Report shows the leave entered into the employee's timecard for a specified period of time. Employees may consider producing the time detail report if they would like a summary of hours for the more than one monthly pay period (i.e. the last three months).

1. Click on **My Reports** (located on the right of your timecard in blue tool bar)



2. Click on **Time Detail**
3. Select **Time Period** by clicking on the drop down arrow. You have several options including selecting a range of dates.
4. Click on **View Report**. A summary will appear on screen of your time detail.



## TIME DETAIL

[Return](#)

Time Period: Current Pay Period  
Dates: 3/01/2017 - 3/31/2017

Printed: 3/23/2017

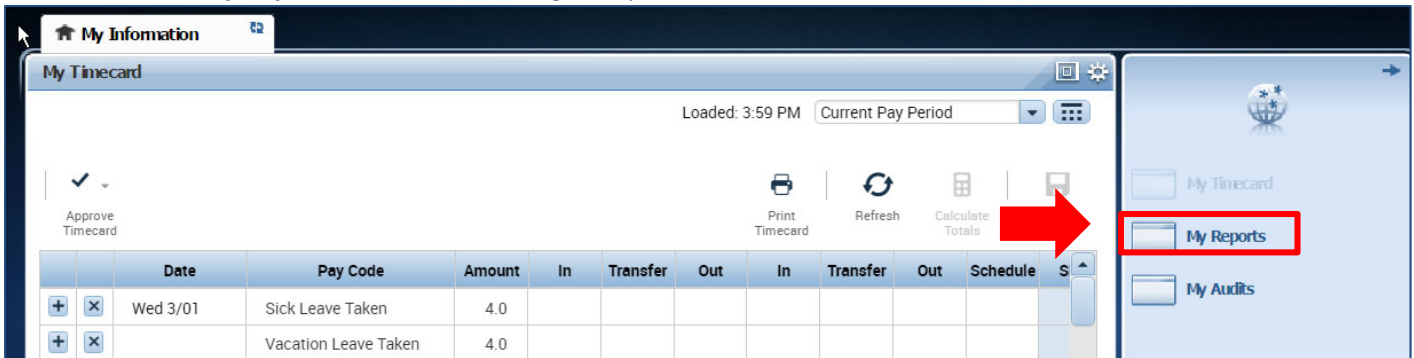
Name: Exempt, Employee ID: 1 Pay Rule: UCB\_Exempt\_Default  
Primary Account(s): 11/10/2016 - forever

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	(\$)Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Wed 3/01	Sick Leave Taken						4.0			
Wed 3/01	Vacation Leave Taken						4.0		8.0	
Thu 3/02									8.0	
Fri 3/03									8.0	
Sat 3/04									8.0	
Sun 3/05									8.0	
Mon 3/06									8.0	
Tue 3/07									8.0	
Wed 3/08									8.0	
Thu 3/09									8.0	
Fri 3/10									8.0	
Sat 3/11									8.0	
Sun 3/12									8.0	
Mon 3/13									8.0	
Tue 3/14									8.0	
Wed 3/15									8.0	
Thu 3/16									8.0	
Fri 3/17									8.0	
Sat 3/18									8.0	
Sun 3/19									8.0	
Mon 3/20									8.0	
Tue 3/21									8.0	
Wed 3/22									8.0	
Thu 3/23									8.0	
Fri 3/24									8.0	
Sat 3/25									8.0	
Sun 3/26									8.0	
Mon 3/27									8.0	
Tue 3/28									8.0	
Wed 3/29									8.0	
Thu 3/30									8.0	
Fri 3/31	[Cesar Chavez Day]						8.0		16.0	
Totals						0.00	16.0	0.0	16.0	
Account Summary										
Account	Pay Code						Money		Hours	
	Sick Leave Taken								4.0	
	Vacation Leave Taken								4.0	
Pay Code Summary										
	Pay Code						Money		Hours	
	Sick Leave Taken								4.0	
	Vacation Leave Taken								4.0	
Totals							0.00		8.0	

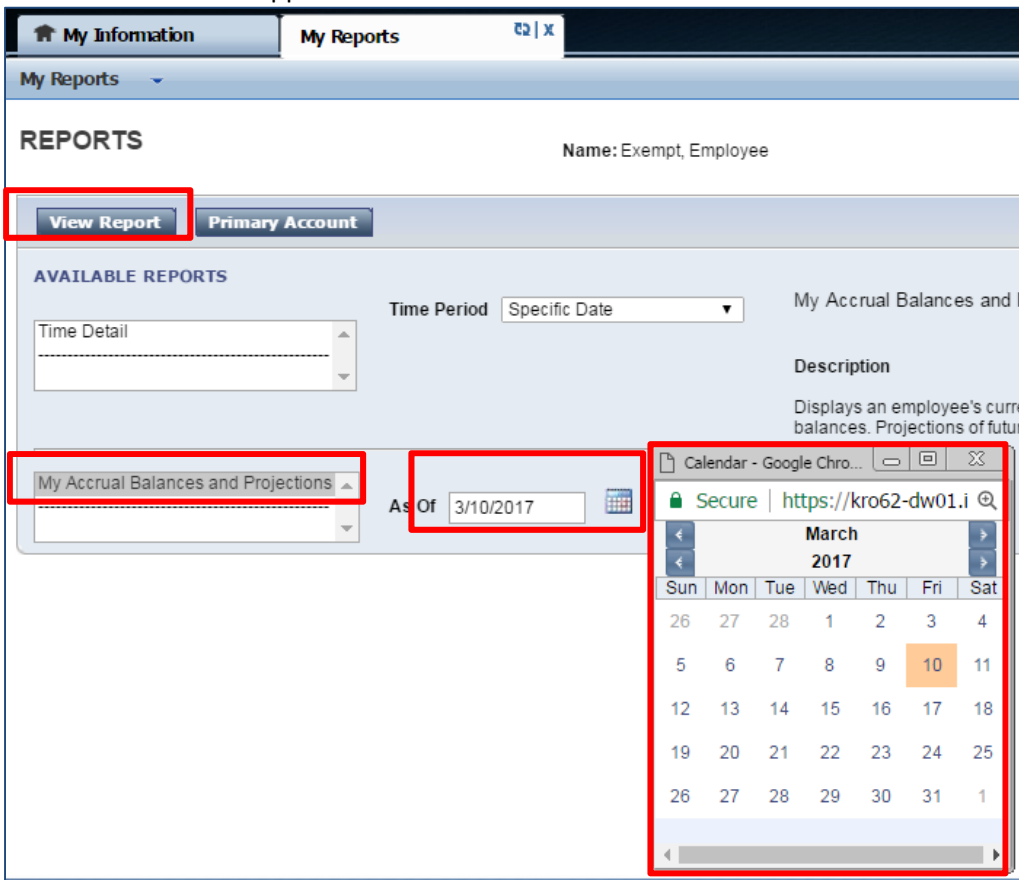
## Accrual Balances Reports

The Accrual Balances Report shows your leave accrued, leave taken, and beginning and ending leave balances for a specified period of time. Employees may consider producing the Accrual Balance report if they would like a summary of leave adjustments for more than one monthly pay period (i.e. the last three months).

1. Click on **My Reports** (located on the right of your timecard in blue tool bar)



1. Click on **My Accrual Balances and Projections**  
*CalTime does not calculate projected amounts. Please ignore Projected Takings, Projected Credits, Projected Balance and Balance w/o Proj. Credits.*
2. Select **As Of** by clicking on calendar icon and click on date.
3. Click on **View Report**. A summary will appear on screen of your time detail. A summary of your leave balances will appear.





Note: CalTime does not calculate projected amounts. Please ignore Projected Takings, Projected Credits, Projected Balance and Balance w/o Proj. Credits.

My Information

My Reports

X

My Reports

MY ACCRUAL BALANCES AND PROJECTIONS

Return

Date Selected: 3/23/2017

Printed: 3/23/2017

Name: Exempt, Employee

ID:

Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Sick Accrual	Hour	8.48	3/23/2017	0.0	0.0	8.48	8.48
Sick Leave	Hour	685.0	3/23/2017	0.0	0.0	685.0	685.0
Vacation	Hour	276.0	3/23/2017	0.0	0.0	276.0	276.0
Vacation Accrual	Hour	24.83	3/23/2017	0.0	0.0	24.83	24.83
Vacation Lost Accruals	Hour	0.83	3/23/2017	0.0	0.0	0.83	0.83
Vacation Maximum	Hour	336.0	3/23/2017	0.0	0.0	336.0	336.0

## INFORMATION RESOURCES

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### Resources

1. **For additional questions** regarding your timecard, please email [caltime@berkeley.edu](mailto:caltime@berkeley.edu) or call 510-664-9000, option 1.
2. **CalTime website and quick link access to CalTime:** <http://caltime.berkeley.edu/>
3. **CalTime Training documents:** <http://caltime.berkeley.edu/training>
4. **Employee Pay Period and Pay dates:** <http://controller.berkeley.edu/payroll/paycheck-and-pay-dates>
5. **CalTime Employee Approval Deadlines:**  
<http://caltime.berkeley.edu/Employee%20and%20Supervisor%20Timecard%20Approval%20Deadlines>
6. **Campus Shared Services:** Contact for questions regarding your HR record or paycheck at <http://sharedservices.berkeley.edu/>
7. **Dual Appointments:** If you currently have both an exempt and non-exempt position, you will only be able to use CalTime for your non-exempt position. Please find more information at <http://caltime.berkeley.edu/dual-exempt-and-non-exempt-appointments-caltime>
8. **CalTime Terms and Acronyms:** <http://caltime.berkeley.edu/training/glossary/caltime>
9. **Subscribe to CalTime Bconnected Calendar:** Follow the instructions at the link below to add the Approval Deadlines to your Bconnected calendar.  
<http://caltime.berkeley.edu/Employee%20and%20Supervisor%20Timecard%20Approval%20Deadlines>