



INSTRUCTIONAL GUIDE

Timekeeping For Non-Exempt RealTime Employees
who use a computer to record time

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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 RealTime employees who use a computer to record time. A Non-Exempt RealTime Employee is an hourly paid employee who uses a computer and is required to enter their start, stop and transfers (between jobs) at the actual time it happens or in real time.

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 a Non-Exempt RealTime 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 realtime 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

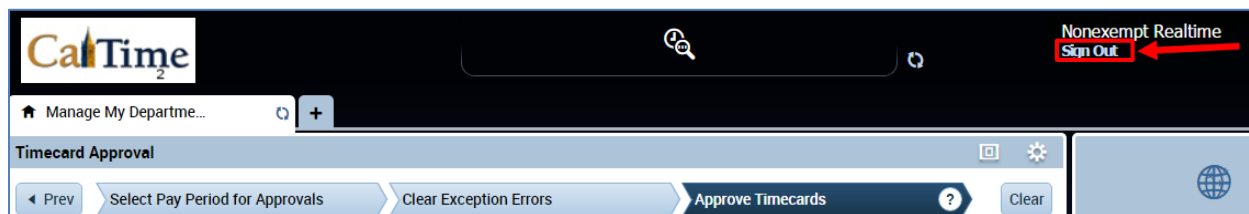
Log in and Log out of CalTime

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 right 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.

The screenshot shows the CalTime interface. The 'My Timecard' section on the left has a header bar with 'Loaded: 8:12 AM' and a 'Current Pay Period' dropdown. Below this is a toolbar with icons for 'Approve Timecard' (checkmark), 'Print Timecard' (printer), 'Refresh' (circular arrow), 'Calculate Totals' (calculator), and 'Save' (floppy disk). The main area is a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, Daily, and Period. The table shows dates from Sun 2/26 to Wed 3/01. At the bottom of the table are tabs for 'Totals' and 'Accruals'. The 'My Timestamp' section on the right has a 'Transfer' dropdown, a text field showing 'Last Timestamp: Tuesday, February 21, 2017 3:16PM Pacific Time', and a 'Record Timestamp' button with a clock icon. A red rectangle highlights the 'Record Timestamp' button, and a red arrow points up to it.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+ x	Sun 2/26												
+ x	Mon 2/27												
+ x	Tue 2/28												
+ x	Wed 3/01												

	Approve Timecard Remove Timecard Approval		Allows you to select a range of dates by entering a Start Date and an End Date.
	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
	Refreshes timecard after timecard has been saved		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
	Saves your edit or timecard action		The My Timestamp section and Record Timestamp button only appears for <u>RealTime</u> employees that use a computer and must record time at the beginning and end of their shift.

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 (Non-Exempt RealTime employees must use the Record Timestamp button). 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 (Non-Exempt RealTime employees must use the Record Timestamp button). 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 (Non-Exempt RealTime employees must use the Record Timestamp button).		✓	✓
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 (Non-Exempt RealTime employees must use the Record Timestamp button).		✓	✓
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

Understanding your 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

My Timecard

Loaded: 11:36 AM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

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

Totals Accruals

All All

Account	Pay Code	Amount
RS-LIFEGUARD SCRA/-/	Regular	32.0
RS-LIFEGUARD SCRA/-/	Vacation Leave Taken	8.0

All

All

Shift

Daily

Period to Date

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

The accruals tab provides easy access to view your leave accruals

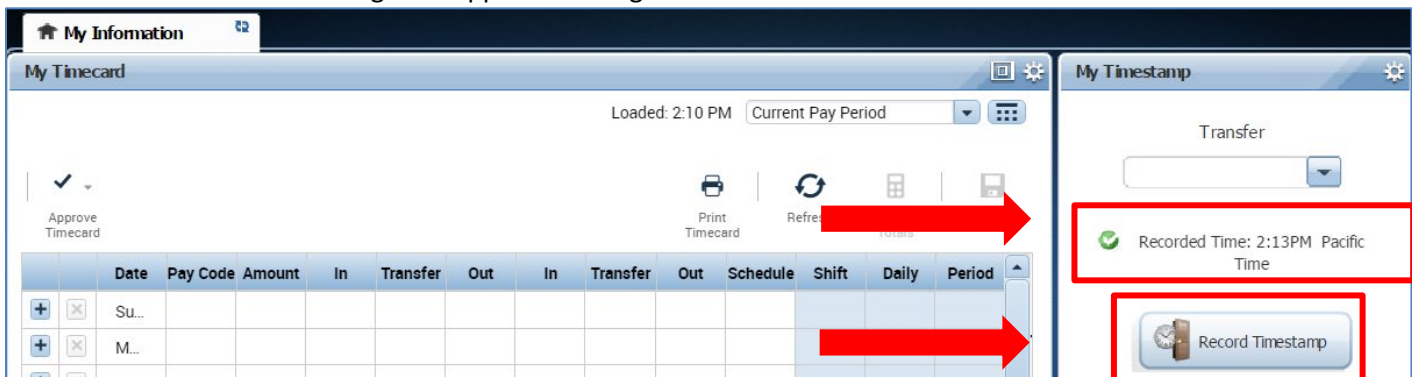
Totals Accruals

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

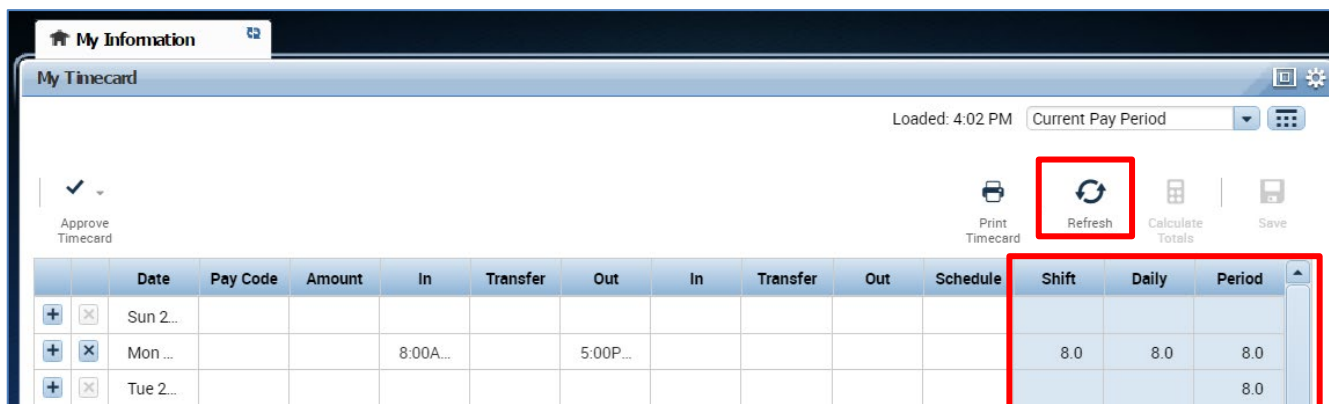
TIME ENTRY

Entering Time

1. At the beginning of your shift, click on the **Record Timestamp** button
2. A confirmation message will appear showing time recorded



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.



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.

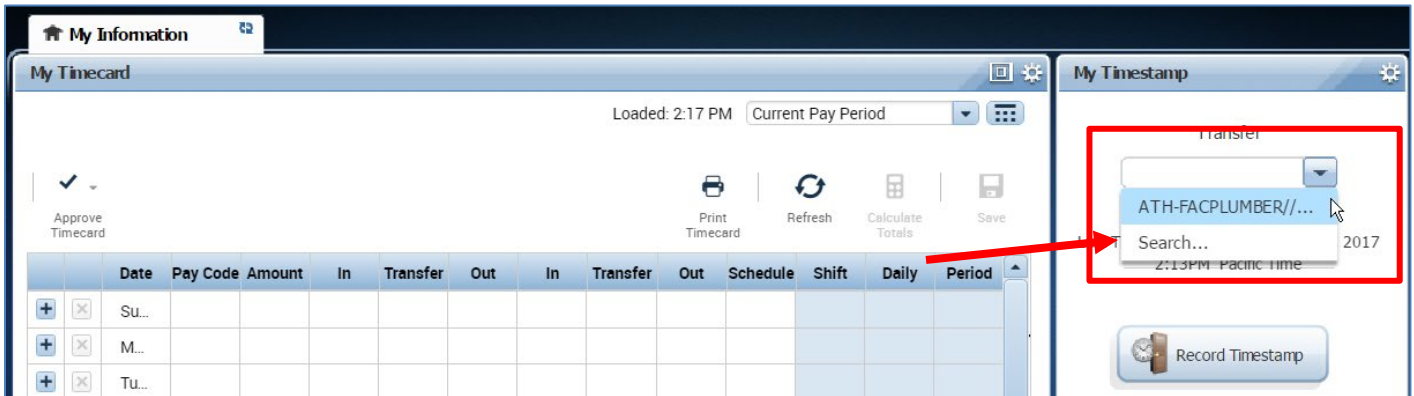
Your Primary Job

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.

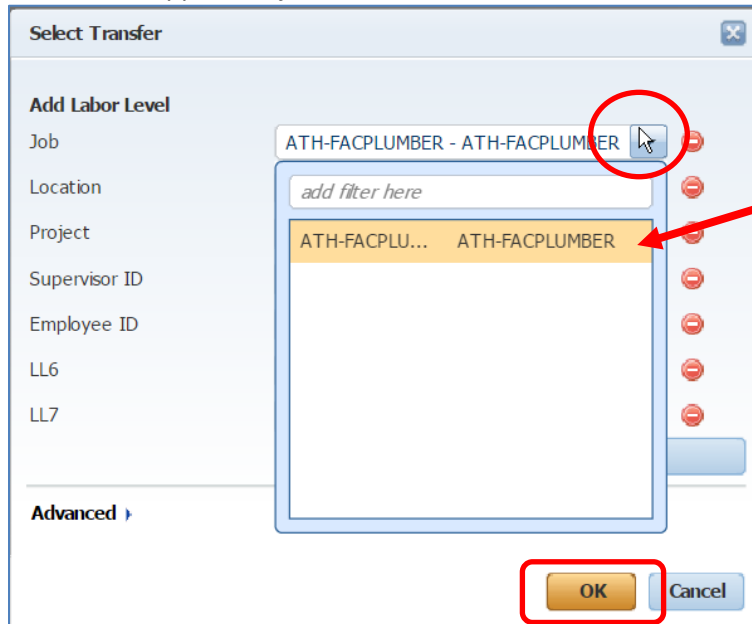
Friendly Names

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. To transfer time to another job, in the **My Timestamp** section, click on the drop down arrow under the **Transfer** field and click on Search.
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 appear.

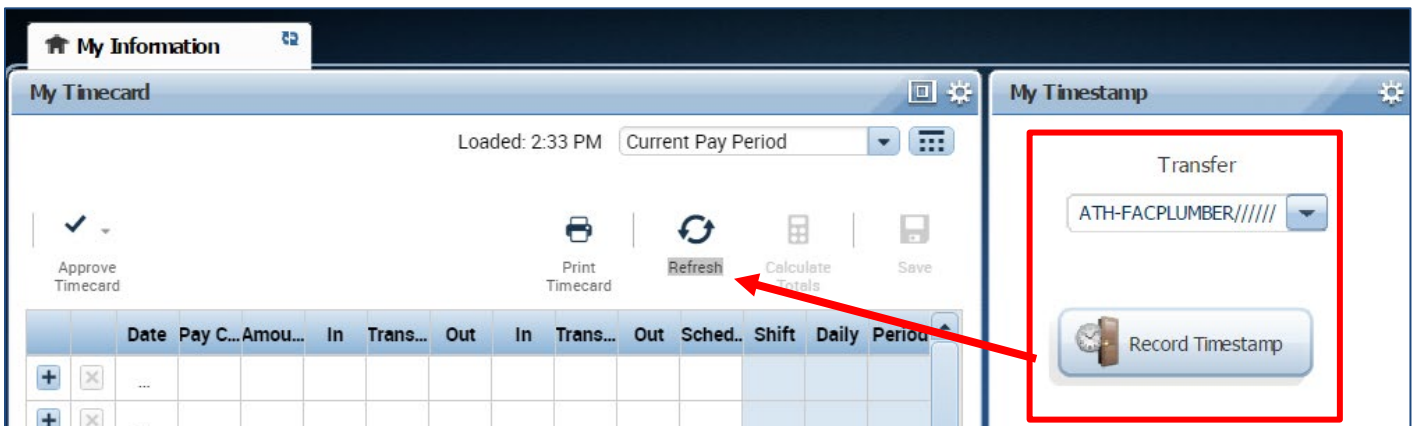


3. If you click on **Search**, a new Select Transfer window will open, click on the drop down arrow next to the Job field. A complete list of your jobs will appear.
4. Click on the applicable job and click **OK**.



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.

5. Applicable job will appear in transfer field, then click on **Record Timestamp**



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

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.

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

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.

The screenshot shows the 'My Timecard' application interface. At the top, it says 'Loaded: 4:34 PM' and 'Current Pay Period'. Below this are icons for 'Approve Timecard', 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The main part of the interface is a table with the following columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, Daily, and Period. The first row shows 'Sun 2/26' with empty fields. The second row shows 'Mon 2/27' with '8:00AM' in the 'In' column and '1:00PM' in the 'Out' column. The third row shows 'Sick Leave Taken' in the 'Pay Code' column and '4.0' in the 'Amount' column. A red arrow points to the plus icon in the first column of the table, indicating how to add a new row.

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

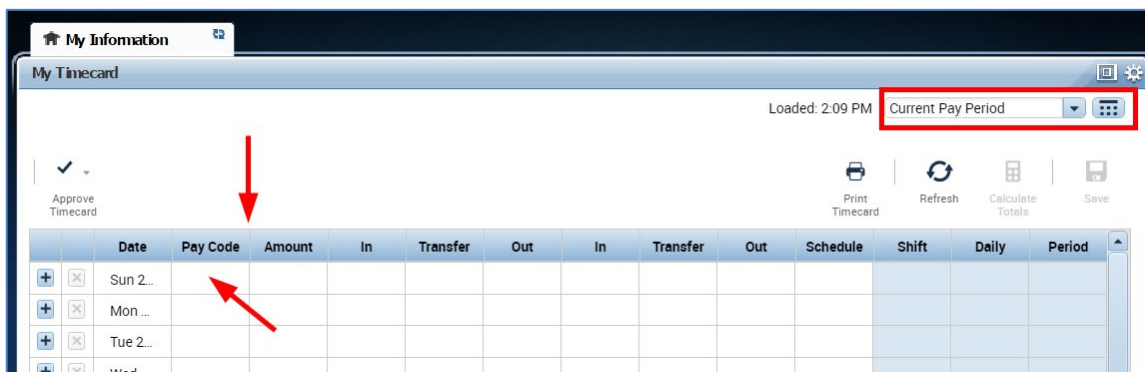
It is important that hours are tracked to the correct pay code so that your leave balances are correct. You may wish to enter leave into CalTime as you become aware of it, rather than wait until the end of the pay period. For example, if you are taking vacation in the current pay period, enter it into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

Acceptable Formats for Entering Pay Code Amounts

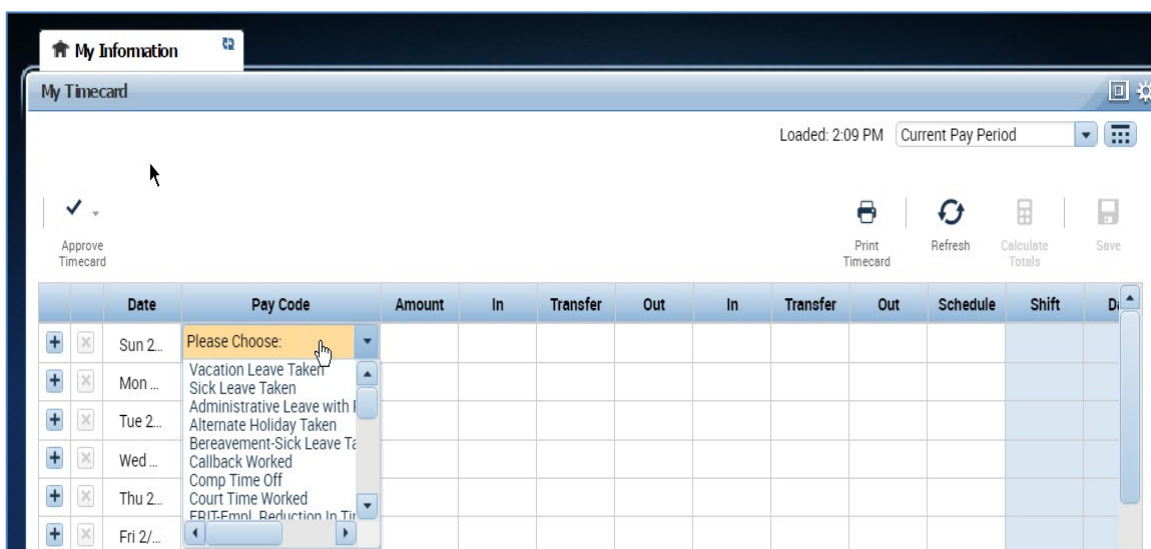
Acceptable Format	Example	Interpretation by CalTime
Leading zeros (optional)	07	7 hours
Colon	08:30 (8 hours, 30 minutes)	8.5 hours
Decimal	8.5	8.5 hours

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

- 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.

The screenshot shows the 'My Timecard' interface. At the top, there's a 'My Information' tab and a 'My Timecard' header. Below the header, there's a 'Loaded: 2:09 PM' status and a 'Current Pay Period' dropdown. On the right, there are icons for 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save' (highlighted with a red box). On the left, there's an 'Approve Timecard' button. The main table has columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, and Daily. The data rows show:

- Sun 2...: Empty row.
- Mon ...: Pay Code 'Vacation Leave Taken' (highlighted), Amount '8.0' (highlighted).
- Tue 2...: In '8:00A...' (highlighted), Out '5:00P...' (highlighted).

Deleting Leave

- To delete time for an entire day, 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.
- 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.
- Click the **"Save"** icon at top right of timecard.

The screenshot shows the 'My Timecard' interface. At the top, there's a 'My Information' tab and a 'My Timecard' header. Below the header, there's a 'Loaded: 3:52 PM' status and a 'Current Pay Period' dropdown. On the right, there are icons for 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save' (highlighted with a red circle). On the left, there's an 'Approve Timecard' button. The main table has columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, Daily, and Period. The data rows show:

- Su...: Empty row.
- Mo...: Pay Code 'Va...' (highlighted with a red circle), Amount '8.0'.
- Tue...: In '8:0...' (highlighted), Out '5:0...'.

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

My Timecard

Loaded: 8:12 AM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+	Sun 2/26												
+	Mon 2/27												
+	Tue 2/28												
+	Wed 3/01												

My Timestamp

Transfer

Last Timestamp: Tuesday, February 21, 2017 3:16PM Pacific Time

Record Timestamp

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 will need contact your supervisor and ask them to correct the error for you. For example if you skipped a lunch, make sure your supervisor makes the proper adjustments or if you accidentally missed a punch.
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).

+	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

Click on Handle

Totals Accruals

All All

Account	Pay Code	Amount
RS-LIFEGUARD SCRA/-/	Regular	32.0
RS-LIFEGUARD SCRA/-/	Vacation Leave Taken	8.0

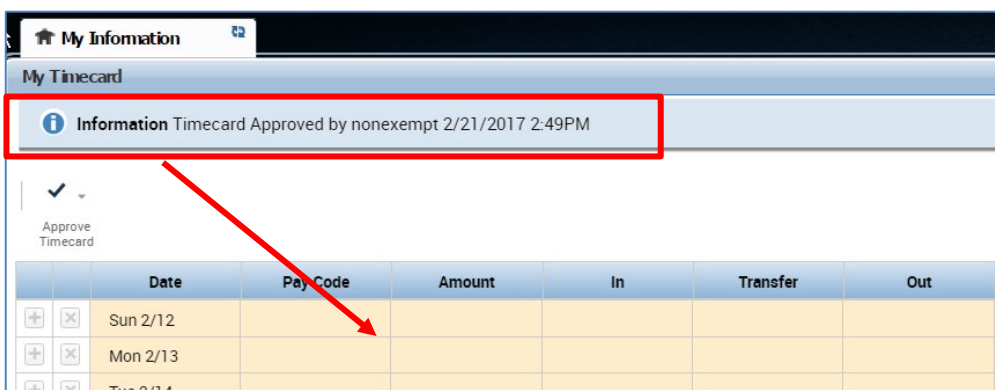
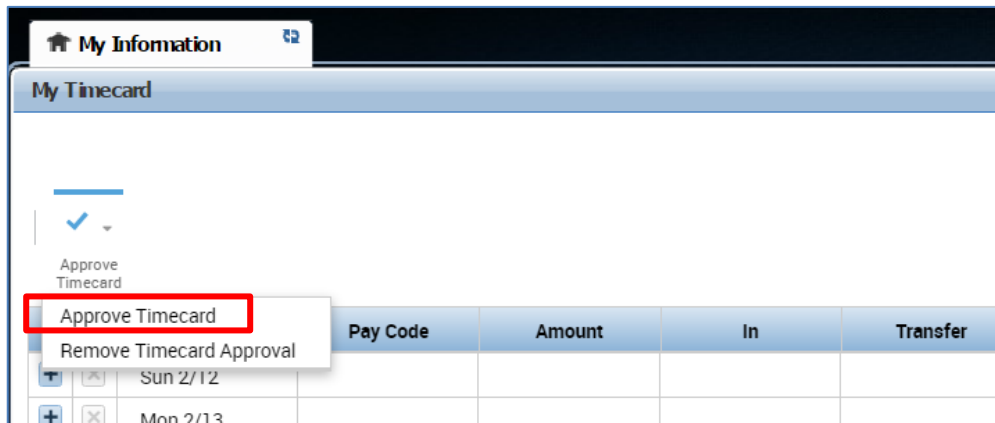
6. Verify that you used the correct pay codes for any leave recorded on your timecard (i.e. vacation, sick leave)
7. If you find any remaining discrepancies, please notify your supervisor who may be able to assist. You may also email caltime@berkeley.edu for assistance.

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.

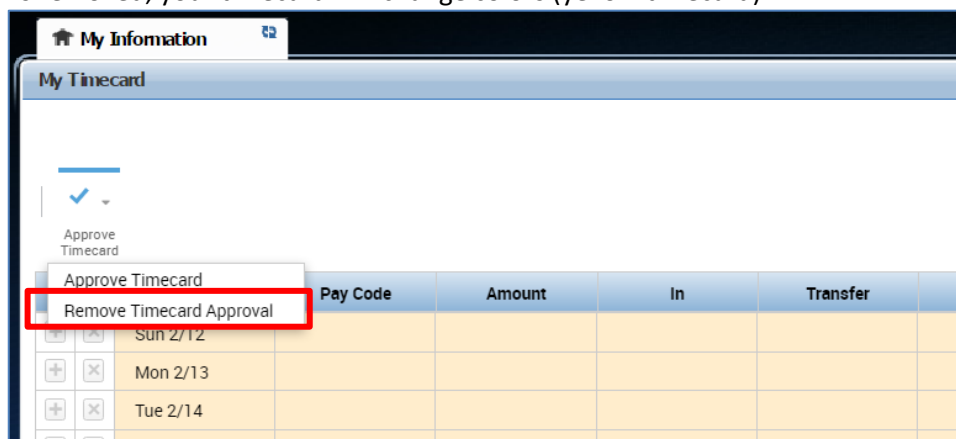
1. Click on “Approve Timecard” icon and click on “Approve Timecard”
2. Once approved, a confirmation appears and the timecard will change colors



Remove Timecard Approval

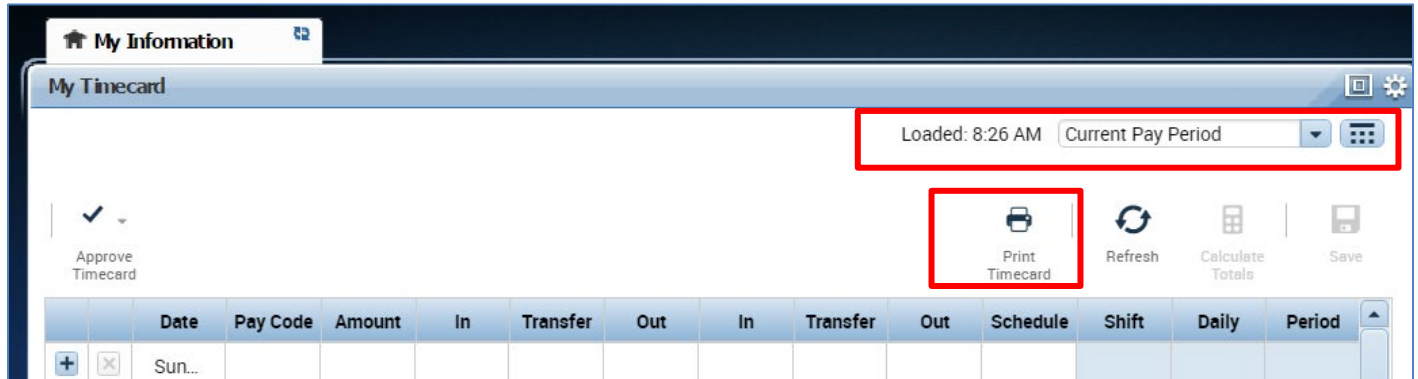
If you need to make changes to your timecard after approving it, you need to first remove your approval to unlock your timecard for the update. However, if your supervisor has already approved your time, your timecard is locked for changes. Notify your supervisor if your timecard needs to be edited.

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 (yellow 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

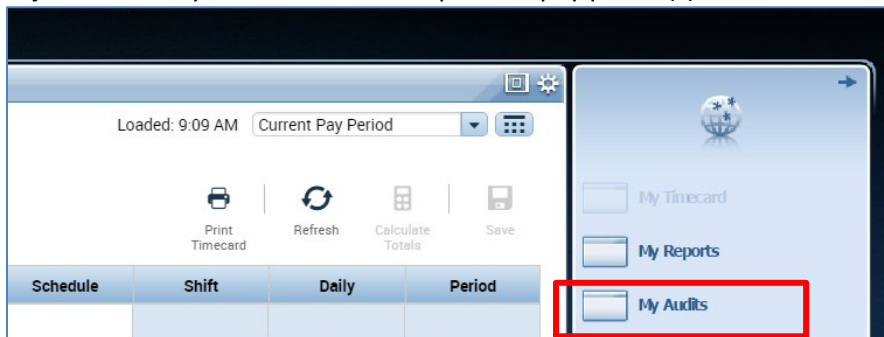


A new page will open with clear copy of your timecard for you to print on your local printer.

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.

The screenshot shows the 'My Audits' interface. At the top, there are tabs for 'My Information' and 'My Audits'. Below the tabs, there are two filter dropdowns: 'Category' (set to 'My Audits') and 'Type of Edit' (set to 'All'). To the right, there is a 'Current Pay Period' dropdown. A red box highlights the filter area, and another red box highlights the 'Current Pay Period' dropdown. A red arrow points from the 'Type of Edit' dropdown to a detailed list of edit types shown in a separate block. Below the filters is a 'Refresh' button and a table of edits.

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
2/27/2017	3:15PM	Add Punch					Out Punch	Correct Mi...	3/07/2017	9:33AM (G...	dmeesai:k...	Timecard ...
2/27/2017	6:11AM	Add Punch	...RIVER/////				In Punch		3/07/2017	9:33AM (G...	dmeesai:k...	Time Stamp
2/27/2017	6:11AM	Edit Punch	...RIVER/////			SX_NonEx...	In Punch		3/07/2017	9:35AM (G...	dmeesai:k...	Time Stamp

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

This block shows a detailed list of 'Type of Edit' options. The list includes: 'All', 'Punch (Add/Edit/Delete)', 'Pay Code (Add/Edit/Delete)', 'Hours Worked (Add/Edit/Delet)', 'Duration (Add/Edit/Delete)', 'Approvals/Sign-offs', 'Justification (Add/Edit/Dele)', 'All Retroactive (Add/Edit/Dele)', and 'Retroactive Punch (Add/E...'. The 'All' option is currently selected.

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.

The screenshot shows the 'My Audits' interface with the 'Category' dropdown menu open. The menu options are 'My Signoff and Approval', 'My Audits', and 'My Signoff and Approval'. The 'My Signoff and Approval' option is highlighted. Below the dropdown is a table of signoffs and approvals.

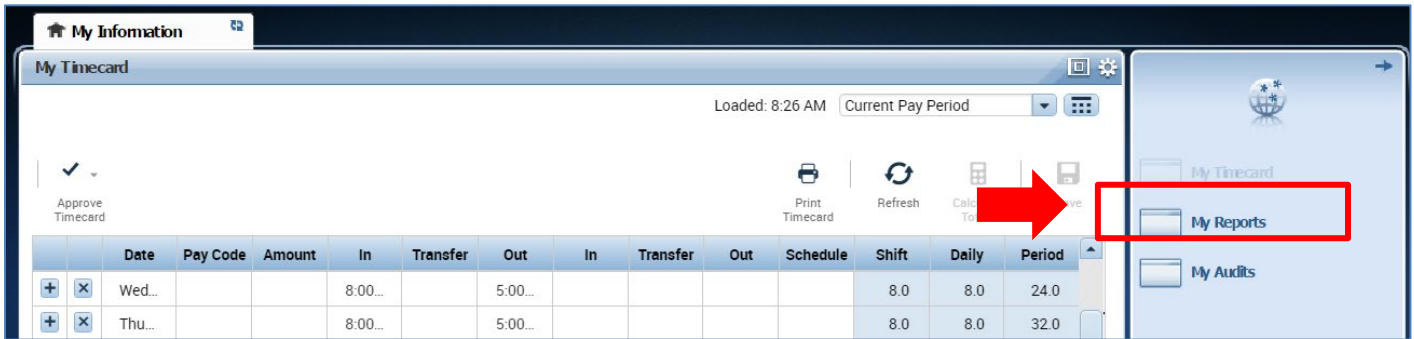
Action Taken	Effective Date	Start Time	Amount	Reason	Comment	Note	User	Date	Time
Timecard App...	3/11/2017						nonexempt	3/07/2017	9:31AM

REPORTS

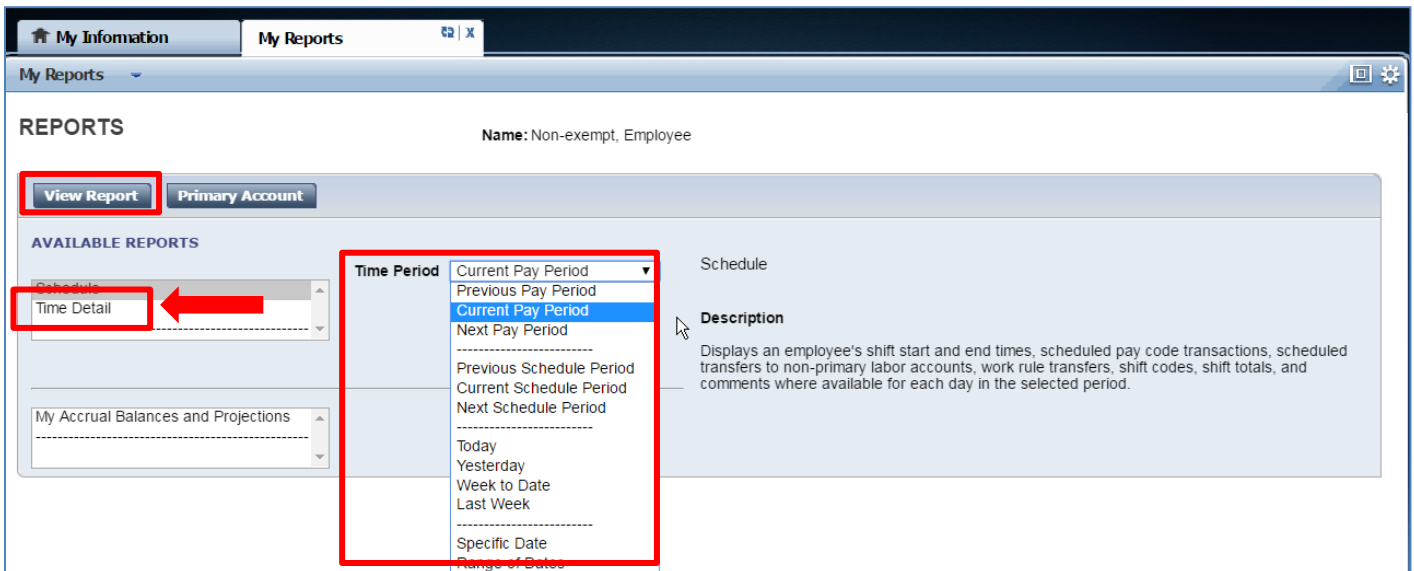
Time Detail Report

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 Report

The Accrual Balance 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)

The screenshot shows the 'My Timecard' interface. At the top, there's a 'My Information' tab. Below it, the 'My Timecard' section displays a table with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, Daily, and Period. The table shows data for Wednesday and Thursday. On the right side, there's a sidebar with a blue tool bar containing icons for 'My Timecard', 'My Reports', and 'My Audits'. The 'My Reports' button is highlighted with a red box and a red arrow pointing to it.

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.

The screenshot shows the 'My Reports' section of a web application. The 'View Report' button is highlighted with a red box. Below it, the 'AVAILABLE REPORTS' section contains a dropdown menu with 'My Accrual Balances and Projections' selected, also highlighted with a red box. To the right of this dropdown is an 'As Of' field with a calendar icon, highlighted with a red box. A calendar widget for March 2017 is open, showing dates from 26 to 31, with the 1st of March highlighted. The calendar is also highlighted with a red box.

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

MY ACCRUAL BALANCES AND PROJECTIONS							
<div>Return</div> <div> Date Selected: 1/04/2017 Name: Non-exempt, Employee </div> <div> Printed: 3/06/2017 ID: 133133133 </div>							
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:** <http://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. **Campus Shared Services:** Contact for questions regarding your HR record or paycheck at <http://sharedservices.berkeley.edu/>
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>