Timekeeping Instructions for Early UCPath December Payroll Deadlines

In preparation for the December holidays and the campus annual energy curtailment period, please plan ahead and follow the deadlines and instructions below to ensure you are paid for all hours worked and leave taken. This December, due to the holidays, biweekly paid employees and their supervisors are being asked to submit and approve their hours worked and leave taken before the pay period ends. The early time submission and approval deadline allows UCPath to process Payroll and submit the necessary information to the bank so employees may have their pay available on the January 3rd pay day.

Current Pay Period 12/10-12/23, Pay Day Jan 3, 2024
- Employee Approval due 12/20
- Supervisor Approval due 12/21 by Noon

Note: these deadlines occur before the pay period ends on 12/23

AnyTime Employees
Enter your hours worked or leave taken as usual for Dec 10-20. Please enter in advance the hours you plan to work/and or leave for Dec. 21-23 and approve timecard by Dec. 20.

Next Pay Period 12/24-1/06, Pay Day Jan 17, 2024
- Employee Approval due 1/06
- Supervisor Approval due 1/08 by Noon

This pay period includes the annual energy curtailment period during Dec. 27, 28, and 29.
- You can enter any hours you plan to work, or leave that you plan to take during the Dec. 24-Jan. 06 pay period any time until Jan. 06. Instructions on how to record leave are available.
- Do not enter holiday hours for Dec. 25-26 and Jan 1-2. Holiday hours for these dates will appear for eligible employees beginning Dec. 28.
- If you earn vacation leave and wish to use it for the three closure dates but you don't yet have enough accrued vacation leave, you are permitted to take up to three days of vacation leave in advance of accrual. You can enter this into CalTime as vacation leave.

If you are an eligible employee that typically accrues vacation and wish to use leave without pay during the curtailment closure dates Dec. 27-29 please see the Curtailment webpage for more information about using the Curtailment-LWOP pay code.

For more information: Visit the Curtailment webpage

For Support: Email caltime@berkeley.edu or call the Help Desk at (510) 664-9000, press option 1 followed by option 4

Thank you for using CalTime, and happy holidays!
The CalTime Team