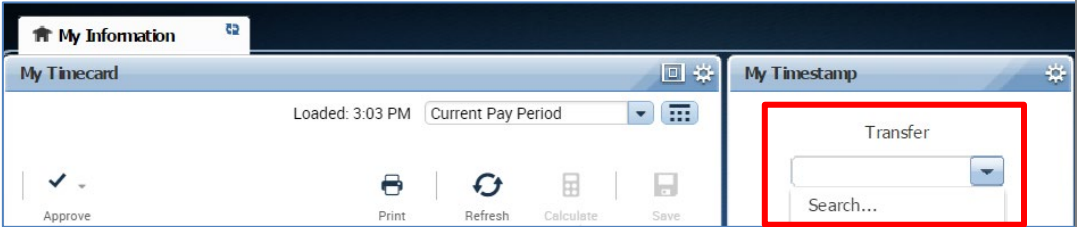
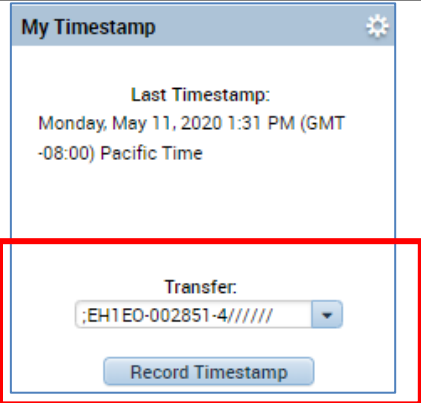


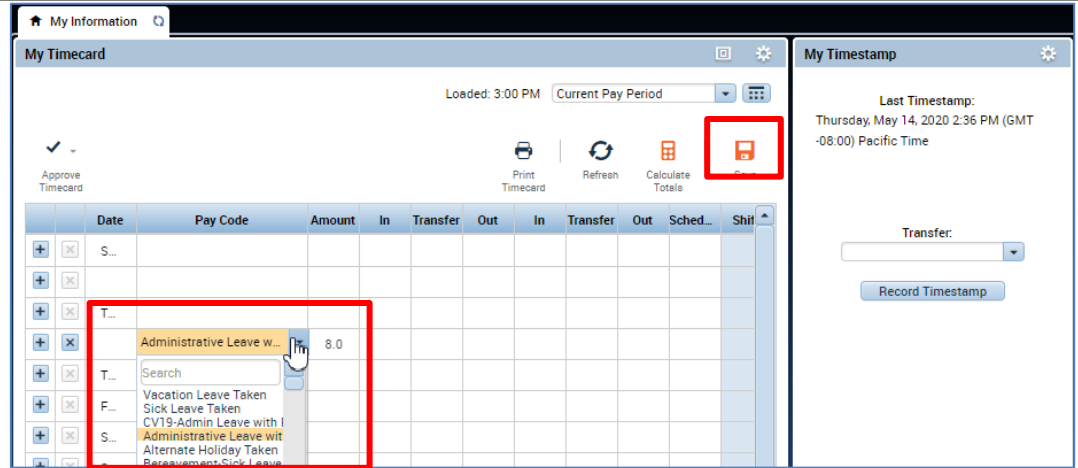
Readers and Tutors that have a student assistant position may need to record time using the time stamp function in RealTime. "RealTime" employees record their start times and end times at the time they occur in real time. For example, the employee would need to record their start time at the beginning of their work shift and at the end of their work shift.

- [Entering Time Worked](#)
- [Entering Leave Taken](#)
- [Adding or Removing a row](#)
- [Rounding and Grace Periods for Time Recorded](#)
- [Accounting for Lunch or Changes to your Meal Break.](#)
- [Editing Time for Prior Pay Periods \(Historical edits\)](#)
- [How Overtime, Comp-Time, Shift Differential, and Meal Deductions are Determined](#)

<b>Entering Time Worked</b>	
<p><b>Primary Job</b></p> <p>In CalTime, each employee has a defined primary job, which is determined by the Human Resource System also known as the UCPATH. When you enter time, CalTime will automatically report the hours against your primary job, unless you select a job from the transfer field to direct CalTime to report hours to another job. <b><u>If you have more than one job, you must always use the transfer function to select the job and then punch in.</u></b></p> <p><b>To transfer hours to the correct job, you must select a "Friendly Name"</b></p> <p>A brief description typically comprised of department ID, job code and employee record number is known as a <b>Friendly Name</b>. Each job has a Friendly name assigned so that your hours worked can be reported to the correct job and pay rate. If you need help determining your primary job or deciphering job names or friendly names, please talk with your supervisor.</p>	
<p><b>1. At the beginning of your shift,</b> go to the "My Timestamp" section, click the drop down arrow under the Transfer field and a list of "friendly names" representing your available jobs will appear. You may also click search if you do not see your job present.</p> <p><b>2.</b> Select the job for the job shift that you are working.</p>	 <p>If you do not see the <b>My Timestamp</b> section in CalTime, this job aid does not apply to you and you should record time directly in the timecard section on the left of the webpage.</p>
<p><b>3.</b> The friendly name (i.e. job) will appear in the "Transfer" field.</p> <p><b>4.</b> Then click on the "Record Time Stamp" button.</p> <p><b>5. At the end of your shift,</b> simply click the Record Timestamp button. You do not need to select the job in the transfer field again.</p> <p>CalTime displays the Time Stamp Results: the recorded time and the job associated to that time.</p>	

### Entering Leave Taken

1. **Entering leave is different than recording time worked.**  
Go to the timecard section on the left of the CalTime website page
2. Select the type of leave from the pay code drop down menu
3. In the amount column, enter total amount of leave taken in the Amounts column. Please enter hours to the nearest quarter hour (.25, .5, .75, 1.0)
4. Click the Save button.



### Adding or deleting a row

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.



### 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)



# Time Entry for Readers and Tutors who also have a student assistant position

## Accounting for Lunch or Changes to your Meal Break.

You do not need to clock in and out for lunch. CalTime is set up to automatically deduct 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.

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.

## 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

If your student assistant position is your primary job in addition to your reader or tutor job AND you have been designated as a non-exempt employee eligible for overtime for all your jobs, then the follow will apply:

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