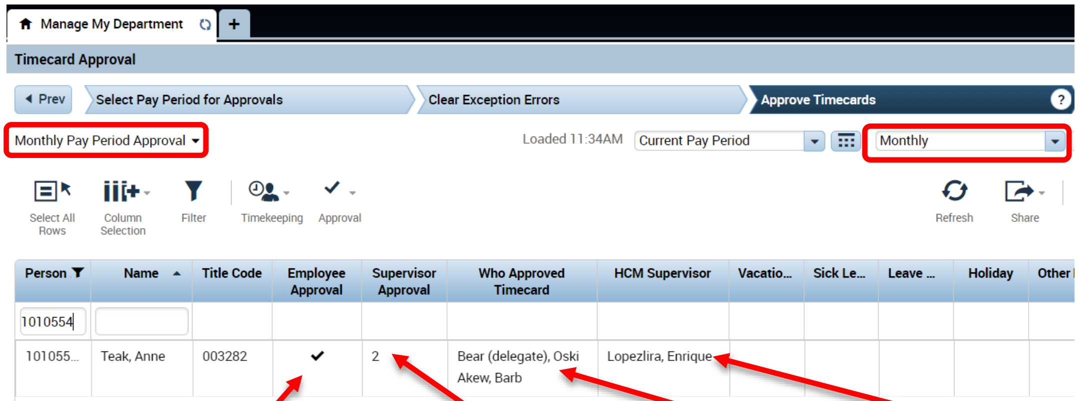
CalTime: Reviewing & Approving Timecards for Exempt Employees with Multiple Jobs

The job aid outlines best practices for supervisors who are reviewing and approving timecards for exempt employees with multiple jobs.

Manage My Department: Timecard Approval Summary Page

1. Select 'Monthly' on the drop down menu located at the left and right of the webpage
2. Select the correct pay period. The data will always default to the current pay period but can be changed to the previous period or a specific range of dates.
3. Summary of Approval Actions: Within the summary detail of your timecard approval list, the following columns indicate certain approval actions:
   Employee Approval
   Supervisor Approval
   Who Approved Timecard
   HCM Supervisor
   A brief description of each action is defined in the table to the right

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



Employee Approval	Supervisor Approval	Who Approved Timecard	HCM Supervisor
A check mark indicates that the employee has approved their timecard. A blank field means that the employee has not approved their timecard.	This number indicates the number of supervisors/delegates who approved the employee's timecard.	This column displays who approved the employee's timecard. **Note:** This list will only display the names of the people who have approved the timecard and will not indicate if the approver is the primary/secondary supervisor or if they are a delegate.	This column indicates who the primary supervisor listed on the employees' UCPath HR record

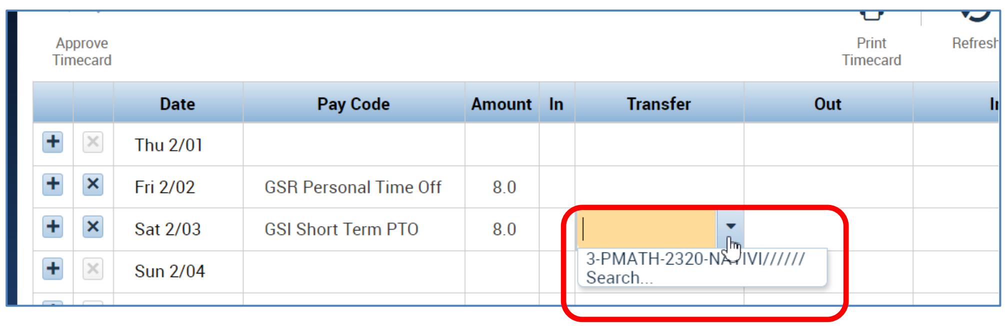
Transfer Function and Searching for your Employee's Job

You may need to use the transfer function when your employee did not assign the hours to the correct job or you need to add hours of leave taken to a specific job on behalf on the employee

To transfer leave hours to a specific job, click on the blank box under the **Transfer** column.

A list of available jobs will appear based on jobs you have previously selected.

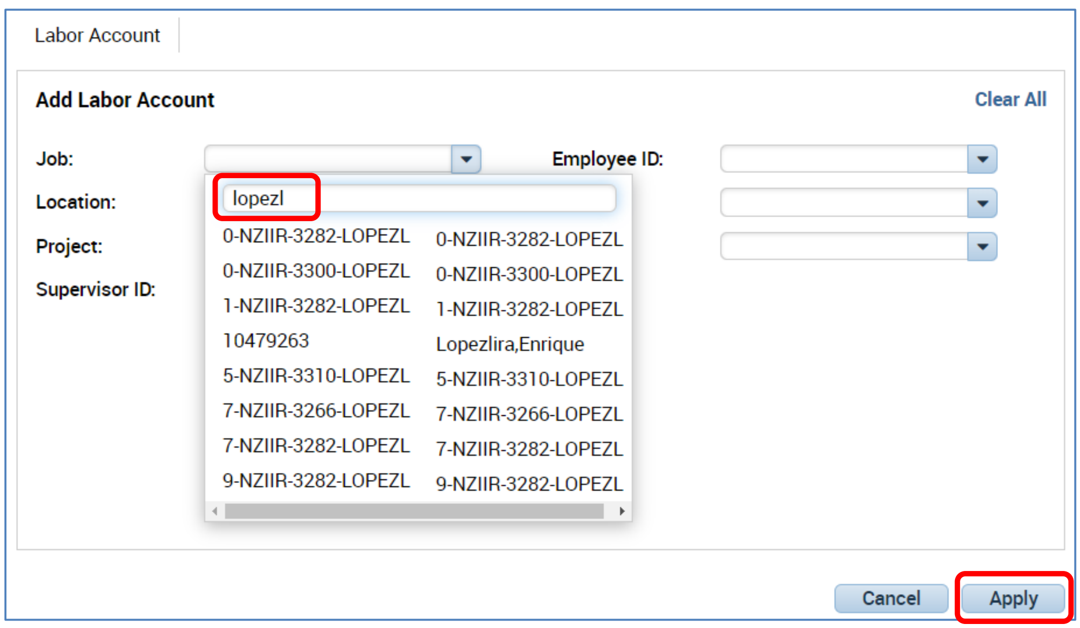
However, it is best practice to select 'search' at the bottom of the list and a new Transfer window will appear.



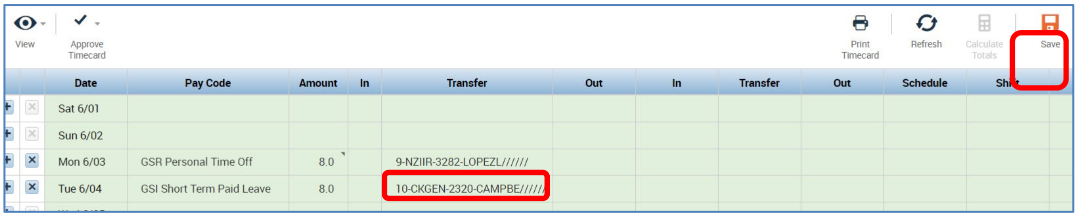
Click on the **Job** drop down arrow. To search for the transfer name assigned to your employee, type the transfer name in the search field.

Best Practice: If you do not know your employee's transfer name, type in the first 6 letters of the supervisor's last name in the search field. A list of transfer names will populate, and you can select the correct transfer name from the list. If you are still unsure about which transfer to choose, you can refer to your employee's [People Card information](). The People Card will provide you information about each of your employee's jobs.

Once you are able to identify the correct transfer name to use, click on the applicable job and click **'Apply'** located at the bottom right.

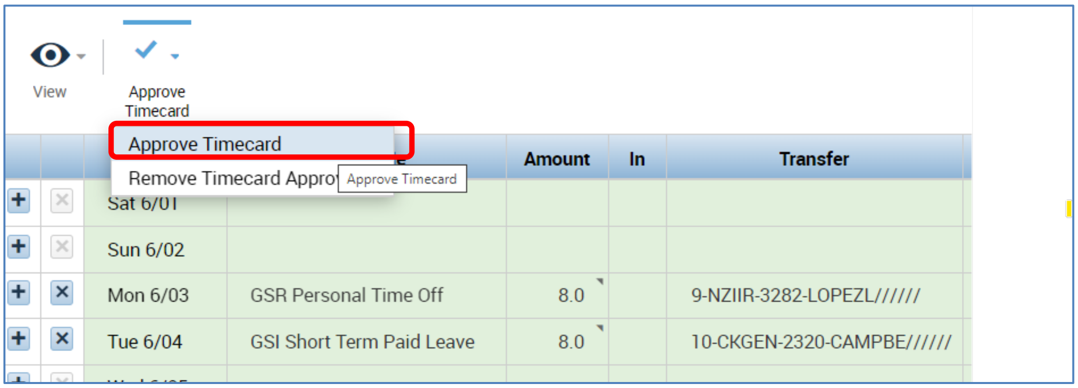


The job will appear in the '**Transfer**' field. Click on the '**Save**' button to save your changes.

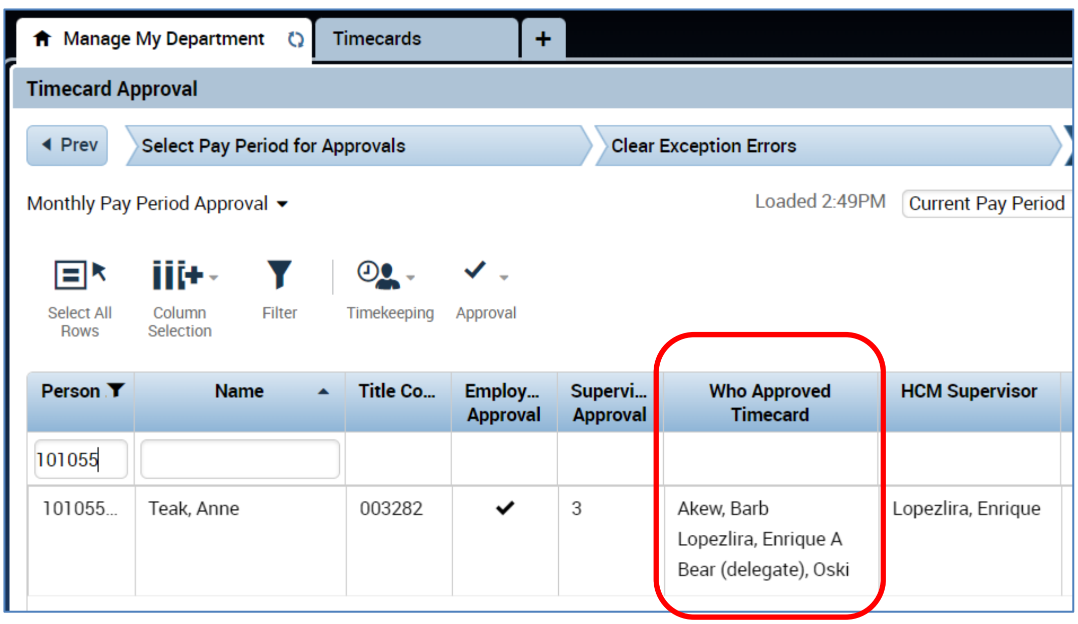


Approving Timecards

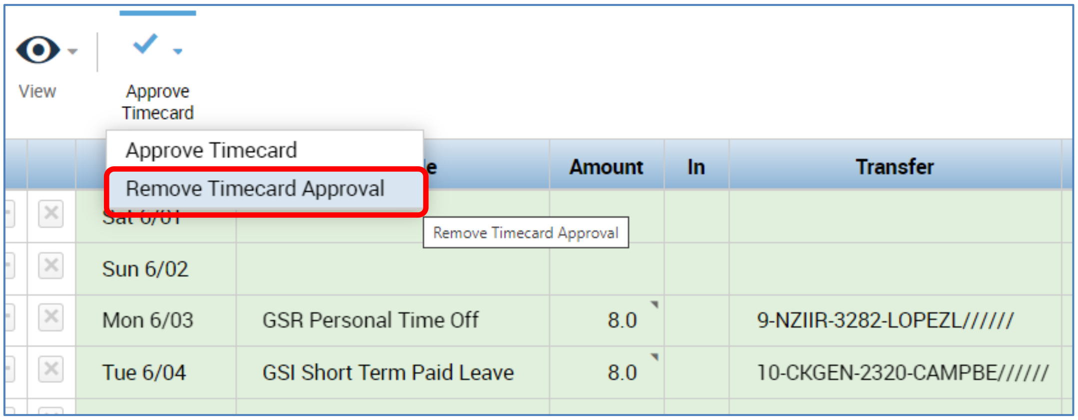
Once you have completed your timecard edits and review, select 'Approve Timecard' from the drop down list on the left side of the employee's timecard.



Your name should now appear in the 'Who Approved Timecard' column in your timecard approval summary screen.



Making a Correction After Approval

To make additional edits to your employee's timecard, you will need to remove your approval before making your additional edits.	

WHAT DOES YOUR EXEMPT EMPLOYEE'S TRANSFER CODE REPRESENT?

Your monthly paid employee's transfer code is a combination of information pertaining to their job record in the UCPath HR and Payroll system. The information allows CalTime to assign the employee's leave hours to the correct job that they have in the HR system and be paid correctly. The fields are described in the example below.

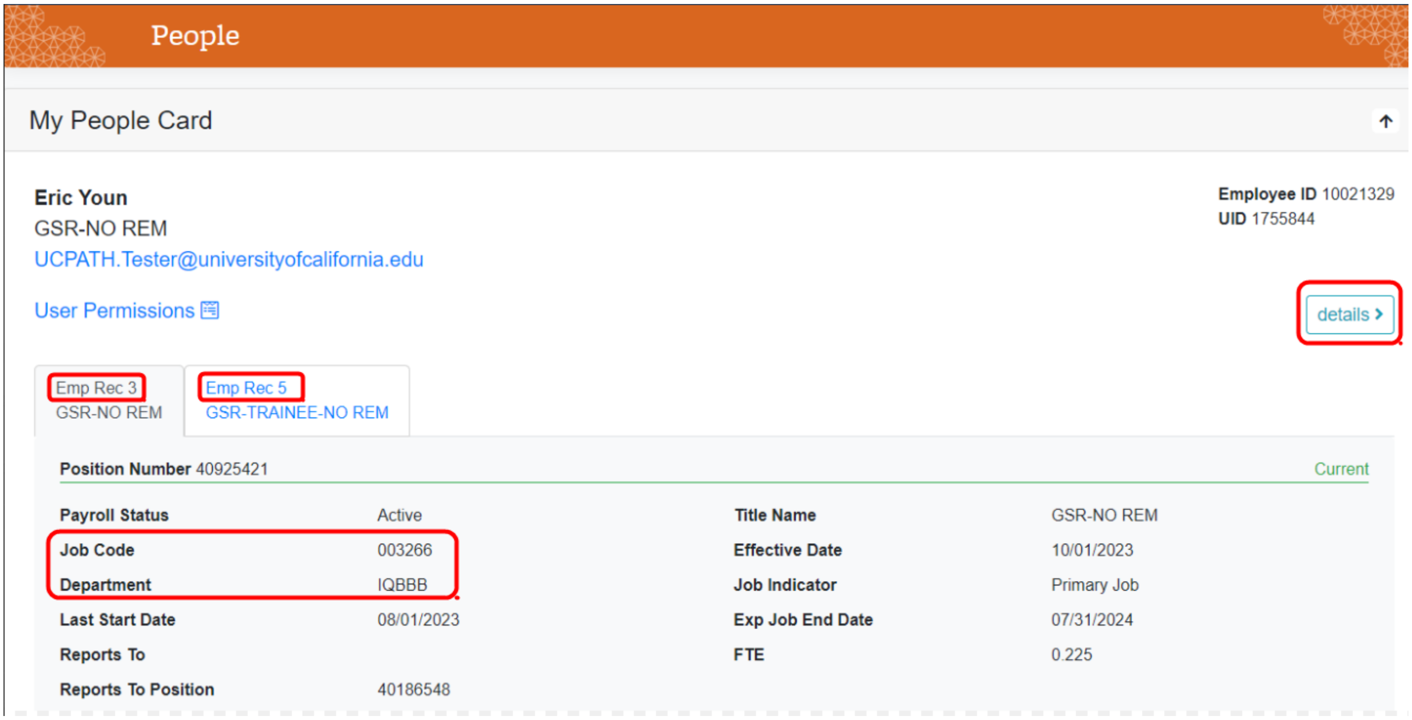
An example transfer code is displayed below **1 – PMATH – 3282 – TATARU//////**			
Job record	Department	Job Code	Supervisor
1-2 Numeric value	5 characters	4 characters	First 6 characters of supervisors last name

Note: Please note that there are some cases where an active supervisor is not listed in the 'Reports To' field in UCPath. Therefore you will not see the first 6 characters of the supervisor's last name in the Transfer Code. Supervisors can assist their employees with updating UCPath information by creating an [HR Service Now Inquiry](). A delegate's name will not appear in this naming convention described above because they are not the supervisor of record.

<u>Use the "People Cards" Portal to locate more detailed information about an employee's jobs</u>

The People Cards portal is a quick and easy way to obtain information about the jobs each employee has on campus.

1. **Location People Cards Portal at** https://portal.berkeley.edu/people
2. You will need to CalNet authenticate to access the portal
3. Select 'details'
4. The window will expand and you will be able to see information for all jobs for yourself and all jobs that your employees have. Each job will have a separate tab.


People
My People Card
Eric Youn
GSR-NO REM
UCPATH.Tester@universityofcalifornia.edu
User Permissions
Employee ID 10021329
UID 1755844
details
Emp Rec 3
GSR-NO REM
Emp Rec 5
GSR-TRAINEE-NO REM
Position Number 40925421
Current
Payroll Status Active
Job Code 003266
Department IQBBB
Last Start Date 08/01/2023
Reports To
Reports To Position 40186548
Title Name GSR-NO REM
Effective Date 10/01/2023
Job Indicator Primary Job
Exp Job End Date 07/31/2024
FTE 0.225