

CalTime: Entering time or transfers on behalf of employees

The purpose of this job aid is to provide instructions on how supervisors may record time within CalTime when their employee is unable to do so. A supervisor has the ability to enter start times, stop times and transfers (between jobs) on the CalTime timecard at any time during and up to the end of a given pay period. Please follow instructions on page 1 and 2 in order to record time and report it on the correct job.

Entering Time

1. Select the correct time period.
2. Select the row for the date you want to add time and enter your start time in the "In" field.
3. Enter the end time in the "out" field for the completion of the shift.
4. Click **Save**.

Note: Please remember to add A or P for AM or PM. Acceptable formats include **8a** or **8:30a**

5. Click **Refresh**.
6. The hours for the Shift and Daily Totals will display.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+ X	Sun...												
+ X	Mon...			8:00AM		5:00AM							
+ X	Tue...												
+ X	Wed...												

Many student employees (including some staff) work multiple jobs. It is important for you to ensure the time is recorded to the correct job.

In order to report time for a specific job, you will need to use the transfer function to select a friendly name. A friendly name is a brief name typically comprised of department, title code, and record number (for example FSPAY-4920-0) which represents the employees job assigned in the UCPath HR system.

To view the friendly name that is assigned to your employee, please visit <https://fn.berkeley.edu/>. It is important that you verify the friendly name assigned to your employee and enter the correct friendly name in the transfer column on the timecard otherwise the employees hours may not be processed and paid correctly. Supervisors have access to all friendly names so it easy to select an incorrect friendly name is not assigned to your employee.

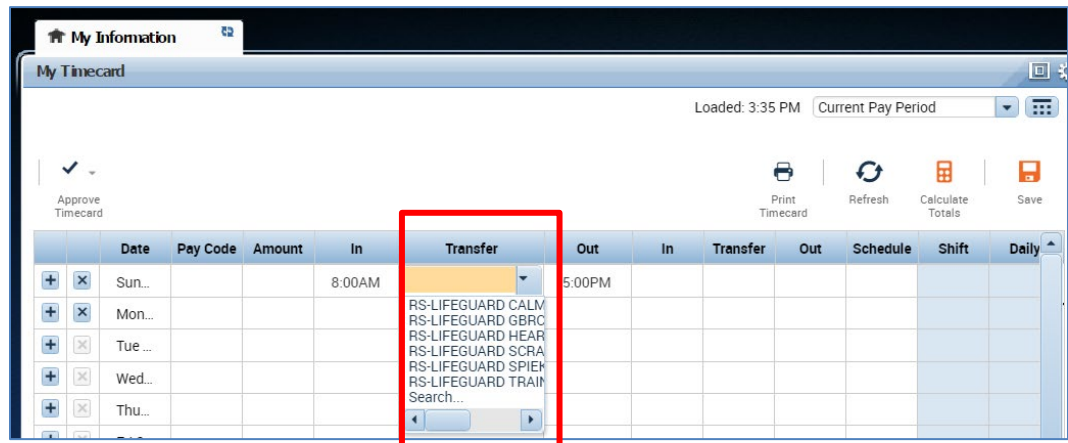
Please follow instructions on the next page to enter the correct friendly name in the transfer column on the employees timecard.

Entering Time

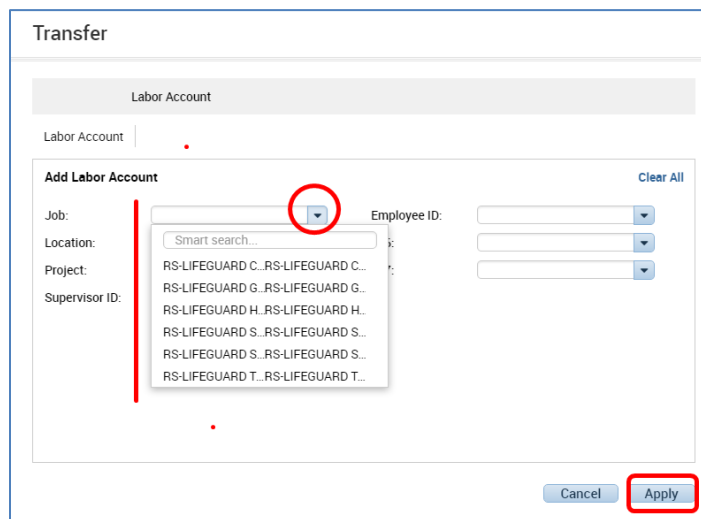
Transferring time to the correct job if employee works multiple jobs

1. Click on the arrow in the blank box under the Transfer column.

2. A list of available jobs will appear based on jobs you have previously selected. However it is best practice to select search at the bottom of the list and a new Transfer window will appear. Go to <https://fn.berkeley.edu/> to verify the friendly name assigned to your employee first.



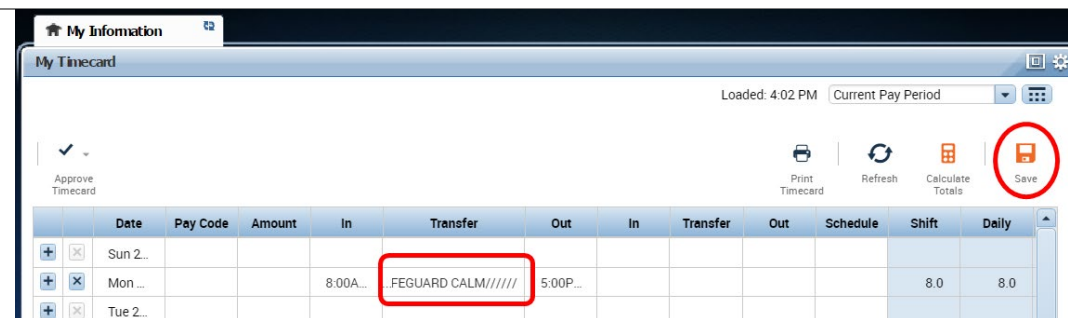
3. Click on Job Drop down arrow. The entire list of friendly names (jobs) available to you will appear. You may type in the search field the friendly name assigned to your employee. Click on applicable job and click **Apply**



4. The friendly name will appear **Transfer** field.

5. Then click on the **Save** button.

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



6. You may verify the hours are reported on the correct job by clicking on the handle at the bottom of the timecard and viewing totals.

