CalTime

INSTRUCTIONAL GUIDE

Timekeeping for employees in a biweekly paid reader or tutor Job title
and also have a student assistant position
Use the timestamp function to record time at the beginning and end of their shift

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INTRODUCTION

Welcome to CalTime, UC Berkeley's timekeeping system. This manual is a step-by-step user guide for **biweekly paid employees in a reader or tutor job title and also have a student assistant position**. Typically an employee in a reader or tutor job title records time directly in the timecard. However, if an employee has a student assistant assistant job in addition to their reader and tutor job, they must record time at the beginning and end of their shift using the timestamp function at the right of the CalTime webpage.

If you do not see the timestamp box at the right of your CalTime page, please refer to instructions for Reader and Tutor Anytime employees located at https://caltime.berkeley.edu/training.

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 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.
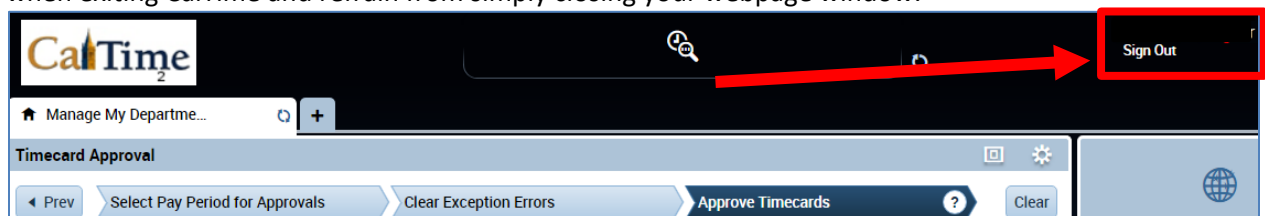
Introduction to the CalTime Timecard

The **My Information** Tab displaying your timecard will immediately open after logging into CalTime. The timecard will open to the current pay period.

		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												

Icon	Description
Approve Timecard	Approve Timecard / Remove Timecard Approval
Print Timecard	Opens Printer friendly version of timecard
Refresh	Refreshes timecard after timecard has been saved
Save	Saves your edit or timecard action
(calendar range icon)	Allows you to select a range of dates by entering a Start Date and an End Date.
(handle icon)	This **handle** appears at the bottom of your timecard. If you click on the handle, you may view your hour **Totals** and leave **Accruals**
Calculate Totals	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
Record Timestamp	The **My Timestamp** section and **Record Timestamp** button only appears for RealTime employees that use a computer and must record time at the beginning and end of their shift.

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.	✓
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.	✓
In	Additional Column provided for employees that have multiple jobs. Enter your start time of your shift.	✓
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.	✓
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.	✓

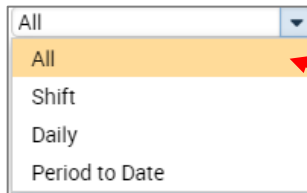## Timecard Totals Appear at the bottom of the timecard

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

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 *(Reader or tutor job and a student assistant job)*

Readers and Tutors that have a student assistant position may need to record time using the time stamp function (on the right of the CalTime webpage) in RealTime. "RealTime" employees must record their start 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.

Primary Job

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.

If you have more than one job, you must always use the transfer function to select the job and then punch in.

### To transfer hours to the correct job, you must select a "Friendly Name"

1. 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 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.

Entering Time Worked

1. **At the beginning of your shift**, 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. *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/

2. Select the job for the job shift that you are working.
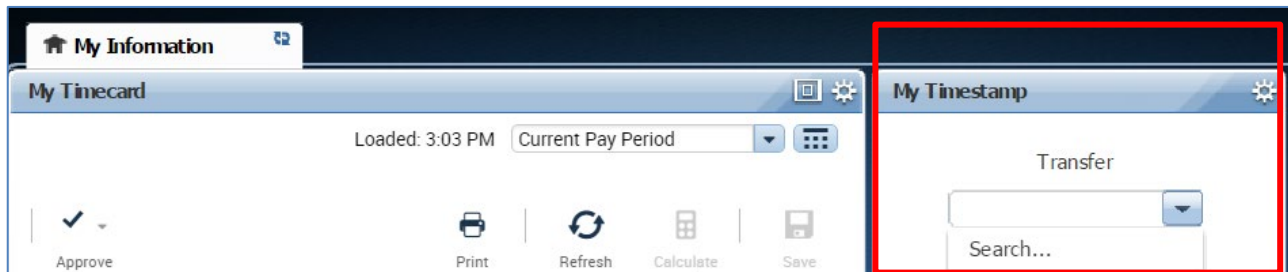
3. Then click on the **"Record Time Stamp"** button.
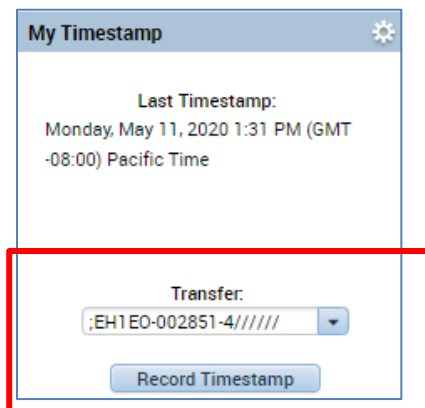
4. At the end of your shift, simply click the Record Timestamp button. You do not need to select the job in the transfer field again

Entering Leave Taken

Entering leave is different than recording time worked.

1. 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 Click the **"Save"** icon at top right of timecard.

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 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, 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 hours worked or leave taken, depending on the type of correction. Here are examples of when historical edits are necessary:
- Missing hours worked that were not recorded on the timesheet
- Leave recorded, but not taken
- Hours worked or leave taken were recorded incorrectly

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

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).
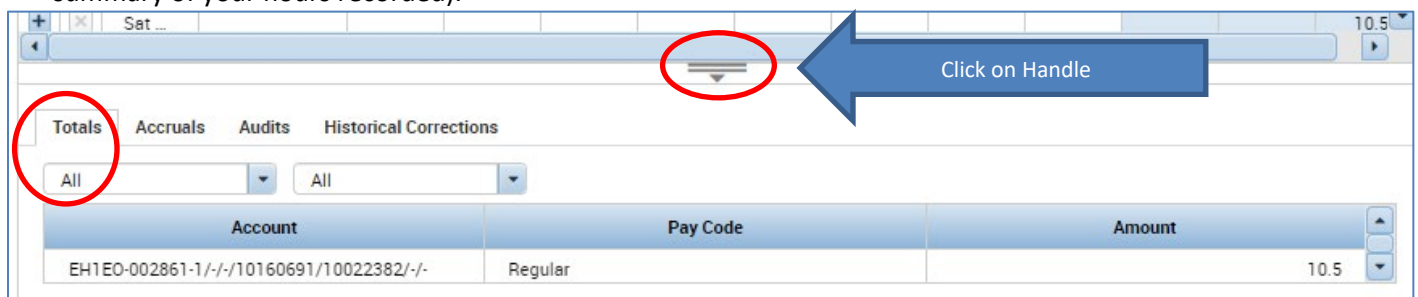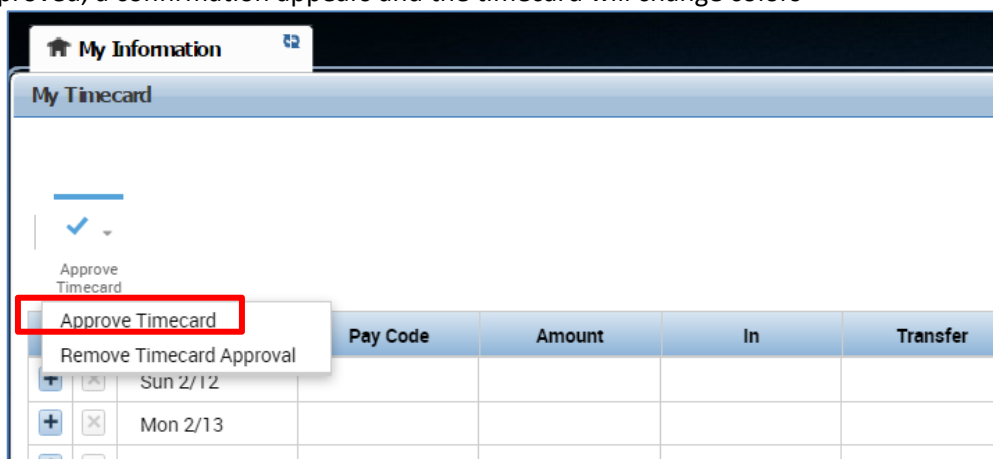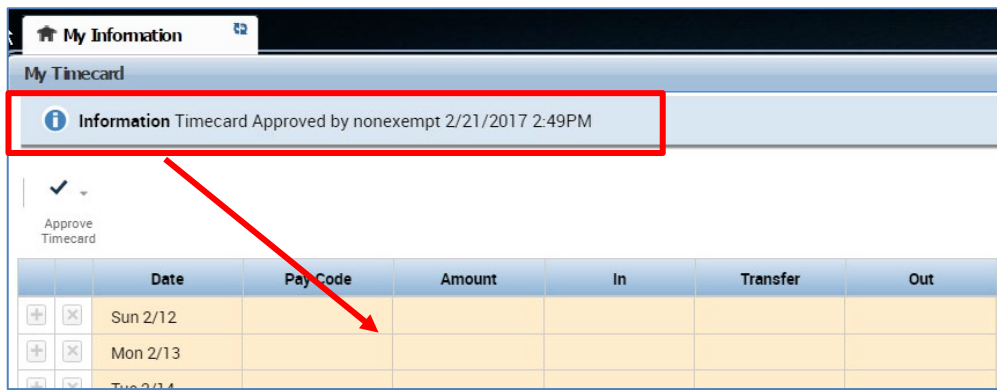

Add Timecard Approval
Once you have finished reviewing your timecard for accuracy, you may approve your timecard. Your approval is a submission of your timecard and an indication to your supervisor that you are done with your timecard and the hours are accurate. **The deadline for the timecard approval 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)
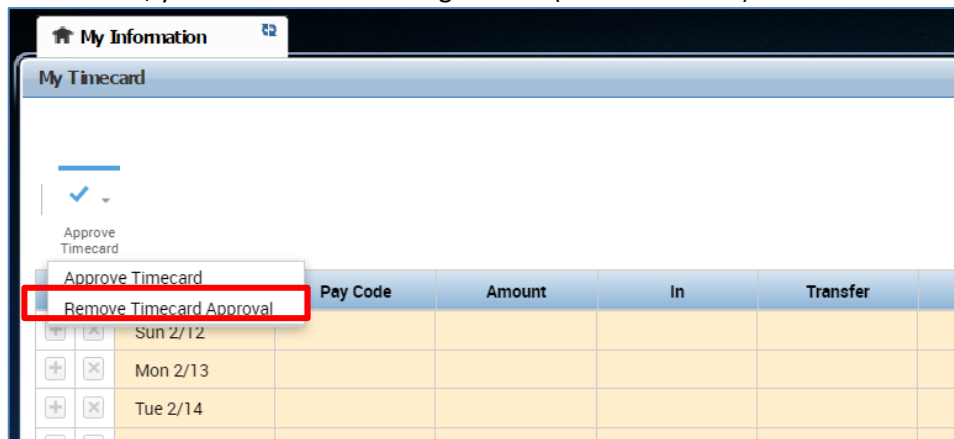
PRINT A COPY OF YOUR TIMECARD

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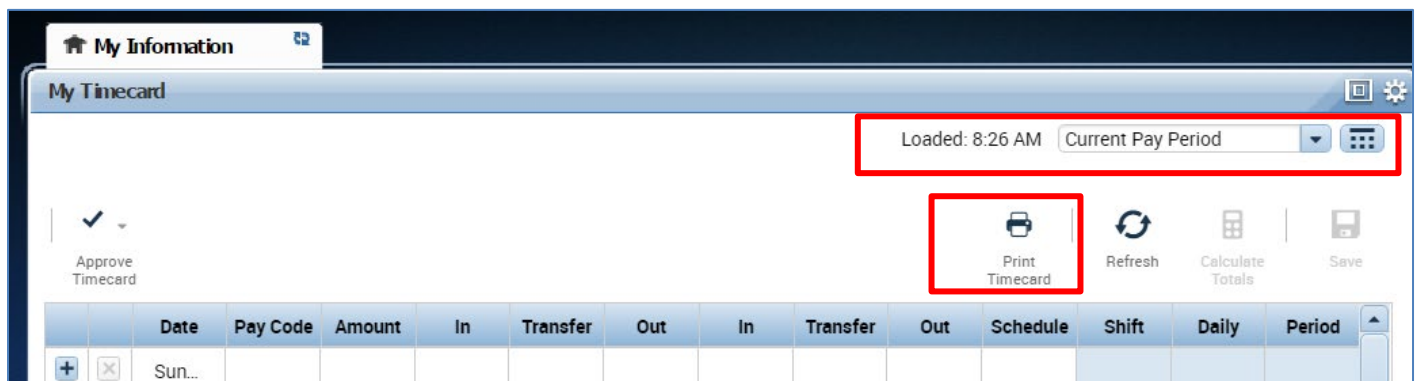
A new page will open with clear copy of your timecard for you to print on your local printer.

| Exempt, Employee | | 012345678 | | | | | | | | | | |
| Previous Pay Period | | 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).
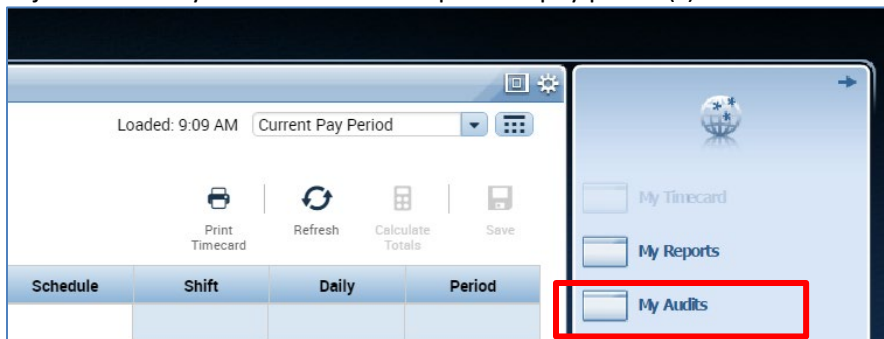
The screen will default to the current pay period and a list of any edits made to your timecard.
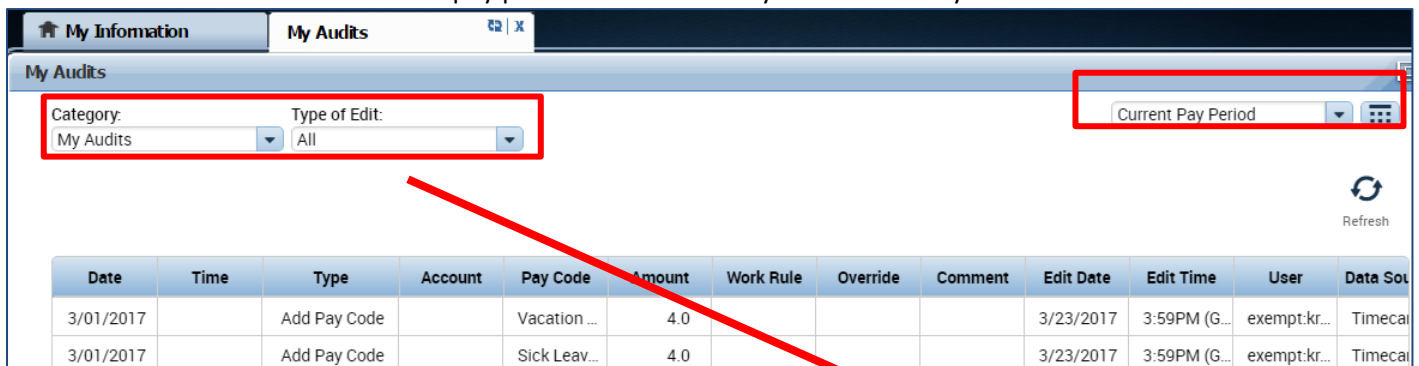
Note: If you hover your mouse over any of the fields, you will see the full field displayed.
Columns underlined below are not applicable to exempt employees (please ignore)
Date: Associated Timecard Date
Time: The time you started or ended your shift
Type: The type of edit that was made
Account: If a 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
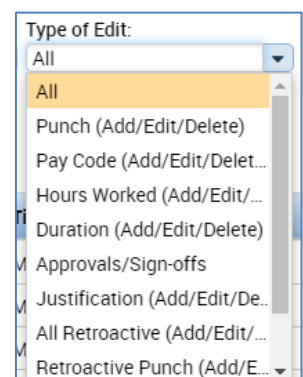**Work Rule:** Will notate a work rule transfer
Override: This field indicates that the time was an in punch or and out punch
Comment: Comments can be inserted by timekeepers or supervisors only
Edit Date: This is the date the timecard was edited
User: This field indicates who made the edit to the timecard
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.

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

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 caltime@berkeley.edu or call 510-664-9000, option 1.

3. **CalTime website and quick link access to CalTime:** http://caltime.berkeley.edu/

4. **CalTime Training documents: htt**p://caltime.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://caltime.berkeley.edu/Employee%20and%20Supervisor%20Timecard%20Approval%20Deadlines

7. **CalTime Terms and Acronyms:** http://caltime.berkeley.edu/training/glossary/caltime

8. **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