CalTime How Readers and Tutors enter hours worked

This job aid is for students that only have a reader and/or tutor appointment. *If you are a reader or tutor that has an additional job as a student assistant, please refere to the job aids for readers and tutors with concurrent student assistant appointments.* This job aid provides instructions on how an employee in a reader or tutor job title may

- [Enter Hours worked and leave taken](#)
- [Transfer time to multiple jobs](#)
- [Delete a pay code or edit hours entered](#)
- [Record multiple pay codes and hours on the same day](#)

CalTime uses pay codes to track time worked and various types of leave taken that is entered in the timecard (i.e. Regular, jury duty). It is important that hours are tracked to the correct pay code so that your hours are accurately reflected on your timecard.

Enter hours to the nearest quarter hour

Time Worked	Enter Hours in CalTime below
15 minutes	.15
30 minutes	.50
45 minutes	.75
1 hours	1

## Entering Hours Worked or Leave taken for the current pay period

You can only enter and edit time for the current pay period. If you need to report late hours for a prior pay period, you will need to notify your supervisor. Your timekeeping support will need to make this adjustment on your behalf.

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 hours.

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
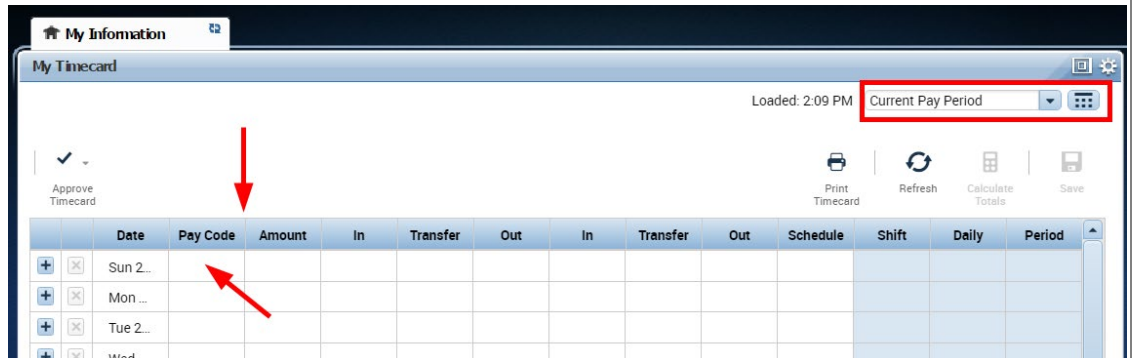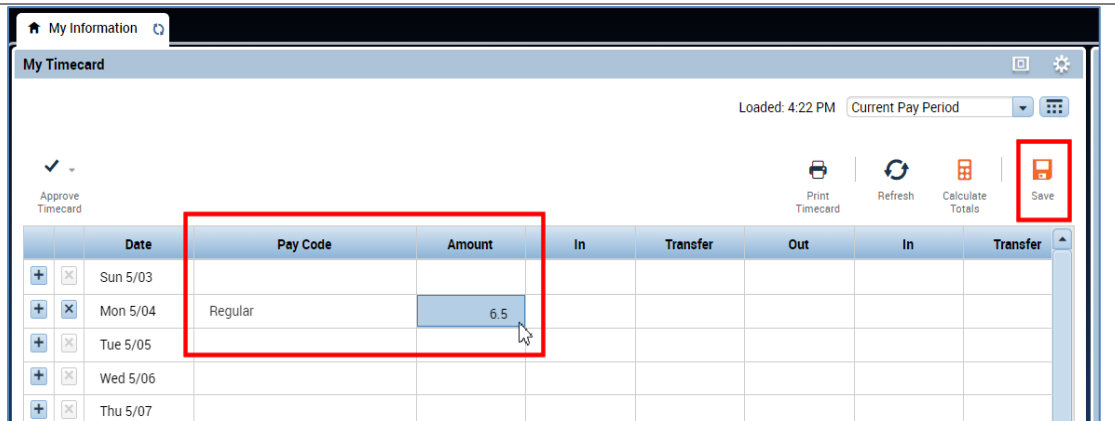

4. From the dropdown list, scroll down and select the pay code **"Regular"** to record hours worked.
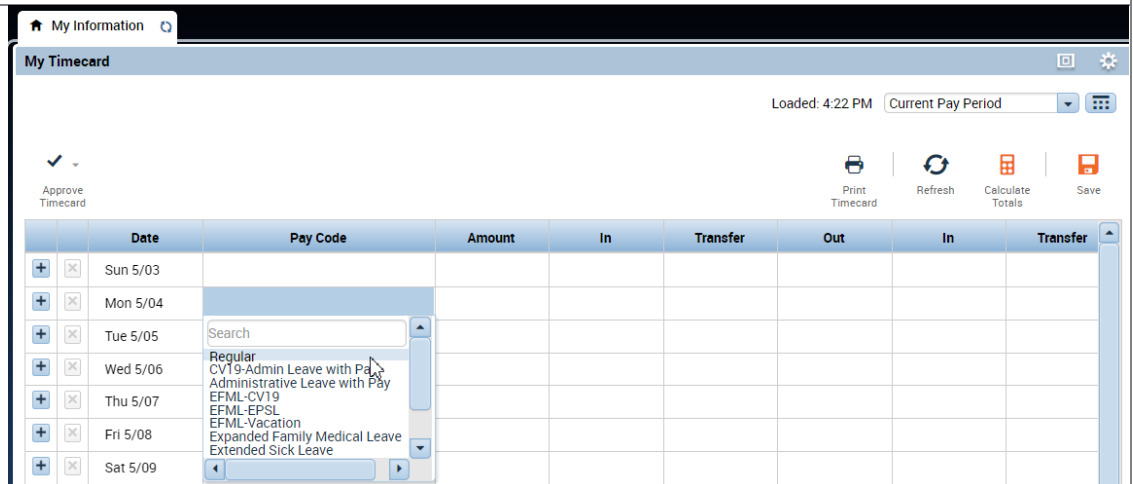
5. Record Hours in quarter hour increments (.25, .5, .75, 1.0)

6. Click Save

In this example, the employee entered 6.5 hours of work. They entered the total Regular hours in the **"Amount"** column.



Entering Time If You Work Multiple Reader or Tutor Jobs

If you have more than one job, you will need to make sure to transfer your time to different jobs in CalTime.

1. Click on the blank box under Transfer column.

2. A list of "friendly names", a brief name representing your job comprised of Dept, Job code, and your HR job record number will appear in the transfer column (For example *ZCEEE-002860-1*). If you are unsure which friendly name to select, please consult your supervisor or HR support. You may also locate your jobs here https://fn.berkeley.edu/
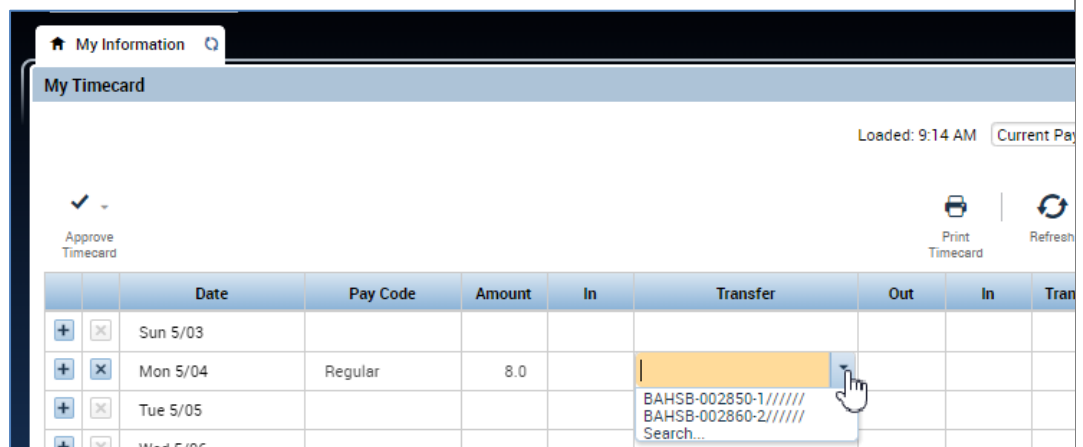
3. Select the "friendly name" representing the correct job you are working in the "**Transfer**" field.

4. Then click on the "**Save**" button.

Note: The Save icon will change colors to prompt you to save your edit.
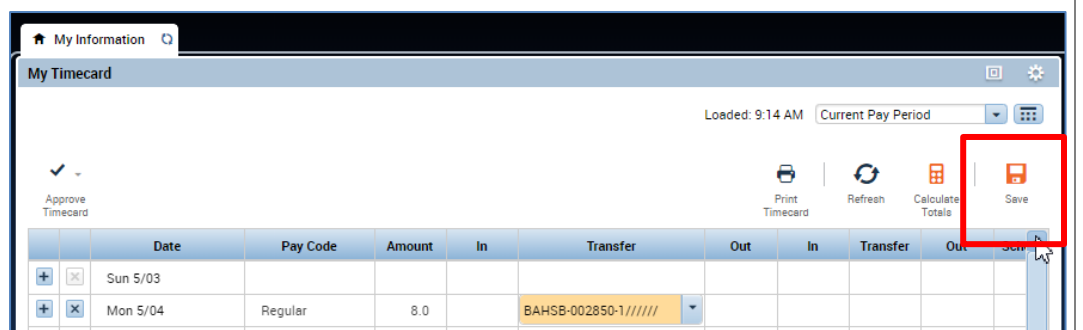
Deleting a Time Entry and or editing amount entered
You may need to remove a pay code and associated hours in cases where you entered time or leave on the wrong day.

1. To delete time for an entire day, go to the Pay row for the applicable day of the week. 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.
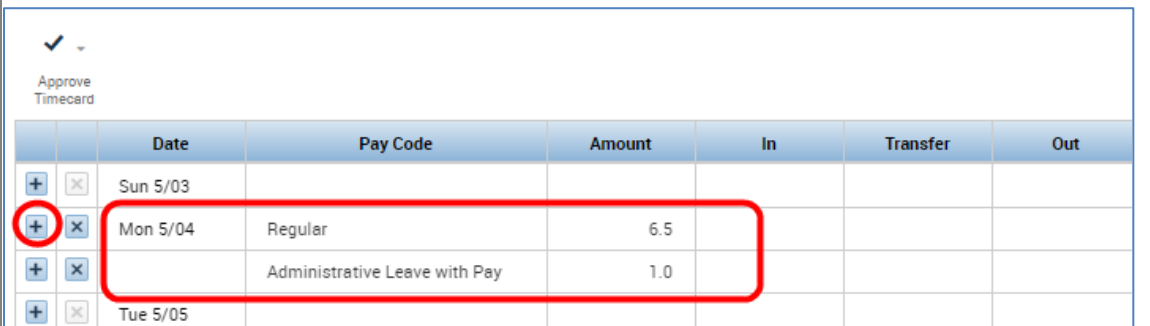3. Click the **"Save"** icon at top right of timecard.

		Date	Pay Code	Amount	In	Transfer	Out
+	X	Sun 5/03					
+	X	Mon 5/04	Regular	6.5			
+	X	Tue 5/05					

Adding a Timecard Row for Additional Entries

In some situations, you may need to add a row to accommodate multiple entries in a day. In this scenario, you are working a partial day and also taking paid leave.

1. To add a row to a day of the week, click the **"plus sign"** icon. For example, you enter time worked and would also like to enter hours using another pay code. Click on the plus sign icon and a new row will appear for that same day.

		Date	Pay Code	Amount	In	Transfer	Out
+	X	Sun 5/03					
+	X	Mon 5/04	Regular	6.5			
+	X		Administrative Leave with Pay	1.0			
+	X	Tue 5/05					