INSTRUCTIONAL GUIDE

Timekeeping for Supervisors: Managing Monthly Paid Exempt Employees Leave

MAY 11, 2020
UNIVERSITY OF CALIFORNIA, BERKELEY
Kronos Version 8.1
# TABLE OF CONTENTS

- **INTRODUCTION** ................................................................................................................................. 2
- **TRAINING** .......................................................................................................................................... 2
- **ROLES AND RESPONSIBILITIES** .......................................................................................................... 2
- **ABOUT YOUR EMPLOYEE** .................................................................................................................... 3
  - Exempt Employee ..................................................................................................................................... 3
- **ACCESSING AND NAVIGATING IN CALTIME** ......................................................................................... 3
  - Log in and Log out of CalTime ................................................................................................................... 3
  - Navigating in CalTime ................................................................................................................................ 4
- **DEFAULT HOME PAGE: MANAGEMENT MY DEPARTMENT AND APPROVAL PROCESS** ....................... 5
  - Select Pay Period for Approval .............................................................................................................. 6
  - Ignore Clear Exception Errors Feature .................................................................................................. 6
  - Select Timecards for Approval .............................................................................................................. 6
  - Review Timecards for Accuracy ............................................................................................................ 7
  - Approve Timecards ............................................................................................................................... 7
  - Scroll to the Next Employee and Repeat the Approval Process ........................................................... 8
  - Refresh and View Updated Supervisor Approvals on Manage My Department Tab ......................... 8
- **HOW TO VIEW INDIVIDUAL TIMECARDS** ............................................................................................ 9
- **PRINT A COPY OF YOUR EMPLOYEES TIMECARD** ................................................................................ 10
- **EMPLOYEE TIMECARD ADJUSTMENTS** ................................................................................................. 10
  - Editing Pay Codes and Amounts (i.e. recording leave taken) ................................................................. 10
  - Deleting Pay Codes .................................................................................................................................. 11
  - Leave Entry for employees on alternative work schedules or Compressed 4/10 Workweeks .......... 11
  - Adding and Removing Timecard Rows for Multiple Entries in a Day ..................................................... 12
  - Adding Comments ................................................................................................................................... 12
  - Editing Leave for Prior Pay Periods (Historical edits) .............................................................................. 13
- **AUDITS** ............................................................................................................................................ 13
- **REPORTS** ........................................................................................................................................ 15
  - Time Detail Report .................................................................................................................................. 15
  - Accrual Balance Report .......................................................................................................................... 18
- **ACCESSING, REVIEWING AND APPROVING YOUR OWN TIMECARD** .................................................. 21
  - Reviewing your Timecard ........................................................................................................................ 21
  - Add Timecard Approval ........................................................................................................................ 21
  - Remove Timecard Approval .................................................................................................................. 22
- **INFORMATION RESOURCES** .............................................................................................................. 23
  - Resources ................................................................................................................................................ 23
  - CalTime Icons and Descriptions ........................................................................................................... 24
INTRODUCTION
Welcome to CalTime, UC Berkeley’s timekeeping system. This manual is a step-by-step user guide for Supervisors of Exempt employees (salaried and monthly paid employees not eligible for overtime). Exempt employees only use CalTime to record leave, they are salaried and paid based on the percentage of salary recorded in the Human Resource system known as Human Capital Management (HCM).

With CalTime, you can:
- Access your employees timecard from any computer
- Adjust any time off (leave) your employee has recorded
- Approve your employees timecard at the end of each Monthly pay period
- Have visible access to your employee’s leave recorded.
- View your employee’s accrued leave balances and adjustments

TRAINING
Brief and concise training videos are available to help familiarize yourself with the different roles within CalTime. These YouTube video tutorials are available at the CalTime website located at http://caltime.berkeley.edu/home. In addition, individual 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. The monthly pay cycle is a calendar month that starts on the 1st of the month and ends on the last day of the calendar month.

For each monthly pay period, employees are required to:
- Record leave taken in whole day increments
- Record leave against the proper job (if employee has multiple jobs), contract or grant
- Approve their timecard by the employee the approval deadline (typically the 1st of the month)

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 timecard by the supervisor approval deadline (typically the 5th of the calendar month). In certain cases you may need to submit a timecard on behalf of the employee (for example, if the employee is sick when it’s time to submit timecards).

Approval Deadline
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 the employees Berkeley email address on the 1st of the calendar of the month.

By the 5th of the calendar month, the supervisor will review their employee’s timecard for accuracy and approve it if no adjustments need to be made. Once the supervisor approves the timecard, it is locked from further changes. If an employee needs to make a last minute edit to their timecard and the supervisor has already approved the timecard, the supervisor will need to remove their approval before any further edits can be made by the employee.
ABOUT YOUR EMPLOYEE

Exempt Employee

There are several types of employees within CalTime. A brief YouTube video (1:51 min) describes the difference between an exempt and non-exempt realtime/anytime employees (https://youtu.be/QpZqnLGuWk).

**Exempt Employees:**
Most Exempt employees* only use a personal computer (PC) to record time and use pay codes and amounts to record leave taken in whole day increments at any time throughout the monthly pay period.

*Exempt readers and tutors are biweekly paid and report hours. Please refer to the biweekly paid instruction manual.*

Note: Some exempt employees are excluded from using CalTime such as Academic employees who do not accrue or track leave. However, academic employees who do accrue leave are required to use CalTime. Employees that do not report time or leave but are only paid by agreement amounts (non hours).

ACCESSING 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/.

Complete the Calnet Authentication process by entering your 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.

Navigating in CalTime
In CalTime (Kronos version 8), a few new 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 of the webpage) 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.
The **Manage My Department** Tab will immediately open after logging into CalTime and is your default page. It will enable you to **Select a Pay period** and enable you to approve timecards. The **Manage My Department** tab is most useful on the supervisor approval day. You will be prompted to **Select a Pay period** for Approvals. In addition, there is a **HyperFind** field to select your employee population. **CalTime monthly paid employees do not have exception errors** so you will need to skip this task.

To the right of the Timecard Approval window is a blue panel which has the following options (each will be reviewed in detail later in this guide):

- **Audits**: Log of any edits made to the employees timecards
- **Reports**: Enables you to run a report of your employees time and/or leave accruals
- **Schedules**: Enables you to setup or modify a schedule for your employee
- **Timecards**: Enables you to immediately view your employee’s timecard
- **Exceptions**: View a list of employees that currently have errors on their timecard such as missed punches (not applicable to exempt employees)
- **Genies**: Opens a window displaying a summary of hours by pay type, missed punches, and approvals for your employees

If you click on the question mark, a pane will appear with brief instructions on what steps you need to take.

Your own timecard information can be found by clicking on the **Plus Icon** and clicking on **My Information** from the dropdown list.
Select Pay Period for Approval
1. Select the applicable Time Period and Hyperfind “Monthly”
2. Click Next

Ignore Clear Exception Errors Feature
You may see the error “No records found that match selection criteria.” You can click Close and ignore this message. Since Exempt employees do not have exception errors, you will need to ignore this feature and click Next which will take you to Approve timecards. Clear Exceptions Errors was created for supervisors of non-exempt employees.

Select Timecards for Approval
1. Click on Drop down to select Exempt Leave Usage Approval
2. Click the Select All Rows icon (selected rows will be highlighted) and verify the pay period is correct
3. Click on the Go To icon and click on Timecards

Review Timecards for Accuracy
A Timecards new page will open enabling you to review each employee’s timecard in detail and easily scroll to the next employee.

1. Remember to verify the pay codes used appropriately categorize the type of leave and the amounts recorded are correct.
2. Verify total hours, click on the handle which will open up a drawer feature and display the option to view timecard total hours or leave accruals and balances

Approve Timecards
1. After verifying the timecard is complete and accurate, please proceed to approve the timecard. The employees name is available at the top left, Click on the Approve Timecard icon, Click Approve Timecard once again. To unapprove the timecard, click on Remove Timecard Approval. Once the timecard is approved, the timecard will change colors.
Example of approved timecard in highlighted color (timecard no longer is displayed with white background)

Scroll to the Next Employee and Repeat the Approval Process

1. To view the next employee, click on arrow or you may click on the drop down list of employees.

Refresh and View Updated Supervisor Approvals on Manage My Department Tab

After all employees timecards have been approved, you may click on the Manage My Department Tab and click on Refresh and you will see the column populated with your approval.

1. Click on Manage My Department tab
2. Click Refresh
HOW TO VIEW INDIVIDUAL TIMECARDS

If you want to view an individual employee timecard, you can always click on the name of the employee if you are viewing a list of employees in CalTime. Otherwise, the easiest way to access an individual timecard is to do the following:

1. Click on **Timecards** in blue panel on the right of CalTime (a new page will open labeled **Timecards**)

2. Click on Drop down list (available at left) of names and click on applicable employee. The employee’s timecard will open. You can select the pay period at the right of the timecard or select a range of dates by clicking on the calendar icon.

3. To view your employees Timecard Totals and Accruals. Click on the handle that appears at the bottom of the timecard
PRINT A COPY OF YOUR EMPLOYEES TIMECARD

1. On Timecards page, select the period of time you would like to print at the top right of your timecard. A calendar icon is available if you would like to select a range of dates.

2. Click the Print Timecard icon. A new page will open with your timecard to print to your local print

EMPLOYEE TIMECARD ADJUSTMENTS

Editing Pay Codes and Amounts (i.e. recording leave taken)

1. Access the employees Timecard
2. Ensure that you are in the correct pay period.
3. Click on the Pay Code drop list arrow for the day you wish to enter leave.
   Note: You can expand columns by holding down the left button on your mouse while clicking on the pay code column line to make the column wider
4. From the dropdown list, select the pay code that categorizes the time you worked or leave you wish to report.
5. Record Hours

**Acceptable Formats for Entering Pay Code Amounts**

<table>
<thead>
<tr>
<th>Acceptable Format</th>
<th>Example</th>
<th>Interpretation by CalTime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leading zeros</td>
<td>07</td>
<td>7 hours</td>
</tr>
<tr>
<td>(optional)</td>
<td>08:30 (8 hours, 30 minutes)</td>
<td>8.5 hours</td>
</tr>
<tr>
<td>Colon</td>
<td>7:30</td>
<td>7.5 hours</td>
</tr>
<tr>
<td>Decimal</td>
<td>8.5</td>
<td>8.5 hours</td>
</tr>
</tbody>
</table>

6. Click Save

7. To change the pay code or amount, go to the applicable row on the timecard corresponding to the date you wish to adjust and select a different pay code and enter the correct hours in the Amount column. Click the Save icon highlighted in Orange.

---

Deleting Pay Codes

1. Go to the Pay row for the applicable day of the week. Click on the X icon and the hours for that day will be removed.

2. To edit the amount of hours, simply click on the cell and change the hours. You may also edit the pay code by clicking in the cell under the pay code column and selecting a different pay code.

3. Click the "Save" icon at top right of timecard.

---

Leave Entry for employees on alternative work schedules or Compressed 4/10 Workweeks

Employees with Alternative Work Schedules or Compressed workweeks should enter the number of their daily hours for vacation and full sick days. For example, if you work 10 hours a day for 4 days a week, you would enter 10 hours of leave (vacation, sick, etc.) per day.
Adding and Removing Timecard Rows for Multiple Entries in a Day

The timecard by default only has one row set up for each day of the pay period. It may be necessary to add rows to a day to accommodate additional entries.

For example, the employee may:

- Work on multiple jobs in one day
- Used both accrued vacation and sick leave to account for their full day
- Work on multiple projects in a day that must be tracked

1. **TO ADD A ROW** Click the Plus symbol and this will open a new row for the same day.
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.

---

### Adding Comments

Supervisors and Timekeepers (not employees) are able to add a comment when editing an employee’s timecard.

1. Right click on the time field on the employees timecard (a punch actions window will appear)
2. Click on Comments (a comment window will open)
3. Select from drop down list of comments by clicking on drop down field and click Ok.
4. A little comment picture will appear next to the time to convey a comment has been added.

Editing Leave 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, you will need to contact your timekeeper (i.e. Campus Shared Services). The supervisor must work with a timekeeper to make the necessary corrections. Only timekeepers have access to edit prior pay periods that have been signed off and submitted to Payroll already. Historical edits may adjust your pay or leave balances, depending on the type of correction.

AUDITS
From the Manage My Department Tab, to the right is a blue panel, if you click on Audits, you will be taken to a screen to view any adjustments to an employee’s timecard for a specified pay period(s). Note you can also select audits from the Go To icon available on the Timecards Tab.
The screen will default to the current pay period and a list of any edits made to the employees timecard. You can select different employees by clicking on the employees name field or scroll through employees by clicking on the forward or backwards arrow displayed below.

Columns underlined below are not applicable to exempt employees (please ignore)

- **Date:** Associated Timecard Date
- **Time:** The time you started or ended your shift (Not applicable to Exempt Employees)
- **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 if you are interested in only looking at the audit trail for Pay Codes, punches, etc. The **Category Field** drop down list shows Historical Edits, Moved Amounts, Sign-off and Approvals and Comments if you want to filter for specific changes made to the employees timecard.
REPORTS

Time Detail Report

The Time Detail Report shows the time and leave entered into the employee’s timecard for a specified period of time. Employees and supervisors may consider producing the time detail report if they would like a summary of hours for the more than one pay period.

1. Click on Reports (located on the right of your timecard in blue tool bar)

2. Click on Timecard (a list of reports will appear)

3. Click on Time Detail
4. The **People** field, has a list of options such as Previously Selected Employees (click drop down for additional options).

5. Select **Time Period** by clicking on the drop down arrow. You have several options including selecting a range of dates.

6. Click on **Run Report**. A new screen will open.

7. The report Status Column will show as waiting. When the Status changes to Complete, you may click on View Report.

8. The report will open as a PDF and is displayed on the following page.
### Time Detail

**Employee:** Copeland, Bob  
**ID:** 012345678  
**Status:** Active  
**Status Date:** 7/20/2015  
**Primary Account:** DTLAB-ASST4-SSDATA/-/-/0  
**Time Zone:** Pacific  
**Pay Rule:** PPSM_NonEx_OTP Day 60d

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Xfr/Move: Account</th>
<th>Comment</th>
<th>In Punch</th>
<th>In Exc</th>
<th>Out Punch</th>
<th>Out Exc</th>
<th>Override Amount</th>
<th>Adj/Ent Amount</th>
<th>Money Amount</th>
<th>Day Amount</th>
<th>Totaled Amount</th>
<th>Cum. Tot. Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/13/2017</td>
<td></td>
<td></td>
<td>8:00:00 AM</td>
<td></td>
<td>5:00:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8.00</td>
<td>8.00</td>
</tr>
<tr>
<td>3/14/2017</td>
<td></td>
<td></td>
<td>8:00:00 AM</td>
<td></td>
<td>5:00:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8.00</td>
<td>16.00</td>
</tr>
<tr>
<td>3/15/2017</td>
<td></td>
<td></td>
<td>8:00:00 AM</td>
<td></td>
<td>5:00:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8.00</td>
<td>24.00</td>
</tr>
</tbody>
</table>

### Labor Account Summary

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Hours</th>
<th>Money</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-Holiday Lookback</td>
<td>24.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-Total Hours</td>
<td>24.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>24.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Combined Pay Code Summary

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Hours</th>
<th>Money</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-Holiday Lookback</td>
<td>24.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-Total Hours</td>
<td>24.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals:**  
48.00 | $0.00 | 0.00

**Pay Code Summary**

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Hours</th>
<th>Money</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>24.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals:**  
24.00 | $0.00 | 0.00
Accrual Balance Report
The Accrual Balance Report shows your employees’ leave accrued, leave taken, and beginning and ending leave balances for a specified period of time. Employees and supervisors may consider producing the Accrual Balance report if they would like a summary of leave adjustments for more than one pay period.

1. Click on Reports (located on the right of your timecard in blue tool bar)

2. Click on Timecard (a list of reports will appear)

3. Click on Accrual Detail
4. The **People** field, has a list of options such as Previously Selected Employees (click drop down for additional options).

5. Select **Time Period** by clicking on the drop down arrow. You have several options including selecting a range of dates.

6. Click on **Run Report**

7. The report **Status** column will show as waiting. When the Status changes to Complete, you may click on **View Report**. See example of report below.
## Accrual Detail

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Effective Date</th>
<th>Action</th>
<th>Amount</th>
<th>Running Balance</th>
<th>Pay Code</th>
<th>Source</th>
<th>Edit Date</th>
<th>Edited By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Comp Time (Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat 3/11/2017</td>
<td>Balance Forward</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Debits:</td>
<td>0.00</td>
<td>Total Credits:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sick Accrual (Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat 3/11/2017</td>
<td>Balance Forward</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Debits:</td>
<td>0.00</td>
<td>Total Credits:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sick Leave (Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat 3/11/2017</td>
<td>Balance Forward</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Debits:</td>
<td>0.00</td>
<td>Total Credits:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacation (Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat 3/11/2017</td>
<td>Balance Forward</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Debits:</td>
<td>0.00</td>
<td>Total Credits:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacation Accrual (Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat 3/11/2017</td>
<td>Balance Forward</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Debits:</td>
<td>0.00</td>
<td>Total Credits:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacation Lost Accruals (Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat 3/11/2017</td>
<td>Balance Forward</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Debits:</td>
<td>0.00</td>
<td>Total Credits:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacation Maximum (Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat 3/11/2017</td>
<td>Balance Forward</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Debits:</td>
<td>0.00</td>
<td>Total Credits:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ahn, Natalie G</td>
<td>ID: 012542676</td>
<td>Comp Time (Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat 3/11/2017</td>
<td>Balance Forward</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Debits:</td>
<td>0.00</td>
<td>Total Credits:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ACCESSING, REVIEWING AND APPROVING YOUR OWN TIMECARD

Reviewing your Timecard

1. Click on the plus icon next to Manage My Department tab and click My Information.

   ![Timecard Approval Screen](image1)

   - Ensure that you are accessing the correct Pay Period
   - Verify that the time at the beginning and end of your shift is accurate
   - Check your Shift and Daily Totals to verify that they add up to the hours of expected work (If you work outside your regular schedule (e.g., you worked night instead of day), you may need to make sure that your supervisor has entered a work rule transfer that will give you the proper overtime and shift differentials).
   - Clear any exception errors, if you see any red boxes on your timecard, you may hover your cursor on the red box and CalTime will tell you what the red box means. For example if you skipped a lunch, make sure your supervisor makes the proper adjustments.
   - Review any earned overtime or compensatory time by clicking the handle at the bottom of your timecard to reveal the Totals Tab (a summary of your hours recorded).
   - Verify that you used the correct pay codes for any leave recorded on your timecard (i.e. vacation, sick leave)
   - If you find any remaining discrepancies, please notify your supervisor who may be able to assist. You may also email caltime@berkeley.edu for assistance.

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. Once your supervisor approved your timecard, it is locked from further changes. If you need to make additional edits and your supervisor has already approved your timecard, you will need to reach out to your supervisor so they can remove their approval. Please approve your timecard by the employee approval deadline (1st of the month for monthly paid employees and every other Saturday for biweekly paid employees)

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)
INFORMATION RESOURCES

Resources

1. For additional questions, please email caltime@berkeley.edu or call 510-664-9000, option 1.

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

3. CalTime Training documents: http://caltime.berkeley.edu/training

4. Employee Pay Period and Pay dates: http://controller.berkeley.edu/payroll/paycheck-and-pay-dates

5. CalTime Employee Approval Deadlines: http://caltime.berkeley.edu/Employee%20and%20Supervisor%20Timecard%20Approval%20Deadlines

6. Berkeley Regional Services (BRS): Contact BRS for questions regarding your HR record or paycheck https://regionalservices.berkeley.edu/home

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
<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
</table>
| ✔️   | Approve Timecard  
|      | Remove Timecard Approval |
| 🖨   | Opens Printer friendly version of timecard |
| 🔄   | Refreshes timecard after timecard has been saved |
| ✡️   | Saves your edit or timecard action |
| 🗓️  | Allows you to select a range of dates by entering a Start Date and an End Date. |
| ⌚️  | This handle appears at the bottom of your timecard. If you click on the handle, you may view your hour Totals and leave Accruals |
| ✅   | Calculates the total hours adjusted on your timecard prior to saving. These hours will appear in the Totals section at the bottom of your timecard |
| 🕒   | 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.  
<p>|      | <strong>Not applicable to exempt monthly and salaried paid employees</strong> |
| ✈️   | Access the following pages: Timecards, Audits, Exceptions, Reports, Schedules, Management my department, My information |
| ➡️   | Provides the option to Print, Export to Excel or Export to CSV. |
| 🅿️   | Selects all employees and highlights the list in blue if you need to perform an action that applies to more than one employee. |
| 🗑️   | This provides a drop down list of columns. You can uncheck the check box to remove that column from your view. |</p>
<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="42x706" alt="Filter" /></td>
<td>Allows you to quickly filter your list of employees by entering an employee ID or entering the partial or full name of the employee. A list will appear providing the option to Add Punch, Delete Punch, Add Pay Code, or Delete Pay Code. A new window will appear prompting you to select a date and decide on what action to take.</td>
</tr>
<tr>
<td><img src="42x659" alt="View" /></td>
<td>Displayed on Schedules page. Provide quick actions to choose from pertaining schedules such as Assign, Unassign, Insert Shift Template, Pay code, Copy/Paste, Delete, Swap. Click on Quick Action to display options and click on Quick Action again to consolidation options that appear.</td>
</tr>
<tr>
<td><img src="42x556" alt="Quick Actions" /></td>
<td>Pertains to Schedule Page and allows you to view by Employee, By Schedule Group, By employment Terms.</td>
</tr>
<tr>
<td><img src="42x509" alt="Visibility Filter" /></td>
<td>Pertains to Schedules page: Provides a list of items to filter from such as Shift Time, Shift Label, Pay Code Name, Pay Code Short Name etc.</td>
</tr>
<tr>
<td><img src="42x461" alt="Gantt View" /></td>
<td>Pertains to schedules and provides a different employee view of schedules which includes a bar at the top that displayed not only the day of the week and date but also scheduled times.</td>
</tr>
<tr>
<td><img src="42x404" alt="Tools" /></td>
<td>This icon does not apply to Berkeley. Please do not attempt to use it.</td>
</tr>
<tr>
<td><img src="42x360" alt="Engines" /></td>
<td>This icon does not apply to Berkeley. Please do not attempt to use it.</td>
</tr>
</tbody>
</table>