



Subject: Guidance for timekeeping during the Coronavirus (COVID-19)

Managers and Supervisors,

As we continue to respond to the impacts of the coronavirus, we would like to share some new information on how to report administrative leave with pay as it relates to COVID-19 as well as reiterate timekeeping best practices so that you may continue to support your employees. Guidance on [remote work provisions](#) and paid leave in response to the coronavirus may be found on the UCOP website at [UCnet](#).

Actions to take and pay information effective immediately

A new pay code **CV19-Admin Leave with Pay** is now available in CalTime to report administrative leave with pay as a result of COVID-19. Both salaried and hourly employees must request approval from their supervisor in advance before recording leave in CalTime as CV19-Admin leave with pay ([see eligibility rules](#)).

- If you have employees who have already recorded leave for purposes of COVID-19 using the existing **Administrative Leave with pay** code in CalTime, we have asked the employee to update their March timecard and use the CV19-Admin Leave with Pay pay code.
- All employees shall be eligible to receive a one-time allotment of up to 128 hours of paid administrative leave, subject to [conditions](#). You and your employee need to keep track of the total amount of leave taken.
- This type of leave will be displayed on the employees pay statement as:
 - **RGC - REG Paid Leave-Salaried** for salaried paid employees
 - **RVN- REG Paid Leave-Hourly** for hourly paid employees

In addition to employees, supervisors and timekeeping support also have access to this new pay code and should continue to provide support to employees if assistance is needed with updating the employee's timecard.

Best practices and timekeeping reminders

- Time worked either on campus or remotely should be recorded in [CalTime](#) as usual unless under the administrative leave with [pay provisions as outlined by UCOP](#). CalTime can be accessed on the UC Berkeley network or remotely by any employee or supervisor. This includes employees that typically record time via terminal (aka timeclock).
- Employees are required to take rest and meal breaks in full compliance with all applicable policies or collective bargaining agreements, even if they're working remotely. Supervisors must check-in regularly and ensure their employees are doing so.
- Vacation, sick leave, and other types of leave should be properly recorded in CalTime.
- Please continue to record and approve time by the regularly scheduled [approval deadlines](#). CalTime will send approval reminders to employees as usual.
- Supervisors and employees are responsible for making sure that time is recorded properly and the correct CalTime pay codes are being used as well as ensuring time and leave recorded is in compliance with applicable collective bargaining agreements and policies.

- Those submitting paper timesheets should continue to follow the information featured on the Berkeley Regional Services (BRS) [Timekeeping/CalTime page](#) until further notice.

If you are unable to assist your employee with a timecard entry, you may [submit a ticket to BRS HR/APS](#). If you are experiencing access issues or have a question about CalTime, please email caltime@berkeley.edu.

Best,

CalTime Team