

CalTime: Time Entry For "RealTime" PC Employees

The purpose of this job aid is to provide instructions on how a "RealTime" Employee records time using a computer within CalTime. "RealTime" employees record their start times and end times at the time they occur in real time.

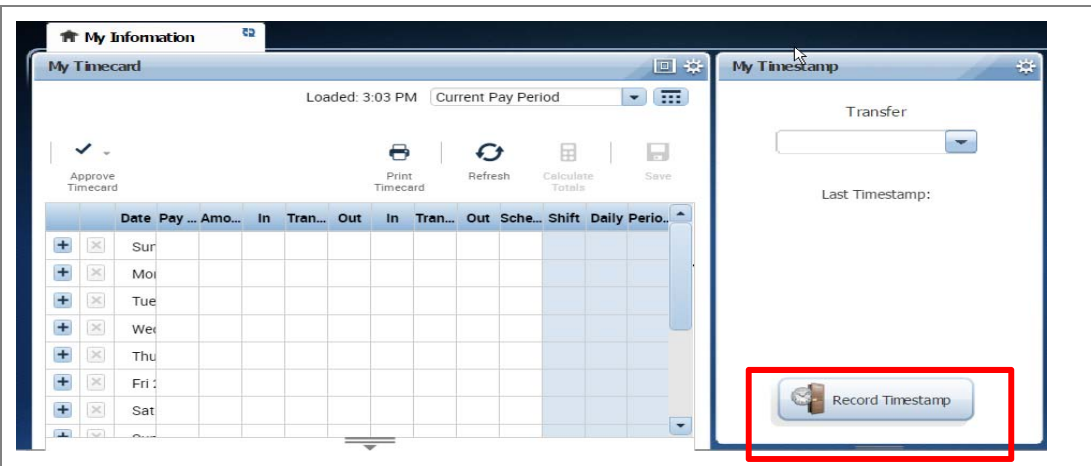
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Entering Time

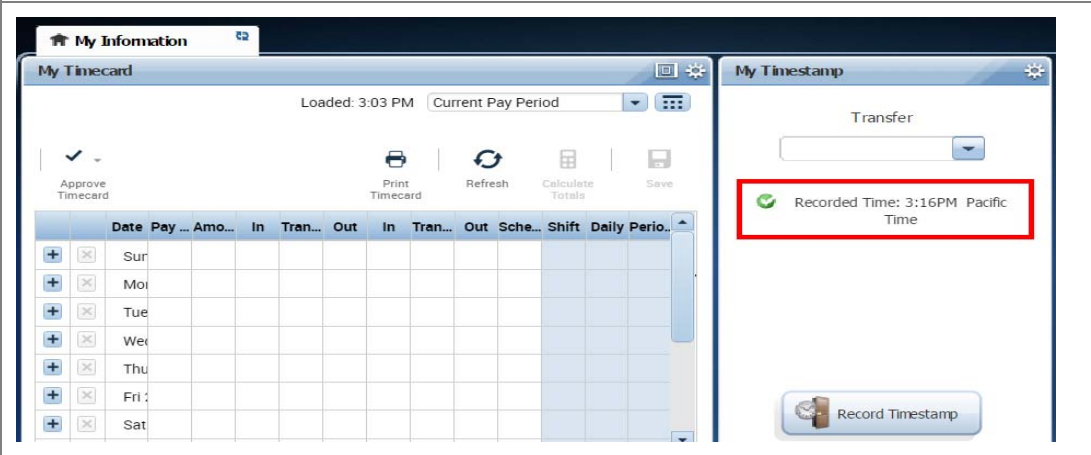
Your Primary Job

In CalTime, each employee has a defined primary job, which comes from the Human Resource System also known as the Human Capital Management system (HCM). When you enter time, CalTime will automatically charge the time against your primary job, unless you direct CalTime to charge another job, contract or grant.

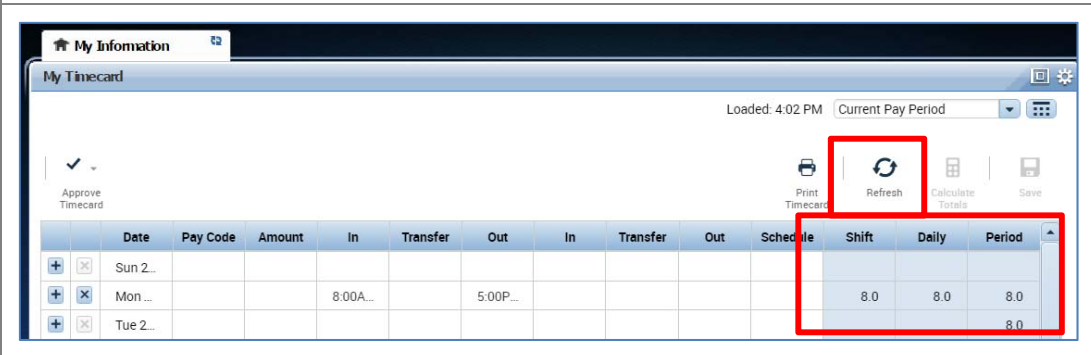
1. Use this screen to record your "In" and "Out" times by clicking on the "Record Time Stamp" button.



2. After recording the time stamp, CalTime shows you the Time Stamp Results, including the Recorded Time.



3. Click Refresh on your timecard (to the left of the My Timestamp panel) to see your hours for the Shift and Daily Totals displayed.



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Entering Time

Entering Time If You Work Multiple Jobs, or work on a Contract, or Grant

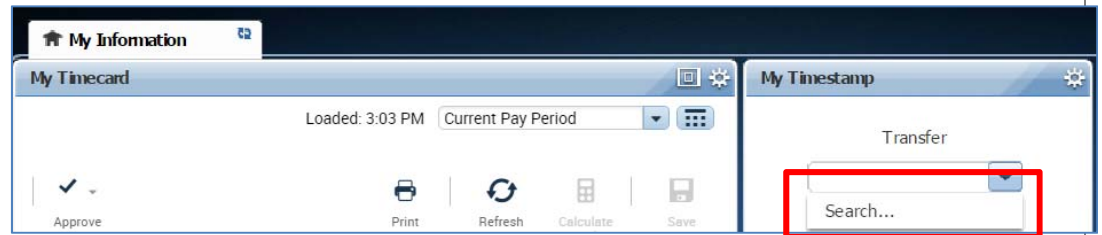
As a non-exempt employee, (if you have more than one job or if you work on contracts or grants) you will need to charge your time to different jobs, contracts or grants. You must always use the transfer function to select the job and then punch in.

Friendly Names

A brief description typically comprised of department ID, job code and employee record number is known as a **Friendly Name**. Each job has a Friendly name created which is connected to your pay rate and where your job should be charged to. If you need help determining your primary job or deciphering job names or friendly names, consult with your supervisor.

1. In the "My Timestamp" section, click the drop down arrow under the Transfer field and then click on "Search".

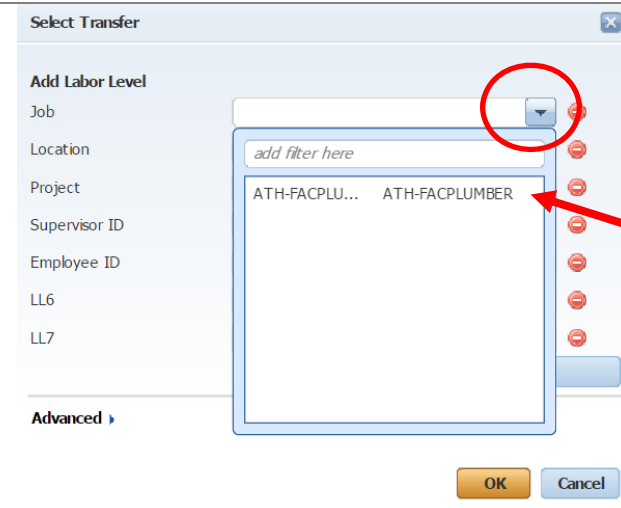
A list of available jobs will appear based on jobs you have previously selected. However it is best practice to select search at the bottom of the list and a new Transfer window will appear.



2. Select the drop down arrow for Job.
3. Select the job, contract or grant for the job shift that you are starting. Click "OK".

Note: If you are unclear on which entry on the list to select for your job, contract or grant, complete your time entry first. Then, work with your supervisor to verify you are selecting the correct job.

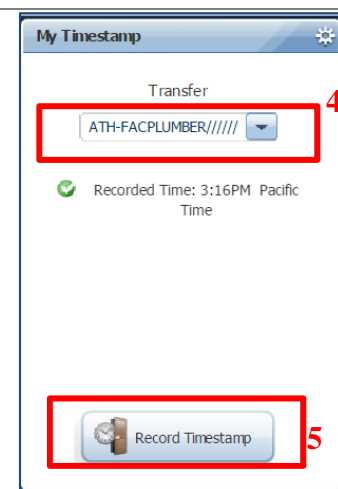
You do not need to select a job when punching out for lunch or the end of your shift, simply swipe your badge.



4. The job, contract or grant will appear in the "Transfer" field.

5. Then click on the "Record Time Stamp" button.

6. CalTime displays the Time Stamp Results: the recorded time and the job associated to that time.



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Entering Time

Adding and Removing Timecard Rows for Multiple Entries in a Day

The timecard by default only has one row set up for each day of the pay period with two sets of "In" and "Out" boxes for entry. It may be necessary to add rows to a day to accommodate additional entries. For example, you may:

- Work a partial day and need to enter partial day leave
- Work on multiple projects in a day that must be tracked
- Clock out for lunch (for a 60-minute lunch rather than your normal 30-minute lunch)

1. **TO ADD A ROW** Click the Plus symbol and this will open a new row for the same day.
In the Example below, the employee worked 8am-12pm and took an hour for lunch. After lunch they went home sick for the rest of the day. To add the sick time, they added a row to their timecard for that same day and selected the Sick Leave Taken Pay Code and entered 4 hours in the Amount column.



My Timecard										
Approve Timecard										
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
+	x	Sun 2/26								
+	x	Mon 2/27			8:00AM		1:00PM			
+	x		Sick Leave Taken	4.0						

2. **TO REMOVE A ROW** Click the X symbol for the row you wish to delete
 Note: Remember to save your change by clicking on the Save Icon which will be highlighted in orange.

Rounding and Grace Periods for Time Recorded

For start and end of each day/shifts, all time stamps collected via CalTime are rounded according to a seven-minute grace period before and after each quarter hour mark. The grace period is 7 minutes before the quarter hour and 7 minutes after the quarter hour.

Examples: If an employee punches in at 7:23am, the system records and displays the time in CalTime as 7:23am, but for the purposes of calculating the number of hours to be paid, the system will round the time (internally) to 7:30am. Similarly, if an employee punches out at 4:05pm, the system records and displays 4:05pm but will round the time internally to 4:00pm.

CHART OF HOW ROUNDING WILL BE APPLIED	
Grace Period (Punch in or out time)	Quarter Hour (Time Used to Calculate Pay)
:53 to :07 (e.g., 6:53am to 7:07am)	00 (e.g., 7:00 am)
:08 to :22 (e.g., 7:08am to 7:22am)	15 (e.g., 7:15 am)
:23 to :37 (e.g., 7:23am to 7:37am)	30 (e.g., 7:30 am)
:38 to :52 (e.g., 7:38am to 7:52am)	45 (e.g., 7:45 am)

Accounting for Lunch or Changes to your Meal Break.

You do not need to clock in and out for lunch. CalTime is set up to automatically deduct 30 or 60 minutes for lunch after 5 hours of work. The automatic lunch deduction is based on your pay rule assignment. If you wish to change your automatic lunch deduction, contact your supervisor.

You are expected to take your lunch as scheduled and to obtain your supervisor's approval before changing your lunch. If you skip your lunch, you need to work with your supervisor to ensure that the automatic lunch deduction is cancelled for that day. Likewise, if you change your lunch, they will need to adjust your timecard to ensure that the proper lunch is noted on the timecard. By law, you are required to take a lunch of at least 30 minutes after 5 hours of work.

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Editing Time for Prior Pay Periods (Historical edits)

Once a pay period is closed and the timecard has been submitted to payroll for processing (typically the Tuesday following the end of the biweekly pay period), any changes to that timecard would be considered Historical Edits. **If you need to add or change entries for prior pay periods, contact your supervisor.** Your supervisor must work with a timekeeper to make the necessary corrections. Only timekeepers have access to edit prior pay periods. Historical edits may adjust your pay or leave balances, depending on the type of correction. Here are examples of when historical edits are necessary:

- Leave that was not recorded
- Leave recorded, but not taken
- Leave recorded incorrectly
- Time entry that required a work rule transfer (by the supervisor) to properly account for overtime, shift differential, etc.
- Missed time entry that was not corrected
- Time entry assigned to the wrong job (for employees with multiple jobs)

How Overtime, Comp-Time, Shift Differential, and Meal Deductions are Determined

Within CalTime, a pay rule profile is set up for every non-exempt employee. The work rule is a set of parameters defined for each employee. For example, your work rule profile defines:

- Comp Time versus Overtime - How and at what rate an employee is paid overtime
- Shift Type - Day, Evening, Night, or Weekend
- Shift Length - 8, 10 or 12 hours per shift
- Meal Deduction - 00, 30 or 60-minute meal deduction. The 00 meal deduction is only available for eligible unions.

These parameters apply specific payroll rules to shifts to determine how employee hours accumulate and the pay rate that is applied to those hours. CalTime will use these parameters to automatically determine:

- Whether you will receive comp time or overtime
- When overtime is applicable (after 8 hours worked, etc.)
- What your overtime rate is (time and a half, double overtime, comp time double, etc.)
- Whether you will receive shift differential (shift differential evening, shift differential night, etc.)
- Your automatic meal deduction
- Whether you are eligible for meal perquisites

Coordination with Your Supervisor on Schedule Changes, Callback, and Lunch Changes

Since CalTime calculates how you will be paid based on your pay rule profile, any time your schedule deviates from that profile, your supervisor must perform changes (work rule transfers, adjustments to the lunch deduction) to ensure that you are paid correctly. For example, work rule transfers or adjustments by the supervisor are necessary when:

- You work a different shift that qualifies for shift differential pay. e.g., night shift instead of day shift
- You are called back to work additional hours
- You are on-call for additional hours
- You skip your lunch