CalTime

INSTRUCTIONAL GUIDE

Timekeeping For Non-Exempt AnyTime Employees

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UNIVERSITY OF CALIFORNIA, BERKELEY

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INTRODUCTION

Welcome to CalTime, UC Berkeley's timekeeping system. This manual is a step-by-step user guide for Non-Exempt AnyTime employees. A Non-Exempt Anytime Employee is an hourly paid employee who enters start, stop and transfers (between jobs) of time worked into their CalTime timecard at any time during and up to the end of a biweekly pay period.

With CalTime, you can:

- Access your timecard from any computer
- Enter the time (hours) you've worked, and any time off (leave) you have taken
- Approve your timecard at the end of each pay period
- Have visible access to your time worked and leave.
- Access your vacation, sick leave, and comp time balances

If you are unsure if you are an Anytime Employee, please watch the YouTube video "Exempt vs. Non-Exempt Employees at UC Berkeley."

TRAINING

Brief and concise training videos are available to help familiarize yourself with the different roles within CalTime. These YouTube video tutorials are available at the CalTime website located at http://caltime.berkeley.edu/home. In addition, individual job aids designed based on task and employee role can be found at http://caltime.berkeley.edu/training.

ROLES AND RESPONSIBILITIES

There is a shared responsibility between the employee and supervisor to ensure employees time and leave is reported accurately and approved.

For each biweekly pay cycle, non-exempt anytime employees are required to:

- Record your start and stop times
- Record time worked against the proper job (if you have multiple jobs), contract or grant
- Enter any applicable leave time taken (non-worked hours)
- Approve your timecard by the employee approval deadline. Approval of your timecard signifies you are finished with timecard entry for the pay period.

Approval Deadline

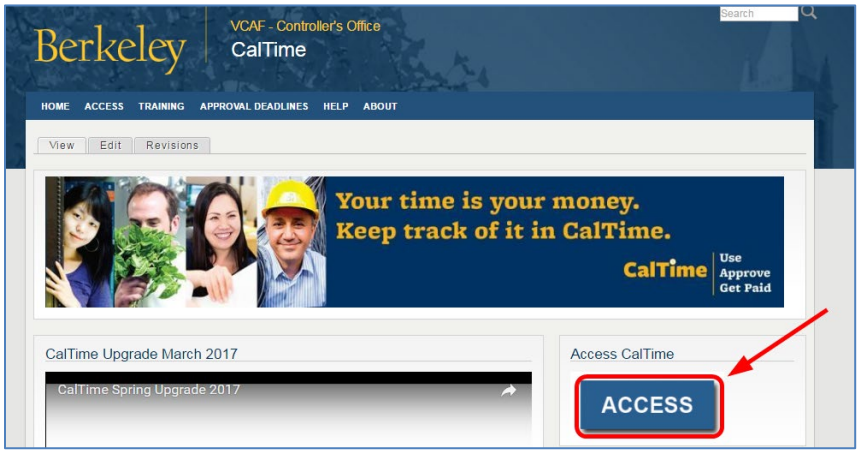
The biweekly pay cycle is a 2-week period that starts on Sunday at 12:00 am and ends on the second Saturday at 11:59 pm. The deadline for approval is the employee's last work day of the biweekly pay period (which closes on Saturday at 11:59 pm.) For example, if your last day worked is Friday, you should review and approve your timecard by the end of the day Friday. Please note that the approval deadline may shift due to holidays. You will be notified if the approval deadline changes for a particular pay period. Approval deadlines are posted at caltime.berkeley.edu. An approval reminder will be sent to your Berkeley email address on the Friday before the pay period closes.

By the end of the day on Monday following the biweekly pay period close, your supervisor will review your timecard for accuracy and approve it if no adjustments need to be made. Once your supervisor approves your timecard, it is locked from further changes. If you need to make a last minute edit to your timecard and your supervisor has already approved your timecard, you will need to contact your supervisor to remove their approval before any further edits can be made.

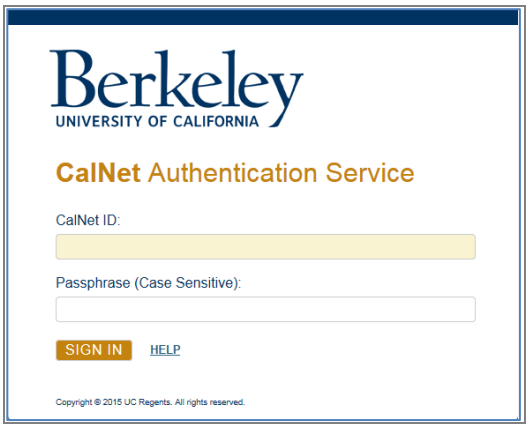
THE BASICS

Log in and Log out of CalTime

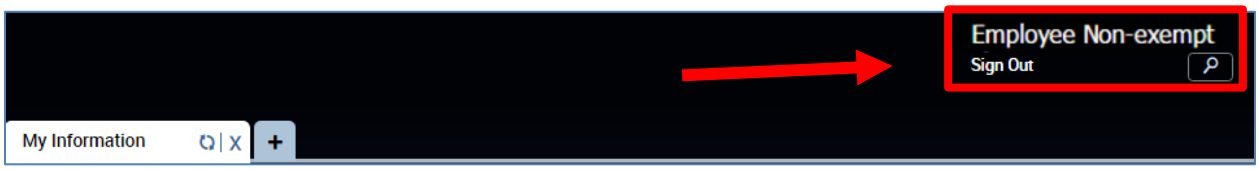
Using Internet Explorer, Google Chrome, Firefox, or Safari, to the CalTime website at http://caltime.berkeley.edu/. Click on the ACCESS button on the main page.



Complete the Calnet Authentication process by entering you Calnet ID and Passphrase.

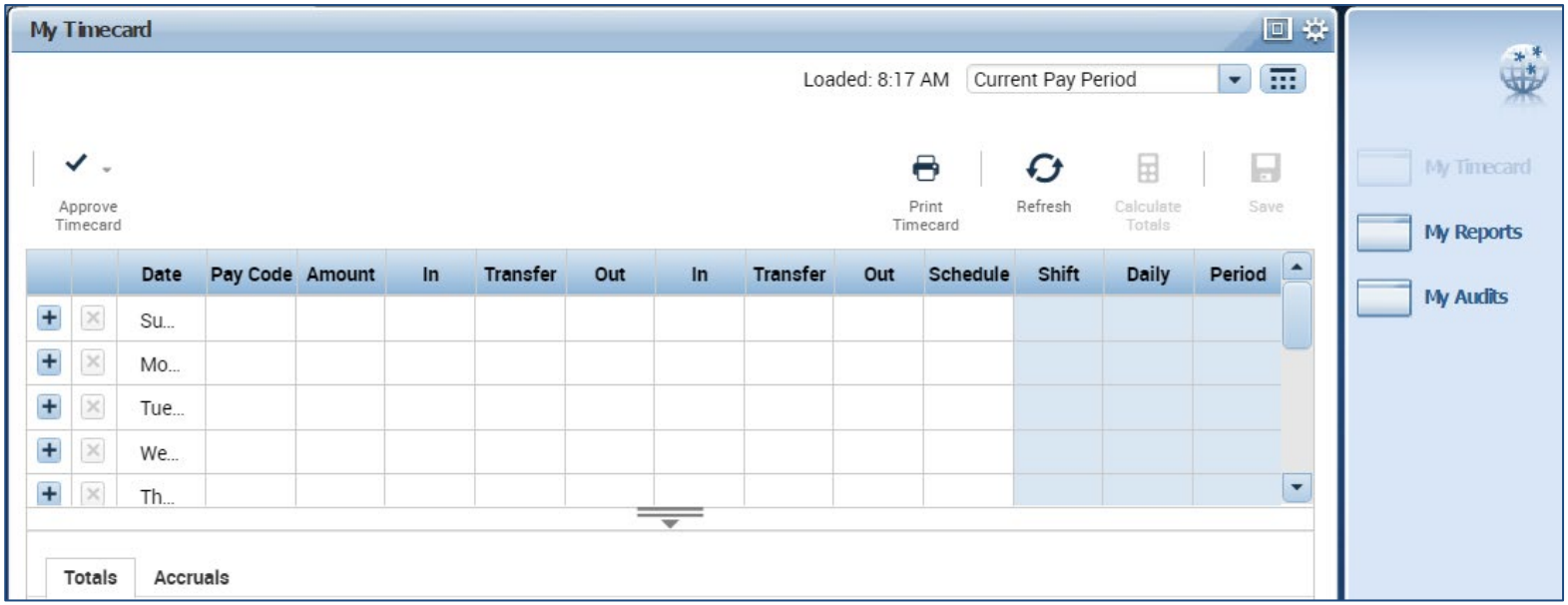


To Logoff CalTime, click on Sign Out at the top left of the CalTime webpage. Please properly logoff when exiting CalTime and refrain from simply closing your webpage window.



Introduction to the CalTime Timecard

The **My Information** Tab displaying your timecard will immediately open after logging into CalTime. The timecard will open to the current pay period.



Approve Timecard
Remove Timecard Approval

Allows you to select a range of dates by entering a Start Date and an End Date.

Print Timecard

Opens Printer friendly version of timecard

This **handle** appears at the bottom of your timecard. If you click on the handle, you may view your hour **Totals** and leave **Accruals**

Refresh

Refreshes timecard after timecard has been saved

Calculate Totals

Calculate the total hours adjusted on your timecard prior to saving. These hours will appear in the Totals section at the bottom of your timecard

Save

Saves your edit or timecard action

Timecard Column Descriptions		Who do these timecard columns apply to?		
Column Headers	Description	*Exempt	*Non-Exempt Anytime	*Non-Exempt Real-Time
	Plus sign will enable you to add a second row to the existing day **X sign** will allow you to delete your time entry for that day (real time employee may only delete pay codes and must contact a supervisor to edit start and stop times).	✓	✓	✓
Date	Calendar Date and Day of the week (For Example, Sun 2/26)	✓	✓	✓
Pay Code	List of pay codes that are typically used to categorize your time off from work. These codes vary based on your access to CalTime.	✓	✓	✓
Amount	Enter the amount of hours corresponding to the Pay Code selected. Hour must be entered to the nearest quarter hour. For Example, 7.25, 7.5, 7.75, 8	✓	✓	✓
In	Enter your start time of your shift. Shortcut tip: You can enter 8:00am as 8a or 5:00pm as 5p.		✓	✓
Transfer	Used by Employees that have multiple jobs. Select the job aka (friendly name) that is applicable to the shift you are recording time.		✓	✓
Out	Enter the time your shift ended. Shortcut tip: You can enter 8:00am as 8a or 5:00pm as 5p. You do not need to clock out for lunch. CalTime will automatically grant an hour for lunch for employees that work over five consecutive hours.		✓	✓
In	Additional Column provided for employees that have multiple jobs. Enter your start time of your shift.		✓	✓
Transfer	Used by Employees that have multiple jobs. Select the job aka (friendly name) that is applicable to the shift you are recording time.		✓	✓
Out	Additional Column provided for employees that have multiple jobs. Enter the time your shift ended.		✓	✓
Schedule	Employees who have a schedule setup in CalTime will see their schedule appear here. This is an optional column that is not applicable to all employees however it is available to all employees.	✓	✓	✓
Shift	A total sum of your hours for the day will appear after you have either clicked on “Calculate Totals” and/or saved your timecard.	✓	✓	✓
Daily	A total sum of your hours for the day will appear after you have either clicked on “Calculate Totals” and/or saved your timecard.	✓	✓	✓
Pay Period	A running total sum of your hours for the pay period as each day goes by will appear after you have either clicked on “Calculate Totals” and/or saved your timecard.	✓	✓	✓

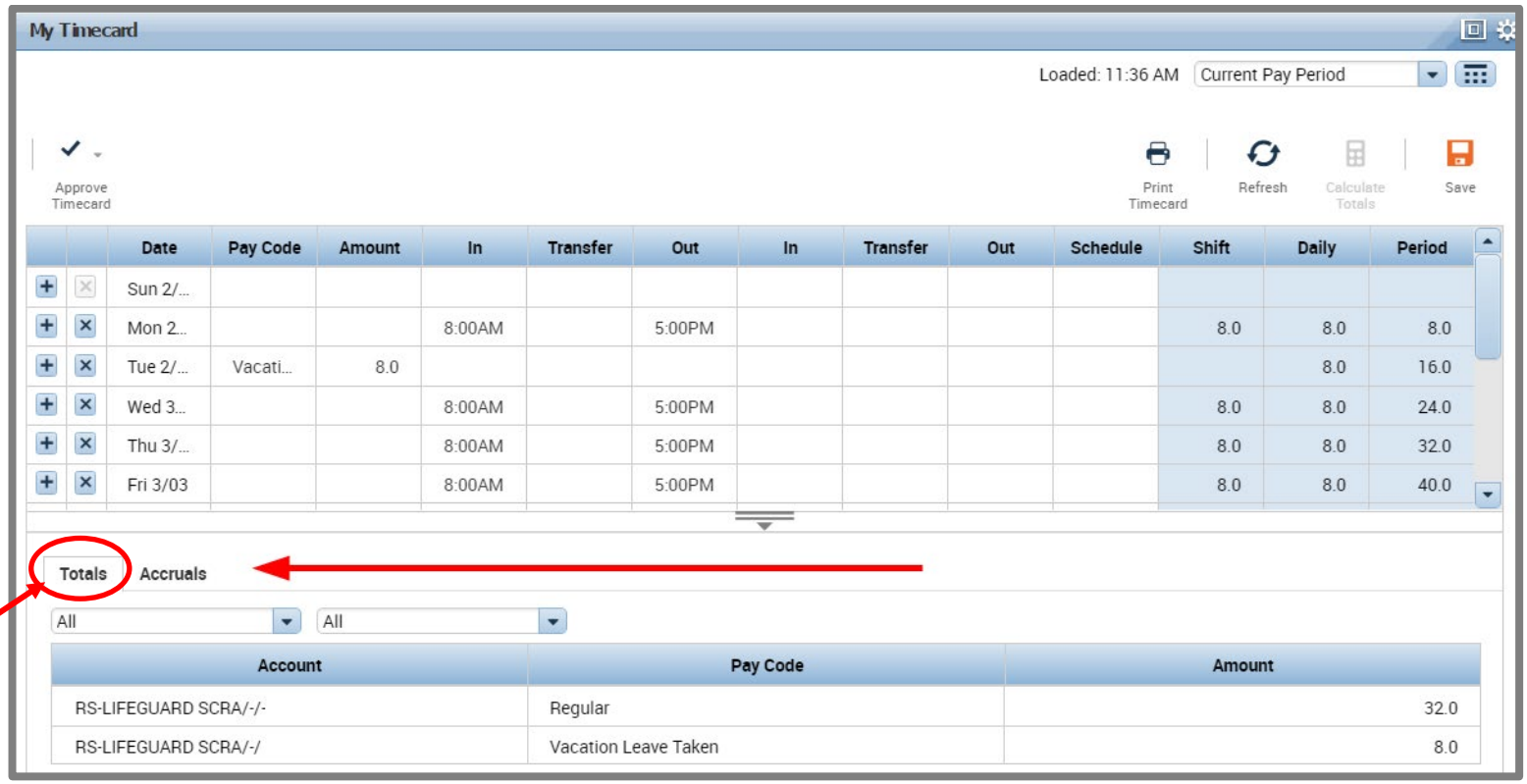
***Exempt Employees:** Salaried and paid monthly, only record leave such as vacation, sick, compensatory time, and leave without pay.

***Non-Exempt AnyTime Employees:** Hourly and paid biweekly, record the start and stop time of their shift anytime throughout the pay period.

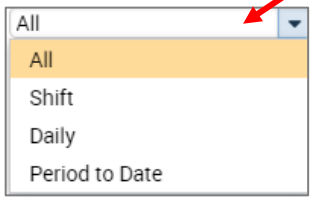
***Non-Exempt RealTime Employees:** Hourly and paid biweekly, must record the start and stop time of their shift on a daily basis (i.e. students).

Timecard Totals Appear at the bottom of the timecard

The **Totals** feature allows you to view your timecard totals. You have the following options:
All: All hours summed for entire pay period
Shift: Hours totaled by shift
Daily: Your hours summed by day (requires clicking on applicable row on timecard)
Period to Date: This will sum all hours up to the date you have clicked on your timecard

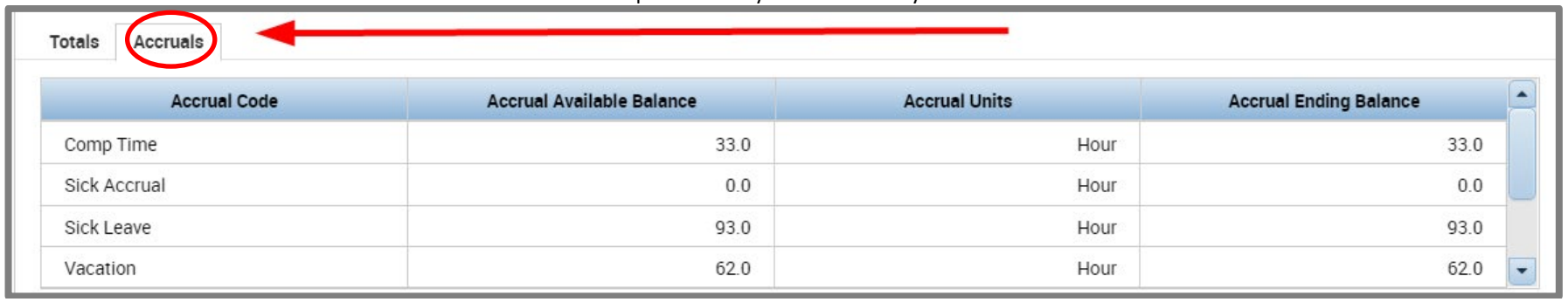


Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Sun 2/...												
Mon 2...			8:00AM		5:00PM					8.0	8.0	8.0
Tue 2/...	Vacati...	8.0									8.0	16.0
Wed 3...			8:00AM		5:00PM					8.0	8.0	24.0
Thu 3/...			8:00AM		5:00PM					8.0	8.0	32.0
Fri 3/03			8:00AM		5:00PM					8.0	8.0	40.0



Timecard Accruals Appear at the bottom of the timecard, click on Accruals Tab

The accruals tab provides easy access to view your leave accruals



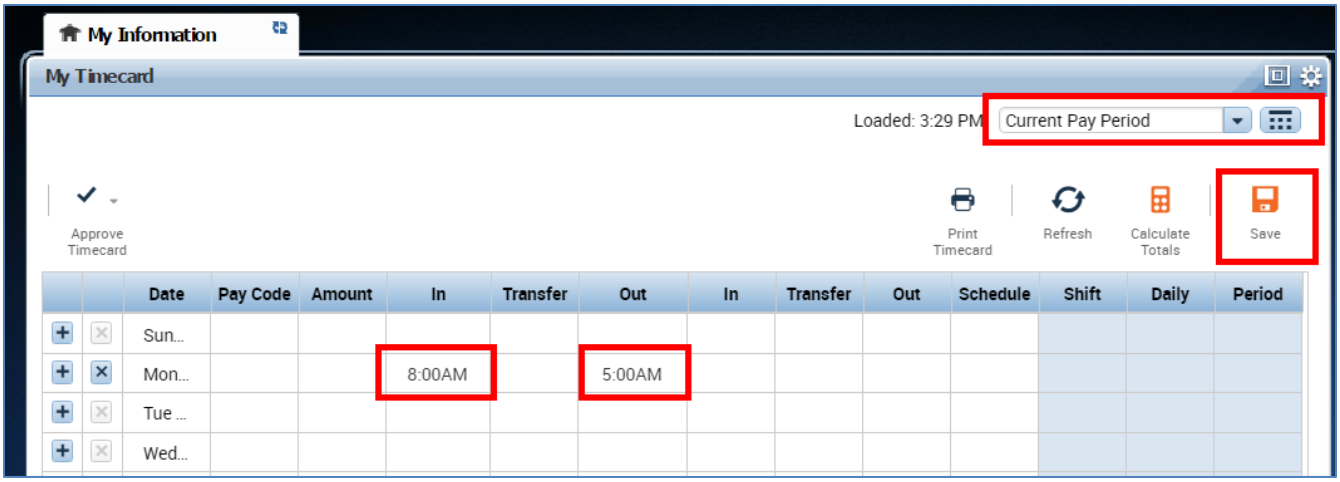
Accrual Code	Accrual Available Balance	Accrual Units	Accrual Ending Balance
Comp Time	33.0	Hour	33.0
Sick Accrual	0.0	Hour	0.0
Sick Leave	93.0	Hour	93.0
Vacation	62.0	Hour	62.0

TIME ENTRY

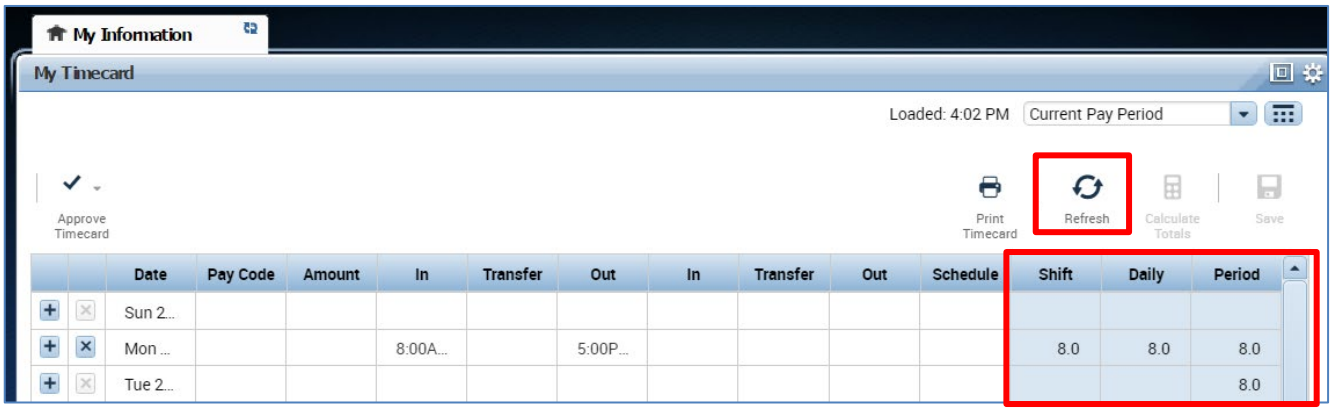
Entering Time

1. Select the correct time period.
2. Select the row for the date you want to add time and enter your start time in the "In" field.
3. Enter the end time for the completion of the shift.
4. Click **Save**.
5. In the upper left corner, the word "Timecard" appears in orange to indicate that your entries have not been saved. Black font indicates it has been saved.

Note: Please remember to add A or P for AM or PM. Acceptable formats include **8a or 8:30a**.



6. Click **Refresh,** your hours for the Shift and Daily Totals will display.



Accounting for Lunch

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.

Skipped or Changed Lunches

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.

Entering Time if you work Multiple Jobs, or on Contracts, and Grants

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. Each could be tied to different funding sources or chartstrings.

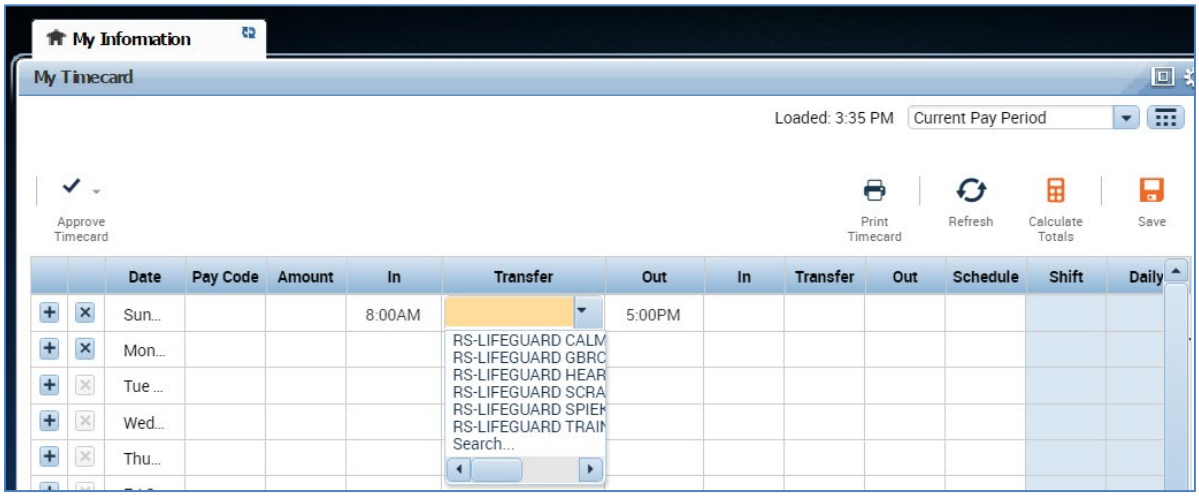
Your Primary Job

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.

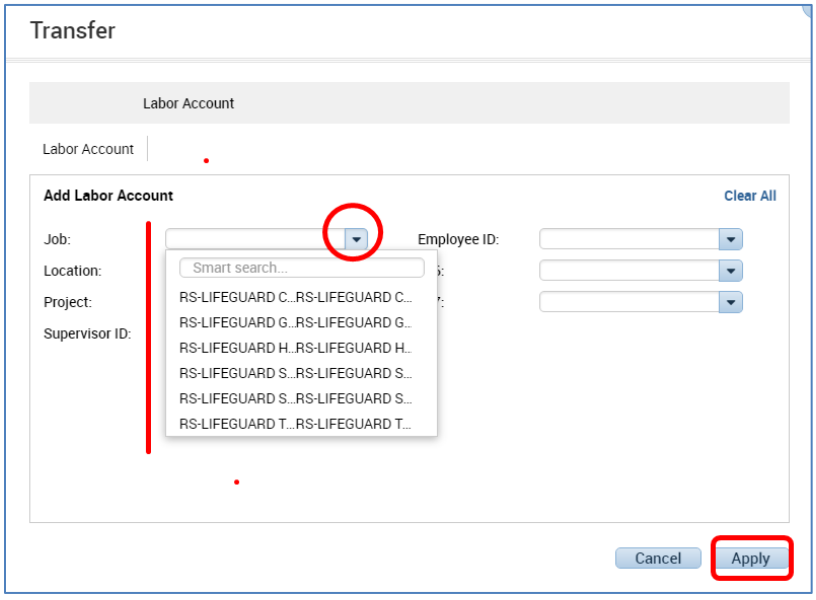
Friendly Names

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. Click on the in the blank box under Transfer column.
2. 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 appears.

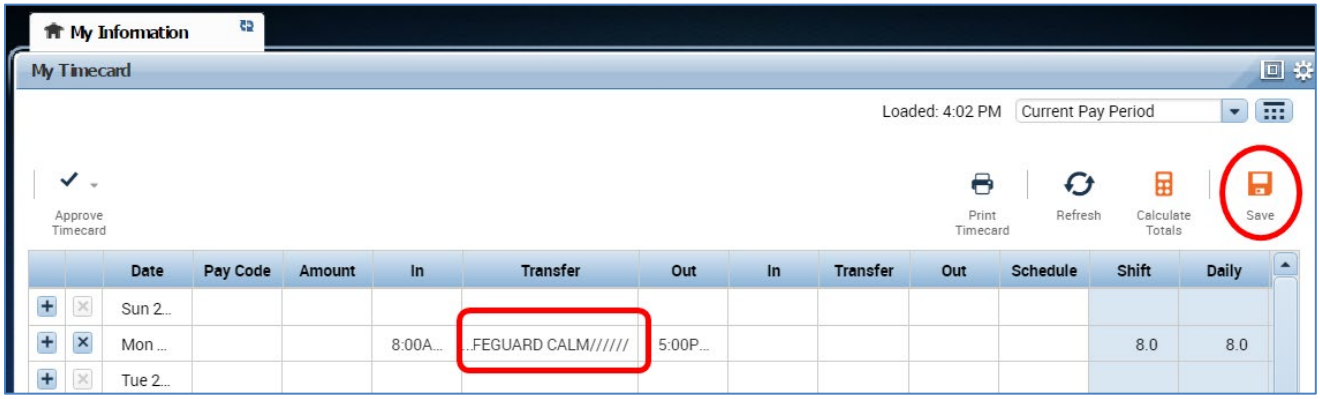


3. Click on Job Drop down arrow. Your entire list of jobs available to you will appear. Click on applicable job and click **"Apply"**



4. The job, contract or grant will appear in the "**Transfer**" field.
5. Then click on the "**Save**" button.

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



Adding and Removing Timecard Rows for Multiple Entries in a Day

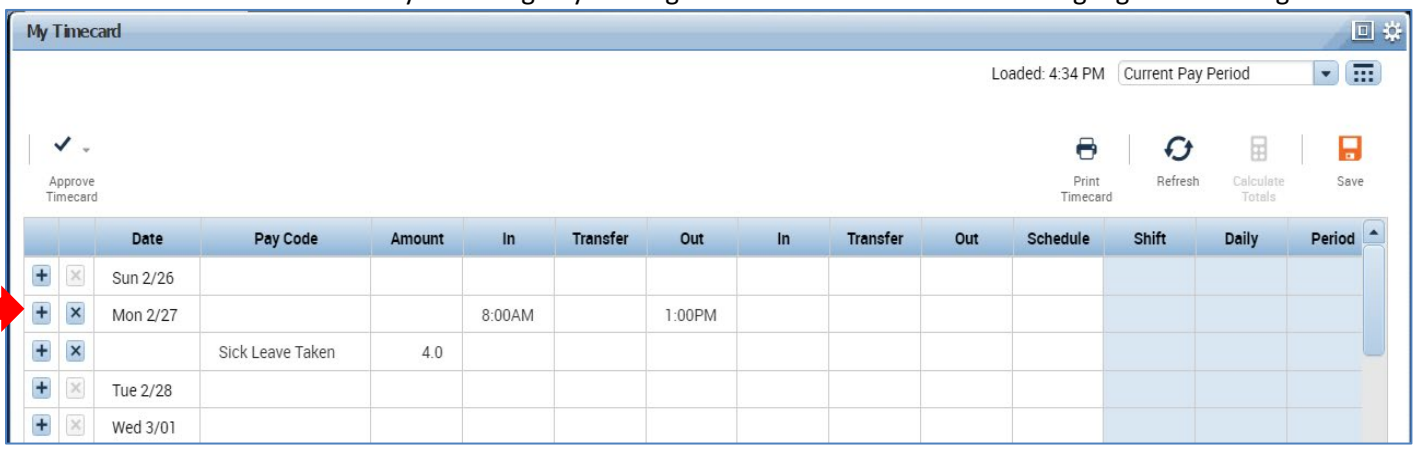
The timecard by default only has one row set up for each day of the pay period with two sets of "In" and "Out" boxes for entry. It may be necessary to add rows to a day to accommodate additional entries. For example, you may:

- Work on multiple jobs in one day
- 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.

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.



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

LEAVE AND PAYCODE ENTRY

CalTime uses pay codes to keep track of the leave time and other non-worked time that is entered in the timecard. Examples of pay codes include:

- Vacation Leave Taken
- Sick Leave Taken
- Leave without Pay
- Jury Duty

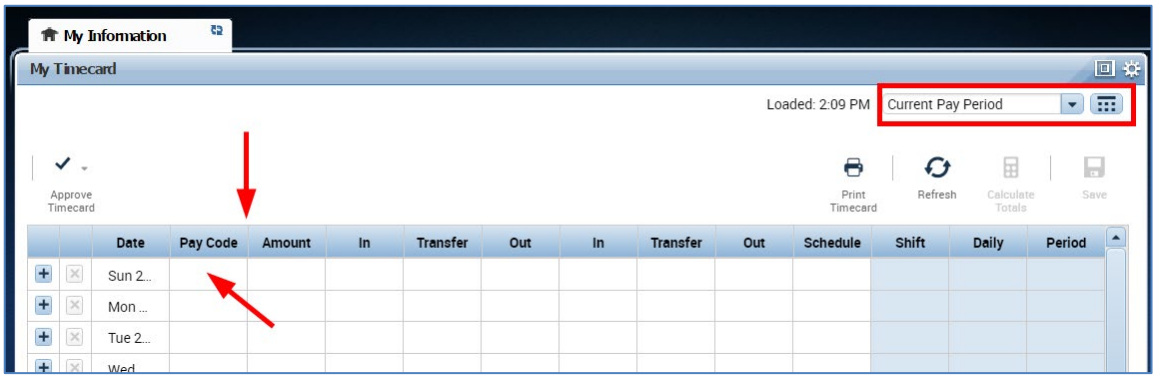
It is important that hours are tracked to the correct pay code so that your leave balances are correct. You may wish to enter leave into CalTime as you become aware of it, rather than wait until the end of the pay period. For example, if you are taking vacation in the current pay period, enter it into CalTime before you go. If you have taken sick leave, enter it upon your return to work.

Acceptable Formats for Entering Pay Code Amounts

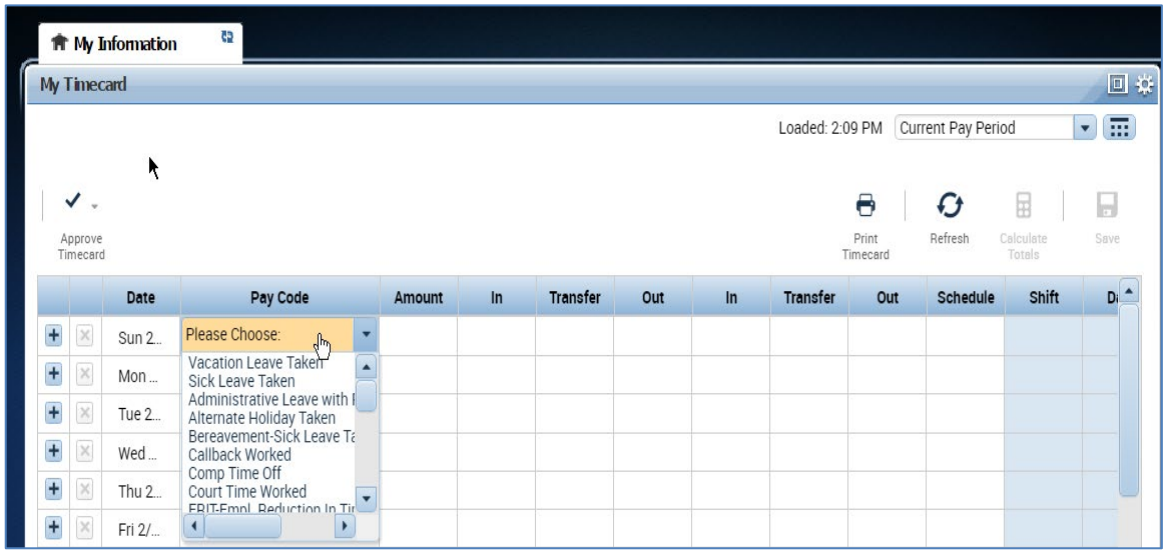
Acceptable Format	Example	Interpretation by CalTime
Leading zeros (optional)	07	7 hours
	08:30 (8 hours, 30 minutes)	8.5 hours
Colon	7:30	7.5 hours
Decimal	8.5	8.5 hours

Entering Leave

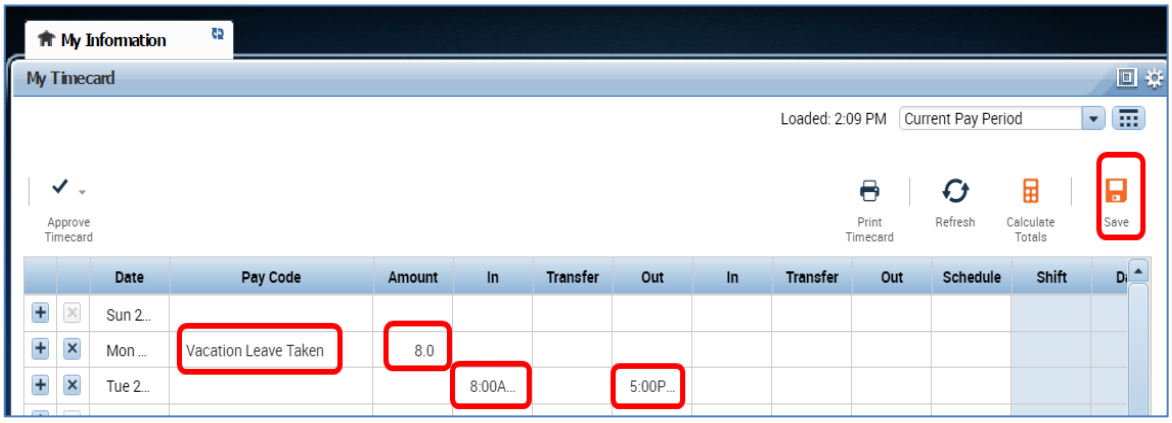
1. Access your Timecard
2. Ensure that you are in the correct pay period.
3. Click on the Pay Code drop list arrow for the day you wish to enter leave.
4. Note: You can expand columns by holding down the left button on your mouse while clicking on the pay code column line to make the column wider



5. From the dropdown list, select the pay code that categorizes the time you worked or leave you wish to report.

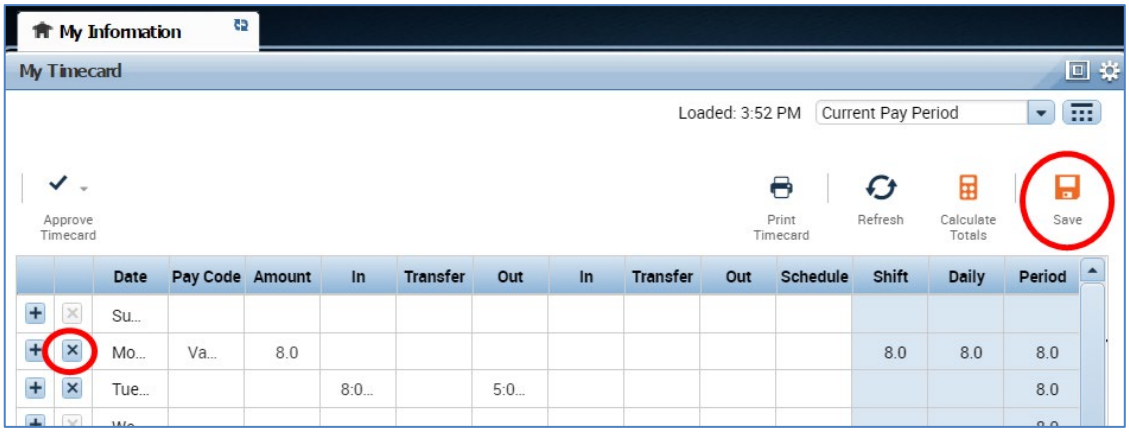


6. Record Hours
7. Click Save
8. In this example, the employee entered vacation leave. They entered the total vacation hours in the **"Amount"** column. On Tuesday, they returned to work and they entered the time they started their shift in the **"In"** Column, and the time their shift ended in the **"out"** column.



Deleting Leave

1. Go to the Pay row for the applicable day of the week. Click on the **X** icon and the hours for that day will be removed.
2. To edit the hours, simply click on the cell and change the hours or in or out time. 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.



Editing a Pay code and Hours

Simply go to the applicable row on your timecard corresponding to the date you wish to adjust and select a different pay code and enter the correct hours in the Amount column. Click the Save icon highlighted in Orange.

Leave Entry for employees on alternative work schedules or Compressed 4/10 Workweeks

Employees with Alternative Work Schedules or Compressed workweeks should enter the number of their daily hours for vacation and full sick days. For example, if you work 10 hours a day for 4 days a week, you would enter 10 hours of leave (vacation, sick, etc.) per day.

REVIEWING AND APPROVING YOUR TIMECARD

Reviewing your Timecard

1. Ensure that you are accessing the correct Pay Period
2. Verify that the time and the beginning and end of your shift is accurate
3. Check your Shift and Daily Totals to verify that they add up to the hours of expected work (If you work outside your regular schedule (e.g., you worked night instead of day), you may need to make sure that your supervisor has entered a work rule transfer that will give you the proper overtime and shift differentials.
4. Clear any exception errors, if you see any red boxes on your timecard, you may hover your cursor on the red box and CalTime will tell you what the red box means. For example if you skipped a lunch, make sure your supervisor makes the proper adjustments.

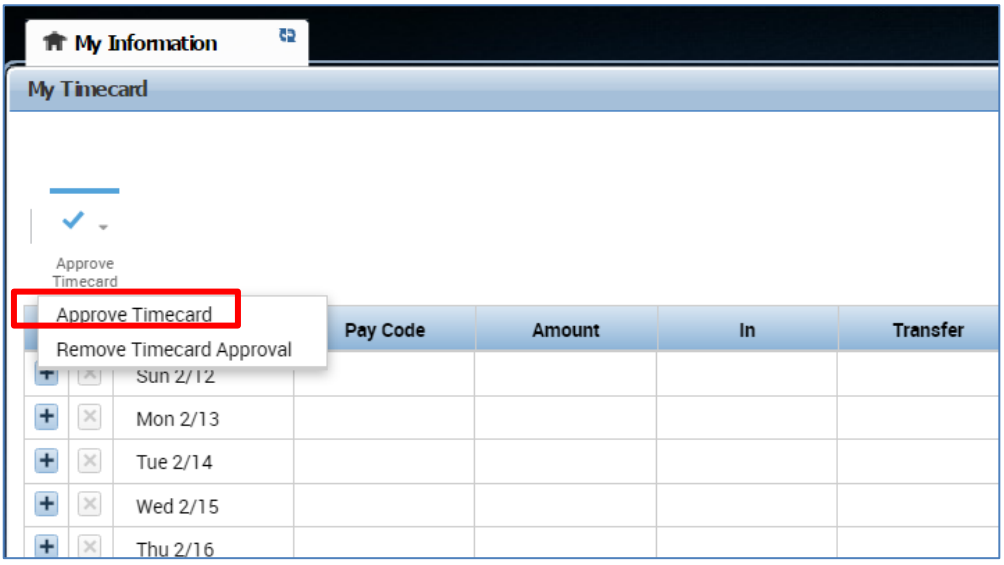
5. Review any earned overtime or compensatory time by clicking the handle at the bottom of your timecard to reveal the Totals Tab (a summary of your hours recorded).
6. Verify that you used the correct pay codes for any leave recorded on your timecard (i.e. vacation, sick leave)
7. If you find any remaining discrepancies, please notify your supervisor who may be able to assist. You may also email caltime@berkeley.edu for assistance.

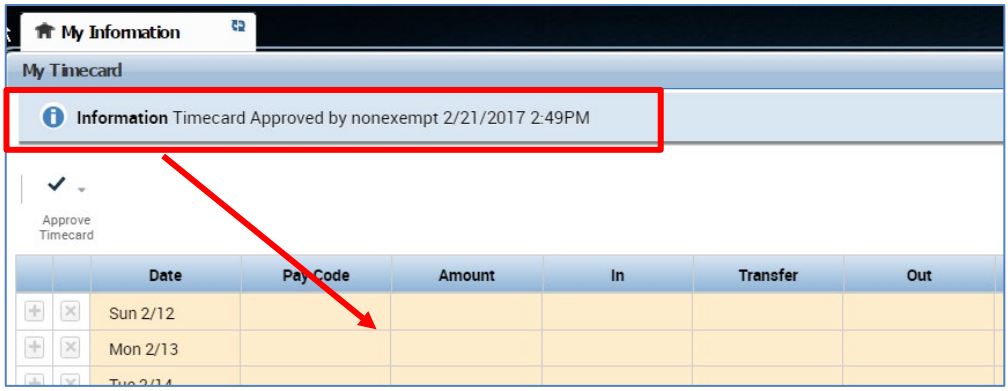
Add Timecard Approval

Once you have finished reviewing your timecard for accuracy, you may approve your timecard. Your approval is a submission of your timecard and an indication to your supervisor that you are done with your timecard and the hours are accurate. **The deadline for the timecard approval is the employees last work day of the biweekly pay period (which concludes every other Saturday at 11:59 pm. The Approval Deadlines for the calendar year may be found at** http://caltime.berkeley.edu/Employee%20and%20Supervisor%20Timecard%20Approval%20Deadlines

For example, if your last day of work is Friday, you should review and approved your timecard by the end of Friday. By the end of Monday immediately following the end of the biweekly pay period (Saturday), your supervisor will review your timecard for accuracy and approve it if no adjustments need to be made. Once your supervisor approved your timecard, it is locked from further changes. If you need to make additional edits have your supervisor has already approved our timecard, you will need to reach out to your supervisor so they can remove their approval.

1. Click on "Approve Timecard" icon and click on "Approve Timecard"
2. Once approved, a confirmation appears and the timecard will change colors

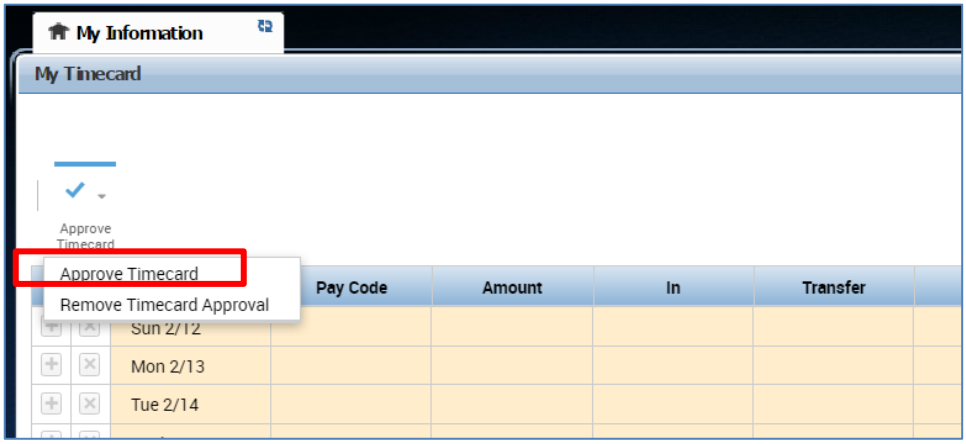




Remove Timecard Approval

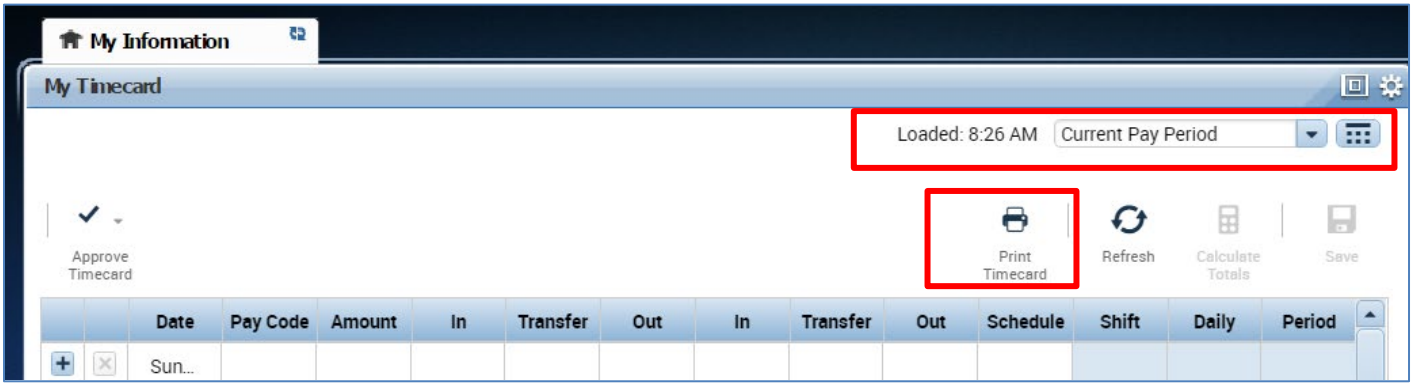
If you need to make changes to your timecard after approving it, you need to first remove your approval to unlock your timecard for the update. However, if your supervisor has already approved your time, your timecard is locked for changes. Notify your supervisor if your timecard needs to be edited.

1. To remove timecard approval, click on the "Approve timecard icon" "**Remove Timecard Approval**" button.
2. Once approval is removed, your timecard will change colors (white timecard)



PRINT A COPY OF YOUR TIMECARD

1. Select the Period of time you would like to print at top right of your timecard. A calendar icon is available if you would like to select a range of dates.
2. Click **Print Timecard** icon

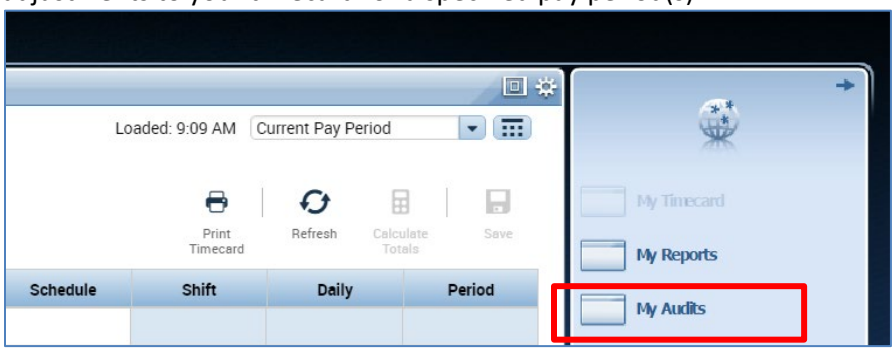


A new page will open with clear copy of your timecard for you to print on your local printer.

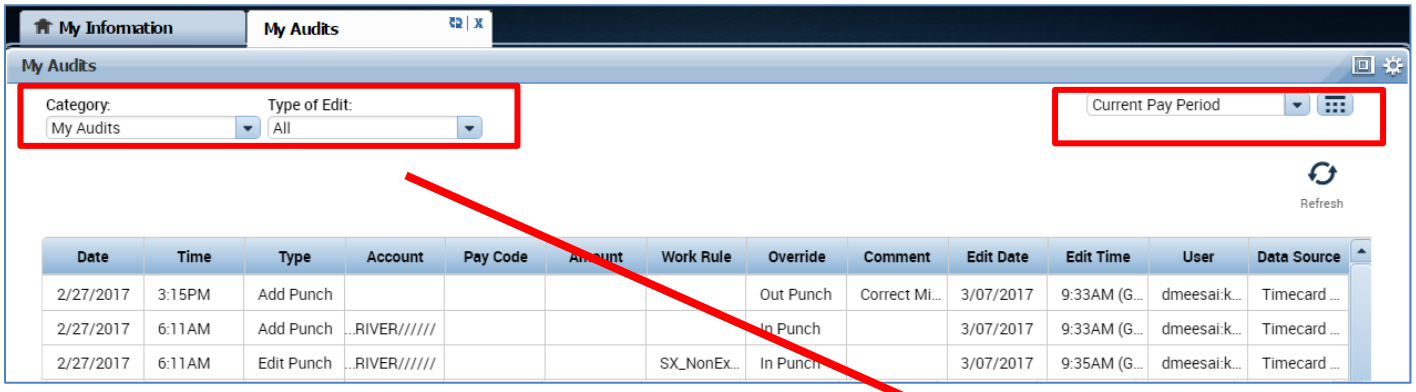
Non-exempt, Employee		133133133			Current Pay Period							
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Sun 2/26												
Mon 2/27			8:00AM		5:00PM					8.0	8.0	8.0
Tue 2/28			8:00AM		5:00PM					8.0	8.0	16.0
Wed 3/01			8:00AM		5:00PM					8.0	8.0	24.0
Thu 3/02			8:00AM		5:00PM					8.0	8.0	32.0
Fri 3/03			8:00AM		5:00PM					8.0	8.0	40.0
Sat 3/04												40.0
Sun 3/05												40.0
Mon 3/06			8:00AM		5:00PM					8.0	8.0	48.0
Tue 3/07			8:00AM		5:00PM					8.0	8.0	56.0
Wed 3/08			8:00AM		5:00PM					8.0	8.0	64.0
Thu 3/09			8:00AM		5:00PM					8.0	8.0	72.0
Fri 3/10			8:00AM		5:00PM					8.0	8.0	80.0
Sat 3/11												80.0

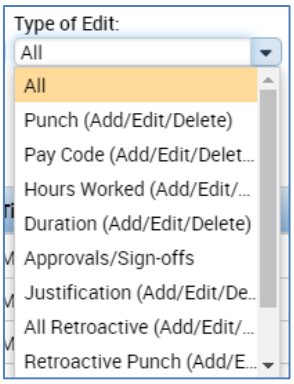
MY AUDITS

To the right of your timecard is a blue panel, if you click on **My Audits**, you will be taken to a screen to view any adjustments to your timecard for a specified pay period(s).



The screen will default to the current pay period and a list of any edits made to your timecard.





Note: If you hover your mouse over any of the fields, you will see the full field displayed.
Date: Associated Timecard Date
Time: The time you started or ended your shift
Type: The type of edit that was made
Account: If a special job or friendly name was used
Pay code: The type of pay code used to categorize leave taken
Amount: Amount of hours associated with the Pay code used for leave taken
Work Rule: Will notate a work rule transfer
Override: This field indicates that the time was an in punch or and out punch
Comment: Comments can be inserted by timekeepers or supervisors only
Edit Date: This is the date the timecard was edited
User: This field indicates who made the edit to the timecard
Data Source: Timecard Editor

You also have the ability to click the drop down arrow under **Type of Edit**. This will open up a list of types of edits if you are interested in only looking at the audit trail for Pay Codes, punches, etc.

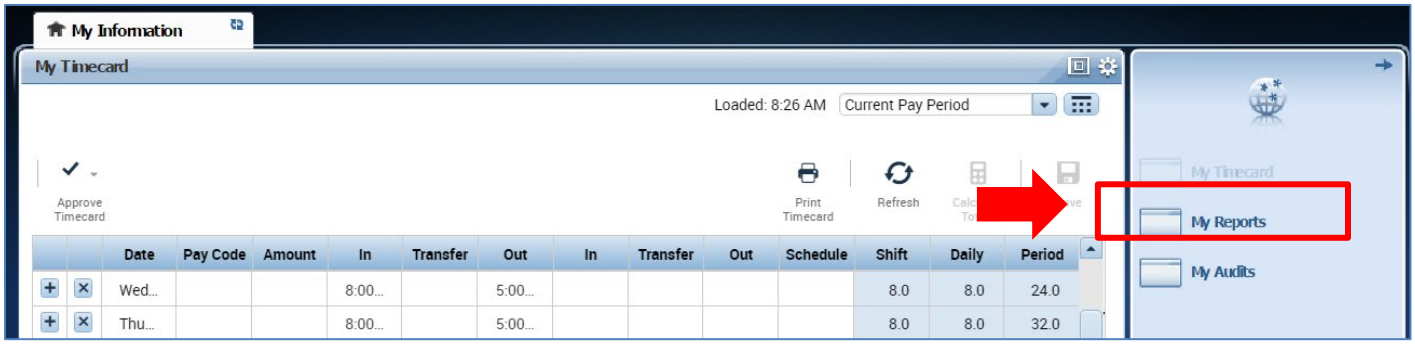
The **Category Field** drop down list shows my signoff and approvals which shows the date, time, and who approved and sign-off on the employees timecard.

REPORTS

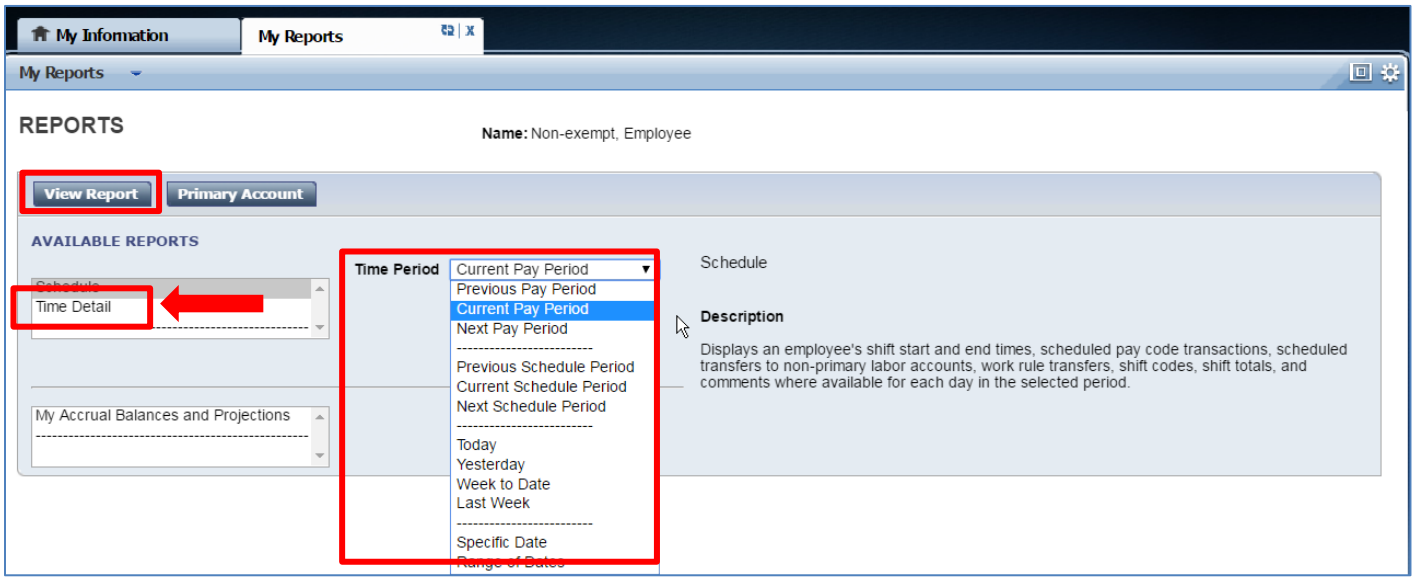
Time Detail Report

The Time Detail Report shows the time and leave entered into the employee's timecard for a specified period of time. In addition, the report will show totals for overtime, comp time, shift differential, etc. Employees may consider producing the time detail report if they would like a summary of hours for the more than one biweekly pay period (i.e. the last three biweekly pay periods, three months).

1. Click on **My Reports** (located on the right of your timecard in blue tool bar)



2. Click on **Time Detail**
3. Select **Time Period** by clicking on the drop down arrow. You have several options including selecting a range of dates.
4. Click on **View Report.** A summary will appear on screen of your time detail.



TIME DETAIL

Return

Time Period: Current Pay Period
Dates: 2/26/2017 - 3/11/2017

Printed: 3/06/2017

Name: Non-exempt, Employee ID: 133133133 Pay Rule: TX_NonEx_OTP 08 Day 60d
Primary Account(s): 2/12/2017 - forever RS-LIFEGUARD SCRA/

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	($)Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Sun 2/26									0.0	
Mon 2/27		8:00AM		5:00PM				8.0	8.0	
Tue 2/28		8:00AM		5:00PM				8.0	16.0	
Wed 3/01		8:00AM		5:00PM				8.0	24.0	
Thu 3/02		8:00AM		5:00PM				8.0	32.0	
Fri 3/03		8:00AM		5:00PM				8.0	40.0	
Sat 3/04									40.0	
Sun 3/05									40.0	
Mon 3/06		8:00AM		5:00PM				8.0	48.0	
Tue 3/07		8:00AM		5:00PM				8.0	56.0	
Wed 3/08		8:00AM		5:00PM				8.0	64.0	
Thu 3/09		8:00AM		5:00PM				8.0	72.0	
Fri 3/10		8:00AM		5:00PM				8.0	80.0	
Sat 3/11									80.0	
Totals						0.00	0.0	80.0	80.0	

Account Summary

Account	Pay Code	Money	Hours
RS-LIFEGUARD SCRA			
	Regular		80.0

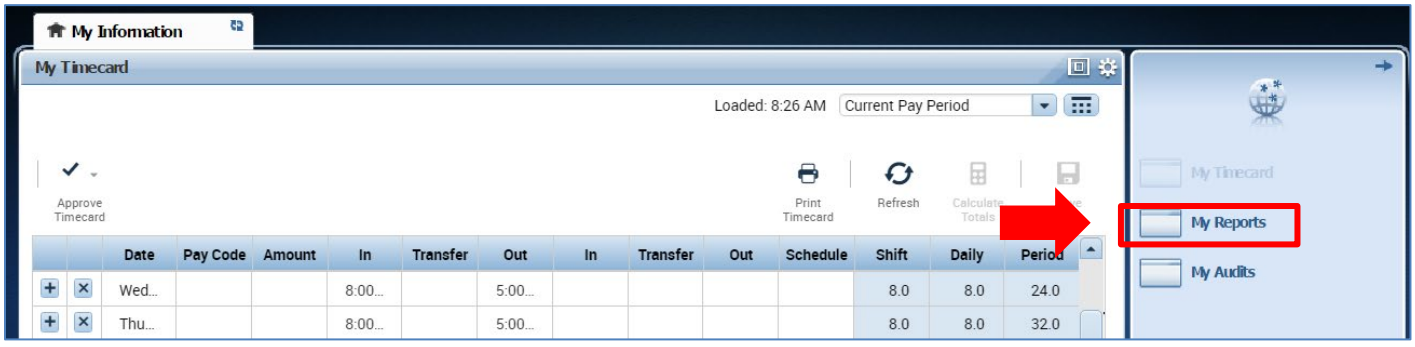
Pay Code Summary

	Pay Code	Money	Hours
	Regular		80.0
Totals		0.00	80.0

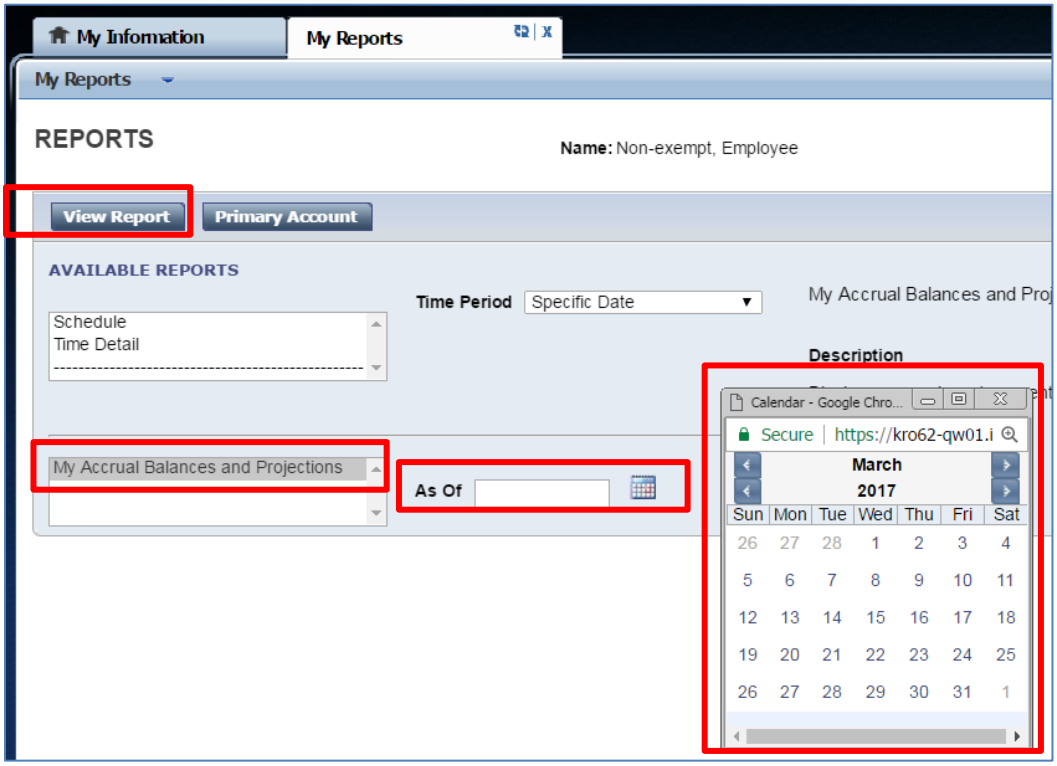
Accrual Balances Reports

The Accrual Balances Report shows your leave accrued, leave taken, and beginning and ending leave balances for a specified period of time. Employees may consider producing the Accrual Balance report if they would like a summary of leave adjustments for more than one biweekly pay period (i.e. the last three biweekly pay periods, three months).

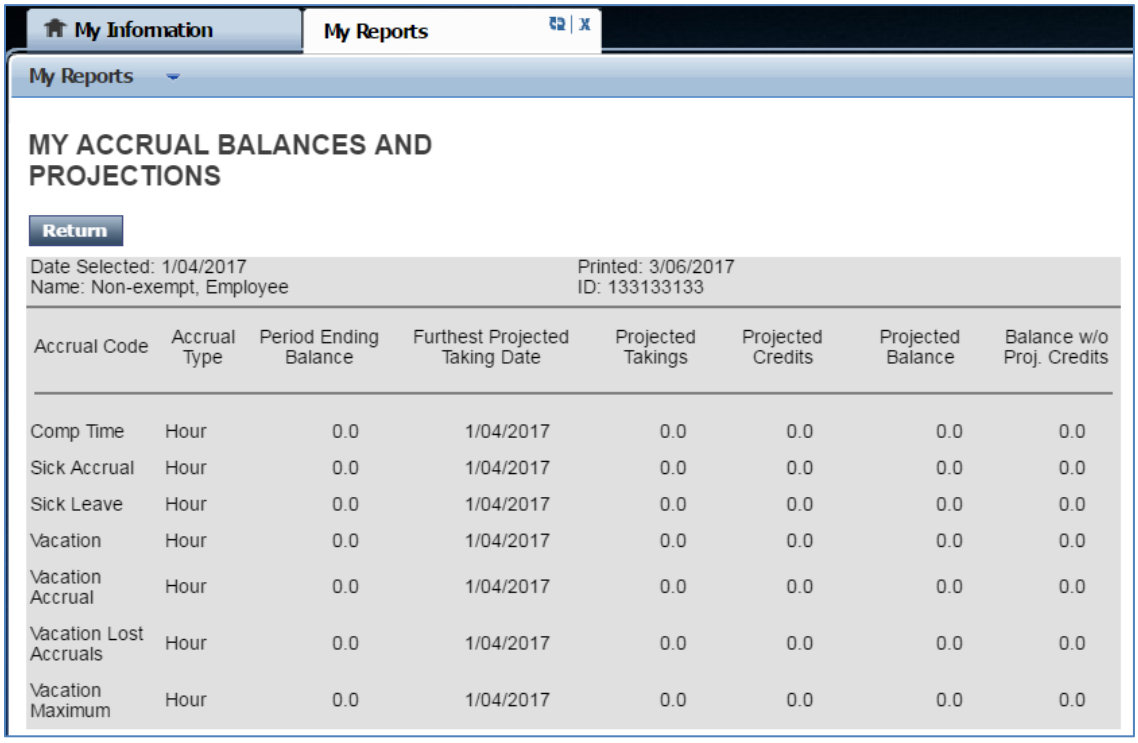
1. Click on **My Reports** (located on the right of your timecard in blue tool bar)



1. Click on **My Accrual Balances and Projections**
2. Select **As Of** by clicking on calendar icon and click on date.
3. Click on **View Report.** A summary will appear on screen of your time detail. A summary of your leave balances will appear.



Note: CalTime does not calculate projected amounts. Please ignore Projected Takings, Projected Credits, Projected Balance and Balance w/o Proj. Credits.



Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
Comp Time	Hour	0.0	1/04/2017	0.0	0.0	0.0	0.0
Sick Accrual	Hour	0.0	1/04/2017	0.0	0.0	0.0	0.0
Sick Leave	Hour	0.0	1/04/2017	0.0	0.0	0.0	0.0
Vacation	Hour	0.0	1/04/2017	0.0	0.0	0.0	0.0
Vacation Accrual	Hour	0.0	1/04/2017	0.0	0.0	0.0	0.0
Vacation Lost Accruals	Hour	0.0	1/04/2017	0.0	0.0	0.0	0.0
Vacation Maximum	Hour	0.0	1/04/2017	0.0	0.0	0.0	0.0

INFORMATION RESOURCES

Resources

1. **For additional questions** regarding your timecard, please email caltime@berkeley.edu or call 510-664-9000, option 1.

2. **CalTime website and quick link access to CalTime:** http://caltime.berkeley.edu/

3. **CalTime Training documents:** **htt**p://caltime.berkeley.edu/training

4. **Employee Pay Period and Pay dates:** http://controller.berkeley.edu/payroll/paycheck-and-pay-dates

5. **CalTime Employee Approval Deadlines:** http://caltime.berkeley.edu/Employee%20and%20Supervisor%20Timecard%20Approval%20Deadlines

6. **Berkeley Regional Services:** Contact for questions regarding your HR record or paycheck at https://regionalservices.berkeley.edu/home

7. **Friendly Names:** Information on how your HR record and job is tied to your timecard via the use of Friendly names setup in the Human Resource system called Human Capital Management (HCM). http://hr.berkeley.edu/hr-network/hr-systems/wfa/step-step/friendly-names

8. **Dual Appointments:** If you currently have both an exempt and non-exempt position, you will only be able to use CalTime for your non-exempt position. Please find more information at http://caltime.berkeley.edu/dual-exempt-and-non-exempt-appointments-caltime

9. **CalTime Terms and Acronyms:** http://caltime.berkeley.edu/training/glossary/caltime

10. **Subscribe to CalTime Bconnected Calendar**: Follow the instructions at the link below to add the Approval Deadlines to your Bconnected calendar. http://caltime.berkeley.edu/Employee%20and%20Supervisor%20Timecard%20Approval%20Deadlines