

## CALTIME QUICK REFERENCE GUIDE FOR SUPERVISORS

### Login into CalTime

To access CalTime, visit the [CalTime web page](#) and select the ACCESS button located at the right of the webpage (do not create a bookmark). You will need to CalNet authenticate using your Calnet ID and passphrase. You can verify your user name and password using [Calnet Account Manager](#).

### Access issues and system support

If you are experiencing issues logging into CalTime and are unable to perform a function in CalTime as expected, you may email [caltime@berkeley.edu](mailto:caltime@berkeley.edu)

- Locked out of CalTime? [Follow these steps](#)
- Google Chrome is the recommended browser however you may refer to [additional instructions](#)
- Please be aware HR system changes can impact your access And you may be directed to Berkeley regional services.

Employee Type	Employee tasks	Supervisor tasks
<b>Monthly Paid</b>	Record leave taken only and must approve even when there is no leave and the timecard is blank	Review and approve timecard (even when timecard is blank) around the 5th of the month
<b>Biweekly Paid</b>	Report hours worked and leave taken	Review and approve timecard every other Monday

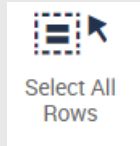
[Access timecard approval deadlines](#) and subscribe to CalTime google calendar. **Missed the approval deadline???** You cannot submit late timecards in CalTime. Please follow the [Berkeley Region Service Instructions](#). For detailed instructions on how to use CalTime, please review the [exempt employee job aid](#). You may also watch a [brief video](#). For questions, please refer to FAQ or email [caltime@berkeley.edu](mailto:caltime@berkeley.edu).

## HOW TO REVIEW AND APPROVE YOUR EMPLOYEES

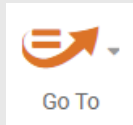
1. **Select biweekly or monthly pay period approval:** You must click the drop-down arrow on the left and select monthly pay period approval to view monthly paid employees. Repeat all steps below if you supervise monthly and biweekly employees.
2. **Verify pay period:** Default is to look at prior pay period. Click on drop down to update period or click on calendar icon if needed.

Person ID	Name	Title Code	Employee Approval	Supervis... Approval	Who Approved Timecard	HCM Supervisor	Vacation...	Sick Lea...	Leave wi...	Holiday	Other Pa...
10527747	Bear, Oski	003266	✓		Screen, Goldy						
10737058	Berkelev. Calvin	003266			Screen, Goldy						

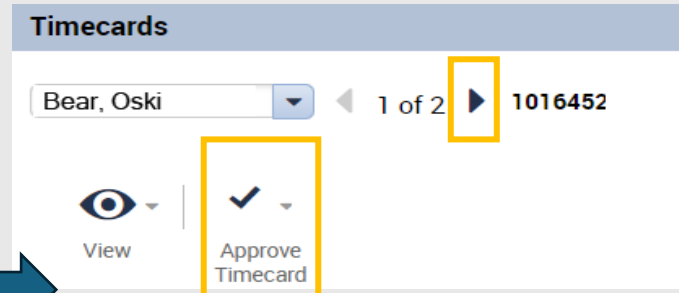
3. Click on the **Select All Rows** icon on the left of the webpage which will highlight all your employees



4. Click on the **Go To** icon on the right of the webpage and **timecards**



5. Review employee's timecard and select **approve timecard**. Click the arrow (to the left of the employee id) to review the next employee.



### TO CONFIRM YOU AND YOUR EMPLOYEE APPROVED

Navigate to **Manage my Department** and click on **Refresh**. A check mark should appear in the employee approval column and a 1 in the supervisor approval column. If there is no check mark in the employee approval column, the employee did not approve. For supervisors, there can be multiple approvers especially if the employee has multiple jobs. If you approve you will see a 1 in the supervisor approval column. A supervisor may access their own timecard by clicking on the plus icon and **my information**.

Manage My Department Timecards +

Timecard Approval

Prev Select Pay Period for Approvals Clear Exception Errors Approve Timecards Clear

Monthly Pay Period Approval Loaded 5:23PM Previous Pay Period Monthly Edit

Select All Rows Column Selection Filter Timekeeping Approval Refresh Share Go To

Pers...	Name	Title ...	Empl... Appr...	Supe... Appr...	Who Approved Timecard	HCM Supervisor	Vaca...	Sick ...	Leav...	Holi...	Othe...
1016...	Chung, Lai Nei	0046...	✓	1	Rausse, Jerri	Rausse, Jerri					
1016...	Nekmal, Sofia	0046...	✓	1	Rausse, Jerri	Rausse, Jerri	32.0	8.0			