

CalTime: Leave Entry | Monthly Paid Employees with Multiple Jobs

The purpose of this job aid is to provide instructions on how employees who have multiple jobs and report time on a monthly basis must record leave using the transfer function to assign their hours to a specific job. You must use the correct transfer code to enable CalTime to report your leave taken to the UCPath HR and Payroll system for the correct job.

How to Enter Leave Taken

1. Select the correct time period.
2. Click on the **Pay Code** dropdown list arrow for the day you wish to enter leave.
3. From the dropdown list, select the pay code that categorizes the leave you wish to report.

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



4. Record hours in the **Amount** Column

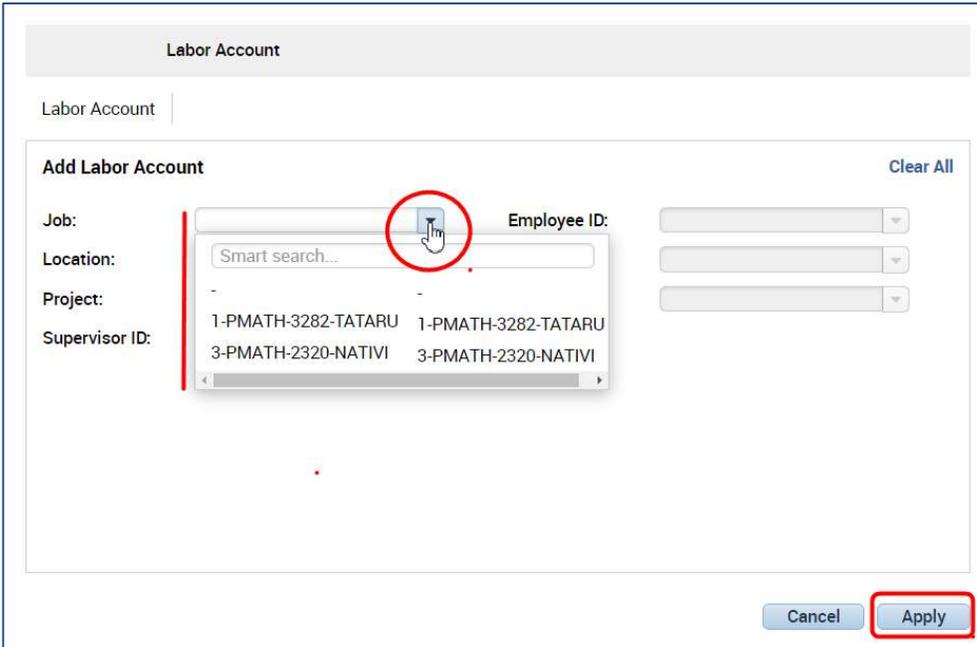
	Date	Pay Code	Amount	In	Transfer	Out
+ x	Mon 2/05	GSR Personal Time Off	8.0			
+ x	Tue 2/06	GSI Short Term Paid Leave	8.0			
+ x	Wed 2/07					

5. Click on in the blank box under **Transfer** column.
6. 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.**

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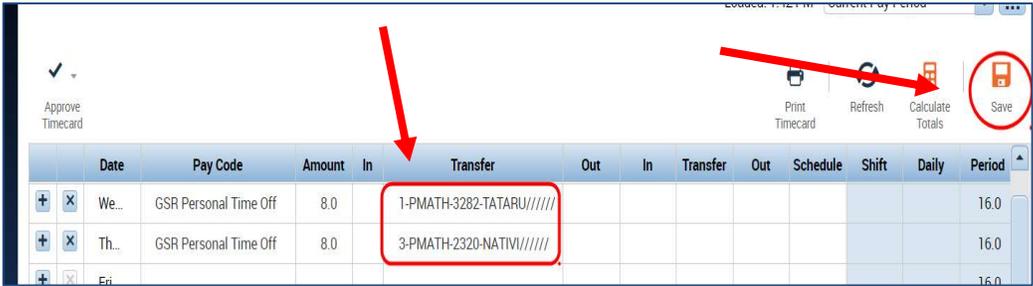
7. Click on **Job** drop down arrow. Your entire list of jobs available to you will appear. Click on applicable job and click **“Apply”** located at the bottom right.



8. The job will appear in the **“Transfer”** field.

9. Then click on the **“Save”** button.

Note: The Save icon will change colors to prompt you to save your edit.



WHAT DOES YOUR TRANSFER CODE REPRESENT?

Your transfer code is a combination of information pertaining to your job record in the UCPATH HR and Payroll system. The information allows CalTime to assign your leave hours to the correct job you 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 your supervisor’s last name in your Transfer Code. Your supervisor can assist you with updating UCPATH information by reaching out to the Human Resources department.

Use the “People Cards” Portal to locate more detailed information about your jobs

The People Cards portal is a quick and easy way to obtain information about the jobs you have 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 that you have. Each job will have a separate tab.

The screenshot shows the 'People' portal interface. At the top, there is an orange header with the word 'People'. Below this is a section titled 'My People Card' with an upward arrow icon. The main content area displays the name 'Eric Youn' and his job title 'GSR-NO REM'. His email address is 'UCPATH.Tester@universityofcalifornia.edu'. To the right, his 'Employee ID' is 10021329 and his 'UID' is 1755844. There is a 'User Permissions' link with a small icon. A red box highlights a 'details >' button. Below this, there are two tabs: 'Emp Rec 3' (GSR-NO REM) and 'Emp Rec 5' (GSR-TRAINEE-NO REM). The 'Emp Rec 5' tab is selected. Below the tabs, the 'Position Number' is 40925421, marked as 'Current'. A table of job details follows:

Payroll Status	Active	Title Name	GSR-NO REM
Job Code	003266	Effective Date	10/01/2023
Department	IQBBB	Job Indicator	Primary Job
Last Start Date	08/01/2023	Exp Job End Date	07/31/2024
Reports To		FTE	0.225
Reports To Position	40186548		