

## 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 3<sup>rd</sup> pay day.

### Current Pay Period 12/10-12/23, Pay Day Jan 3, 2024

- Projected Hours Form due 12/18
- Employee Approval due 12/20
- Supervisor Approval due 12/21 by Noon

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

### \*Real Time Non-Exempt Employees

Record time as usual during Dec. 10-20. **Complete and submit the [projected hours form](#) to your supervisor no later than Monday, Dec. 18 if you are scheduled to work or take leave on Dec. 21-23.** Approve your timecard on Dec. 20. In order to be paid for hours on Dec. 21-23, your supervisor must enter your hours in CalTime in advance no later than Noon on Dec. 21.

### 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. If you are going to use any leave time (vacation or comp-time) during this pay period and you have access to a computer you may [follow these instructions](#). If you do not have access to a computer or need supervisor assistance, you should provide your leave information to your supervisor in advance. To do so, you may **fill out the [Holiday/Curtailment Leave Form](#) and return to your supervisor by December 13.**

If you earn vacation leave and wish to use it for the three curtailment 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. Your supervisor can enter this into CalTime as vacation leave. Holiday hours for Dec. 25-26, and Jan 1-2 will appear for eligible employees beginning Dec. 28. If you are an eligible employee that typically accrues vacation and wish to use leave without pay during the curtailment closure dates Dec. 27, 28, and 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](mailto: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

\*A Realtime employee is an employee that is required to report hours worked at the beginning and end of their shift on their scheduled work day. If they do not report time on their scheduled work day, they must request that their supervisor update their timecard on their behalf.