



INSTRUCTIONAL GUIDE

Timekeeping For employees that only have a biweekly paid reader or tutor job
Record time directly in the timecard
(Applicable to the majority of readers and tutors)

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TABLE OF CONTENTS

INTRODUCTION	2
TRAINING	2
ROLES AND RESPONSIBILITIES	2
THE BASICS	3
Log in and Log out of CalTime	3
Introduction to the CalTime Timecard	4
ENTERING HOURS WORKED	7
Entering Hours Worked or Leave	7
Transferring hours to multiple jobs	8
Editing and Deleting Hours Worked or Leave	9
Adding and Removing Timecard Rows for Multiple Entries in a Day	9
Editing Time for Prior Pay Periods (Historical edits)	9
REVIEWING AND APPROVING YOUR TIMECARD	10
Reviewing your Timecard	10
Add Timecard Approval	10
Remove Timecard Approval	11
PRINT A COPY OF YOUR TIMECARD	11
MY AUDITS	12
REPORTS	13
Time Detail Report	13
INFORMATION RESOURCES	15
Resources	15

INTRODUCTION

Welcome to CalTime, UC Berkeley's timekeeping system. This manual is a step-by-step user guide for biweekly paid employees in reader or tutor job titles and are typically exempt (not eligible) from overtime.

With CalTime, you can:

- Access your timecard from any computer
- Record hours worked and leave taken
- Approve your timecard at the end of each biweekly pay period
- Have visible online access to your leave recorded.
- View your accrued leave balances and adjustments (if applicable to you)

TRAINING

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, employees are required to:

- Record your time worked
- Record time worked against the proper job (if you have multiple jobs)
- 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.

Supervisors are responsible for:

- Reviewing every timecard to ensure their employee's leave taken is accurately recorded and complete
- Work with employee to resolve errors
- Approve the employees timecard

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

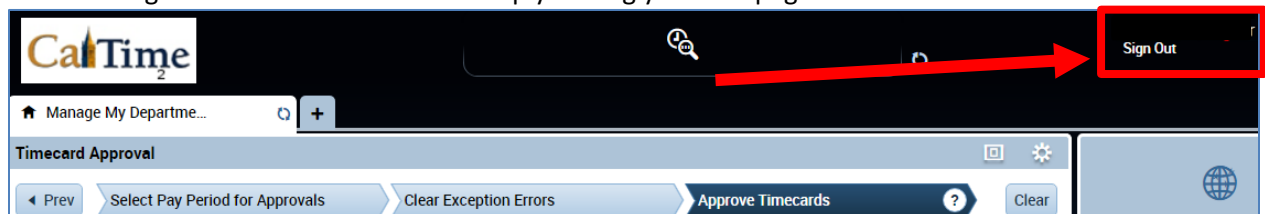
Using Internet Explorer, Google Chrome, Firefox, or Safari, to the CalTime website at <http://caltime.berkeley.edu/>.



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

A screenshot of the CalNet Authentication Service login page. It features the Berkeley University of California logo and the title 'CalNet Authentication Service'. There are input fields for 'CalNet ID:' and 'Passphrase (Case Sensitive):'. Below the fields are 'SIGN IN' and 'HELP' buttons. The footer contains the copyright notice 'Copyright © 2015 UC Regents. All rights reserved.'

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.

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												

Totals Accruals



Timecard Column Descriptions

Column Headers	Description	BIWEEKLY PAID EMPLOYEES IN READER AND TUTOR JOB TITLES
 	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.	Non-applicable
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.	Non-applicable
In	Additional Column provided for employees that have multiple jobs. Enter your start time of your shift.	Non-applicable
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-applicable
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.	✓

Timecard Totals Appear at the bottom of the timecard

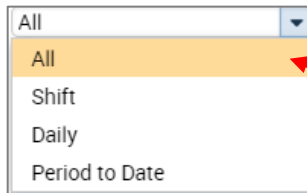
The **Totals** feature allows you to view your timecard totals. You have the following options:

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



My Information

My Timecard

Loaded: 3:28 PM 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	Su...												
+ x	Mo...	Re...	6.5									6.5	6.5
+ x	Tu...	Re...	3.0									3.0	9.5
+ x	We...	Re...	1.0									1.0	10.5
+ x	Th...												10.5
+ x	Fri												10.5

Totals Accruals Audits Historical Corrections

All All

Account	Pay Code	Amount
. EH1EO-002861-1/-/10160691/10022382/-/-	Regular	10.5

Note: Employees in Reader and tutor job titles are typically not eligible for vacation or sick leave. As a result, the Accruals tab (which display sick and vacation balances) is not applicable to you.

ENTERING HOURS WORKED

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.

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 Hours Worked or 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 hours worked

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, select the pay code that categorizes the time you worked or leave you wish to report. You may record hours worked as **Regular** in the Pay Code column

5. Record the amount of hours to the nearest quarter hour (.25,.50,.75,1.0) in the Amount Column
6. Click Save
7. In the following example, the employee entered Regular hours worked. They entered 6.5 hours in the **"Amount"** column.

My Information

My Timecard

Loaded: 4:22 PM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
+ x	Sun 5/03							
+ x	Mon 5/04	Regular	6.5					
+ x	Tue 5/05							
+ x	Wed 5/06							
+ x	Thu 5/07							

Transferring hours to multiple 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 ZCEE-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/>

My Information

My Timecard

Loaded: 9:14 AM Current Pay

Approve Timecard

Print Timecard Refresh

	Date	Pay Code	Amount	In	Transfer	Out	In	Trans
+ x	Sun 5/03							
+ x	Mon 5/04	Regular	8.0		BAHSB-002850-1//////// BAHSB-002860-2//////// Search...			
+ x	Tue 5/05							
+ x	Wed 5/06							

3. Select the “friendly name” representing the correct job you are working in the “Transfer” field.
4. Then click on the “Save” button.

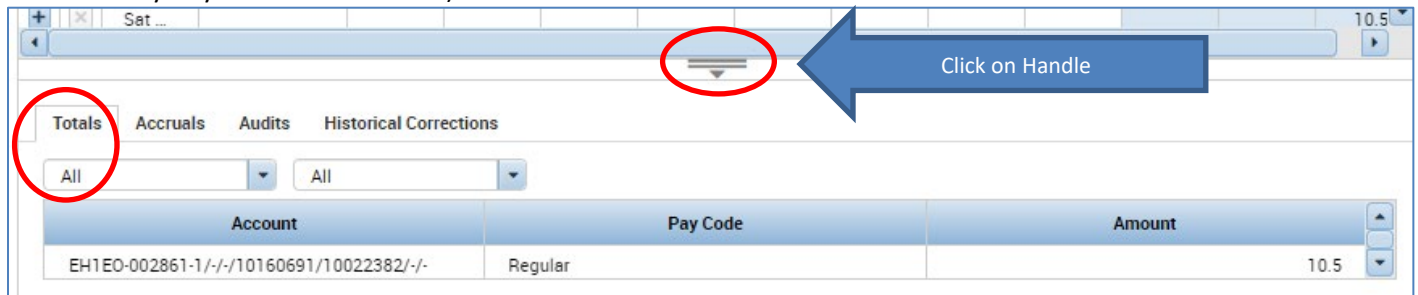
Note: The Save icon will change colors to prompt you to save your edit.

- Hours worked or leave taken were recorded incorrectly

REVIEWING AND APPROVING YOUR TIMECARD

Reviewing your Timecard

1. Ensure that you are accessing the correct Pay Period
2. Verify your hours worked or leave taken on your timecard is accurate
3. Check your Shift and Daily Totals to verify that they add up to the hours of expected
4. Verify that you used the correct pay codes for any hours recorded on your timecard
5. If you find any remaining discrepancies, please notify your supervisor who may be able to assist.
6. Review timecard totals by clicking the handle at the bottom of your timecard to reveal the Totals Tab (a summary of your hours recorded).

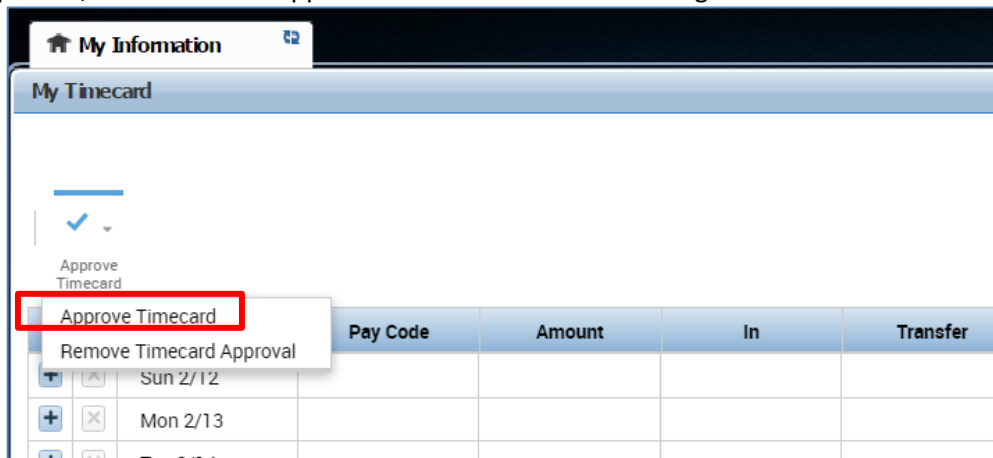


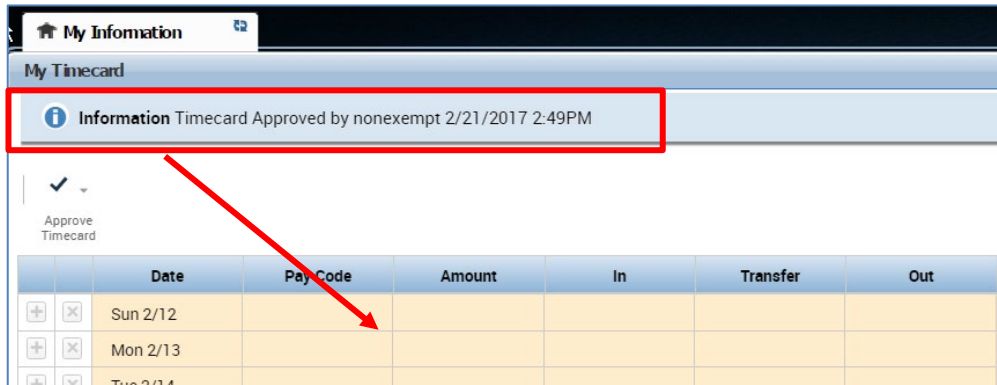
Add Timecard Approval

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

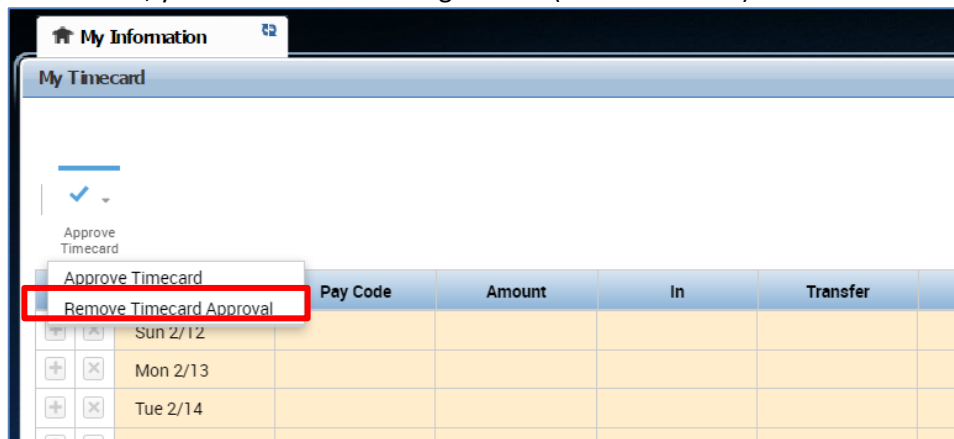




Remove Timecard Approval

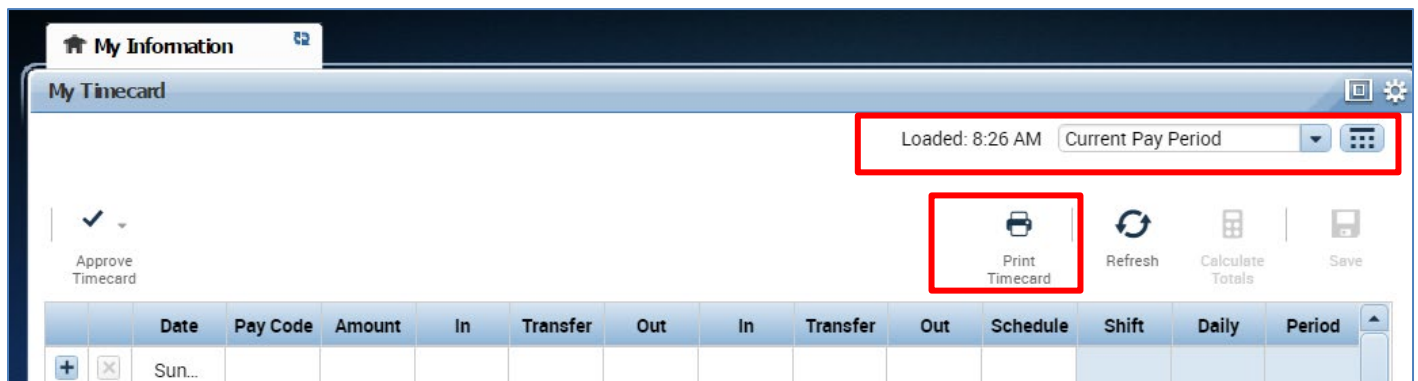
If you need to make changes to your timecard after approving it, you need to first remove your approval to unlock your timecard for the update. However, if your supervisor has already approved your time, your timecard is locked for changes. Notify your supervisor if your timecard needs to be edited.

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

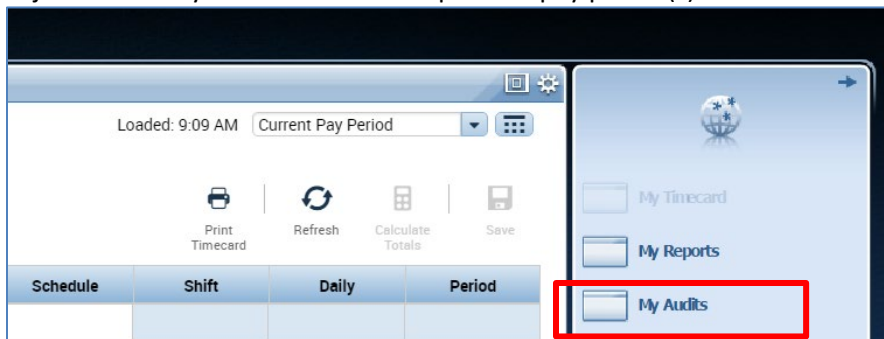


A new page will open with clear copy of your timecard for you to print on your local printer.

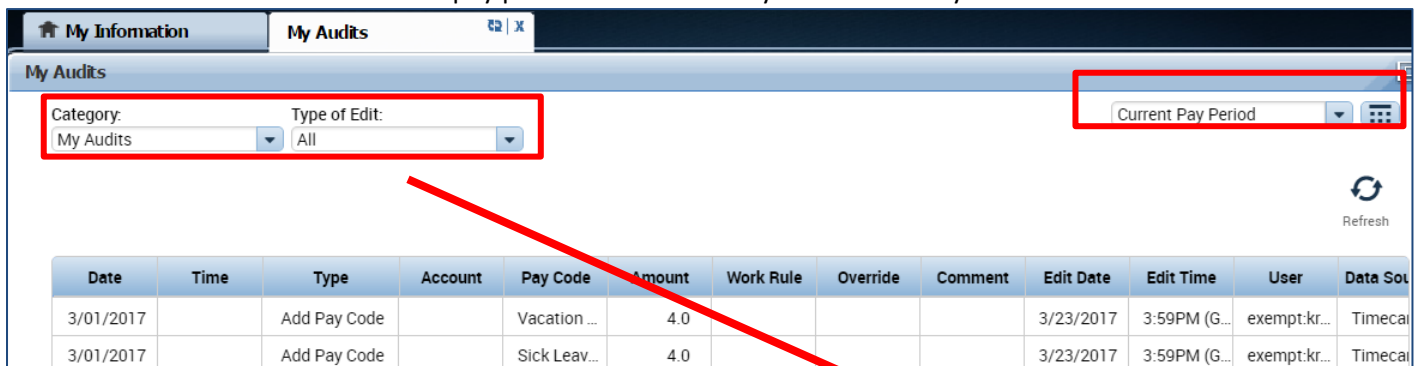
Exempt, Employee Previous Pay Period				012345678 All Home								
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Wed 2/01												
Thu 2/02	Vacation Leave Taken	8.0									8.0	8.0
Fri 2/03	Vacation Leave Taken	8.0									8.0	16.0
Sat 2/04												16.0
Sun 2/05												16.0
Mon 2/06												16.0

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.
Columns underlined below are not applicable to exempt employees (please ignore)

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

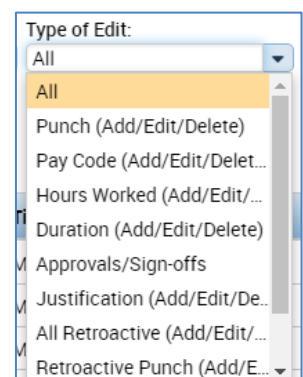
Override: This field indicates that the time was an in punch or and out punch

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. 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.

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
3/01/2017		Add Pay Code		Vacation ...	4.0				3/23/2017	3:59PM (G...	exempt.kr...	Timecard

REPORTS

Time Detail Report

The Time Detail Report shows the leave entered into the employee's timecard for a specified period of time. Employees may consider producing the time detail report if they would like a summary of hours for the more than one biweekly pay period.

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: 3/01/2017 - 3/31/2017

Printed: 3/23/2017

Name: Exempt, Employee ID: 1 Pay Rule: UCB_Exempt_Default
Primary Account(s): 11/10/2016 - forever

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	(\$)Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Wed 3/01	Sick Leave Taken						4.0			
Wed 3/01	Vacation Leave Taken						4.0		8.0	
Thu 3/02									8.0	
Fri 3/03									8.0	
Sat 3/04									8.0	
Sun 3/05									8.0	
Mon 3/06									8.0	
Tue 3/07									8.0	
Wed 3/08									8.0	
Thu 3/09									8.0	
Fri 3/10									8.0	
Sat 3/11									8.0	
Sun 3/12									8.0	
Mon 3/13									8.0	
Tue 3/14									8.0	
Wed 3/15									8.0	
Thu 3/16									8.0	
Fri 3/17									8.0	
Sat 3/18									8.0	
Sun 3/19									8.0	
Mon 3/20									8.0	
Tue 3/21									8.0	
Wed 3/22									8.0	
Thu 3/23									8.0	
Fri 3/24									8.0	
Sat 3/25									8.0	
Sun 3/26									8.0	
Mon 3/27									8.0	
Tue 3/28									8.0	
Wed 3/29									8.0	
Thu 3/30									8.0	
Fri 3/31	[Cesar Chavez Day]						8.0		16.0	
Totals						0.00	16.0	0.0	16.0	
Account Summary										
Account	Pay Code						Money		Hours	
	Sick Leave Taken								4.0	
	Vacation Leave Taken								4.0	
Pay Code Summary										
	Pay Code						Money		Hours	
	Sick Leave Taken								4.0	
	Vacation Leave Taken								4.0	
Totals							0.00		8.0	

INFORMATION RESOURCES

Resources

1. For Timekeeping support, please open a ticket with Berkeley Regional Services.
<https://regionalservices.berkeley.edu/home>
2. **Technical Support**, please email caltim@berkeley.edu or call 510-664-9000, option 1.
3. **CalTime website and quick link access to CalTime:** <http://caltim.berkeley.edu/>
4. **CalTime Training documents:** <http://caltim.berkeley.edu/training>
5. **Employee Pay Period and Pay dates:** <http://controller.berkeley.edu/payroll/paycheck-and-pay-dates>
6. **CalTime Employee Approval Deadlines:**
<http://caltim.berkeley.edu/Employee%20and%20Supervisor%20Timecard%20Approval%20Deadlines>
7. **CalTime Terms and Acronyms:** <http://caltim.berkeley.edu/training/glossary/caltim>
8. **Subscribe to CalTime Bconnected Calendar:** Follow the instructions at the link below to add the Approval Deadlines to your Bconnected calendar.
<http://caltim.berkeley.edu/Employee%20and%20Supervisor%20Timecard%20Approval%20Deadlines>