CalTime: Logging in and Navigating in CalTime
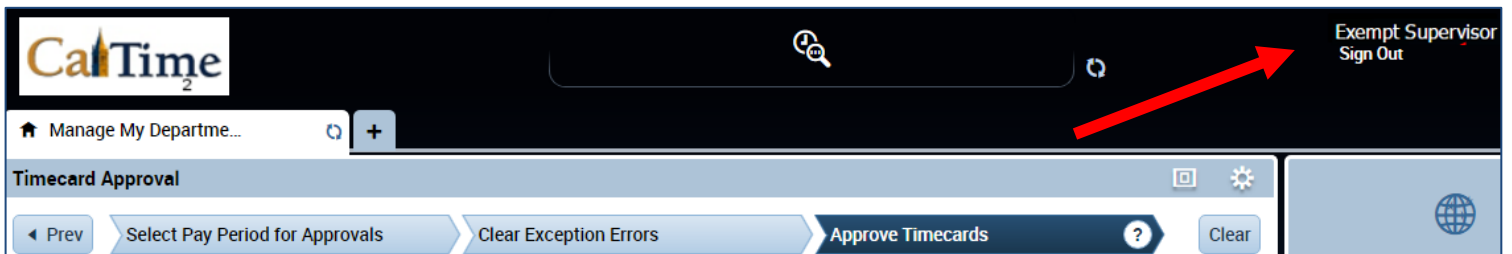
Log in and Log out of CalTime

Using Internet Explorer, Google Chrome, Firefox, or Safari, to the CalTime website at http://caltime.berkeley.edu/. Click on the ACCESS button on the main page. Google Chrome is the recommended browser.

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

To Log out of CalTime, click on Sign Out at the top right of the CalTime webpage. Please properly log out when exiting CalTime and refrain from simply closing your webpage window.

In CalTime, features are available enabling you to easily navigate between different tabs. For example, You can move back and forth between your employee's timecard "Timecards" and "Audits" by clicking on the tab at the top. To close the tab, click on the X symbol at the right of the Tab. The default tab that will appear each time you login to CalTime is **Management My Department** however you can open new tabs by clicking on the options shown in the blue panel below.
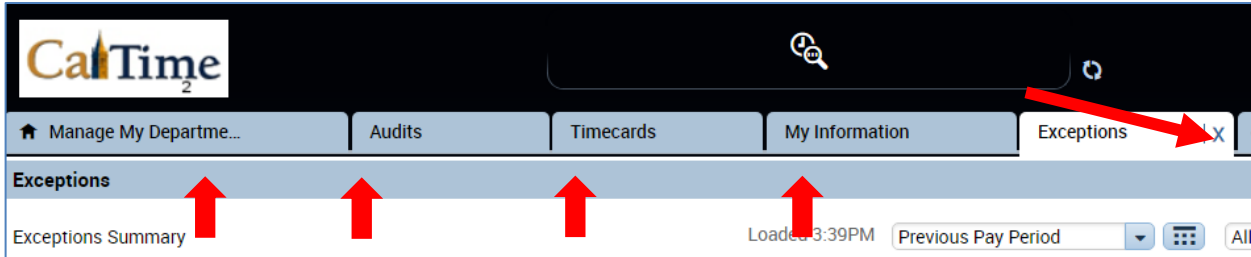
The blue panel at the right and the Go To icon (displayed on several pages such as management my Department and Timecards) are your quick access links to various information such as reports, schedules, exceptions, and audits.