

# CalTime Non-exempt: Recording time off for the ERIT

**Purpose:** These instructions are for employees participating in the Employee-Reduction in Time (ERIT) program. These instructions, along with other training materials can be found in the [Training section of the CalTime website](#).

## Leave Entry for Employees on ERIT

Time worked should be recorded as usual. In addition, employees participating in the Employee-Initiated Reduction in Time (ERIT) program should enter leave for the number of hours they would have worked if they were not on leave. For example, if you reduce your hours from 100% to 50% and now are working 8am – 12pm and on ERIT from 1pm-5pm, you will need to record 4 hours worked and also record 4 hours using the pay code **ERIT-Empl Reduction In Time**.

Note: For ERIT employees who have varying schedules (i.e. on ERIT every other Friday), your hours worked and the leave hours entered for ERIT should vary according to your schedule. The entry of the ERIT pay code ensures that you continue to accrue vacation and sick leave at your pre-ERIT levels.

## Holiday Entry

For holidays, non-exempt employees will receive a holiday credit based on the number of hours of work in the previous 2 pay period cycles. For example, an employee on ERIT who works 75% of the time in the previous 2 pay period will get 6 hours of holiday pay. **On that holiday, they will need to enter 2 hours using the ERIT pay code to reach their full time pre-ERIT hour work level.**

## Entering ERIT

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.

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. From the dropdown list, select the **ERIT-Empl Reduction In Time**

5. Enter ERIT hours
6. Click Save

## Adding a Timecard Row for Additional Entries

In this scenario, you are working a partial day and also taking time off for ERIT on the same work day. As a result, you will need to add a row to accommodate multiple entries in a day.

1. To add a row to a day of the week, click the “plus sign” icon. A new row will appear.

In this example, the employee entered ERIT-Empl Reduction In Time. They entered the 4 ERIT hours in the “Amount” column. They also recorded 4 hours of work by entering their time at the beginning and end of their shift reflected in the “In” Column, and the the “out” column.

|     | Date      | Pay Code                   | Amount | In     | Transfer | Out     |
|-----|-----------|----------------------------|--------|--------|----------|---------|
| + X | Sat 8/08  |                            |        |        |          |         |
| + X | Sun 8/09  |                            |        |        |          |         |
| + X | Mon 8/... |                            |        |        |          |         |
| + X | Tue 8/11  | ERIT-Empl. Reduction In... | 4.0    |        |          |         |
| + X |           |                            |        | 8:00AM |          | 12:00PM |

See example of totals displayed at the bottom of the timecard

| Location | Job | Account | Pay Code                   | Amount |
|----------|-----|---------|----------------------------|--------|
|          |     |         | ERIT-Empl. Reduction In... | 4.0    |
|          |     |         | Regular                    | 4.0    |

## Deleting a pay code and or editing amount entered

You may need to remove a pay code and associated hours in cases where you entered time or leave on the wrong day or simply did not take leave or work on a particular day.

1. To delete time for an entire day, go to the applicable row and click on the X icon.
2. To edit the hours, simply click on the cell and change the hours. You may also edit the pay code by clicking in the cell under the pay code column and selecting a different pay code.
3. Click the “Save” icon at top right of timecard.

|     | Date      | Pay Code                   | Amount | In     | Transfer | Out     |
|-----|-----------|----------------------------|--------|--------|----------|---------|
| + X | Sat 8/08  |                            |        |        |          |         |
| + X | Sun 8/09  |                            |        |        |          |         |
| + X | Mon 8/... |                            |        |        |          |         |
| + X | Tue 8/11  | ERIT-Empl. Reduction In... | 4.0    |        |          |         |
| + X |           |                            |        | 8:00AM |          | 12:00PM |

### For CalTime support

For help using the CalTime system or to report any CalTime system issue, please submit a help request to the CalTime Help Desk by sending an email to: [caltime@berkeley.edu](mailto:caltime@berkeley.edu)