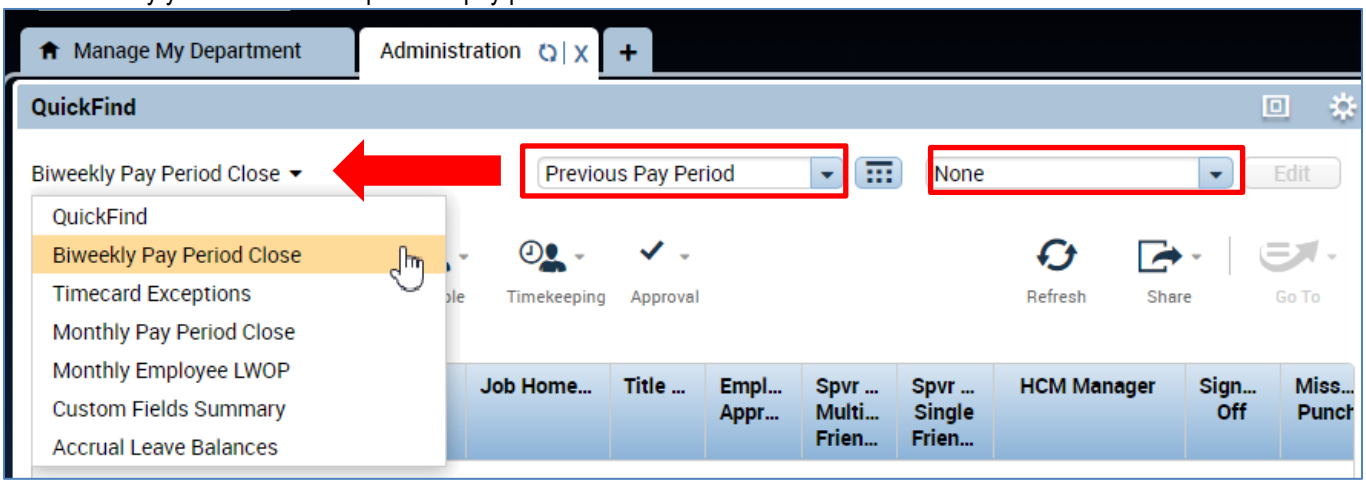
CalTime: Biweekly Pay Period Sign-Off

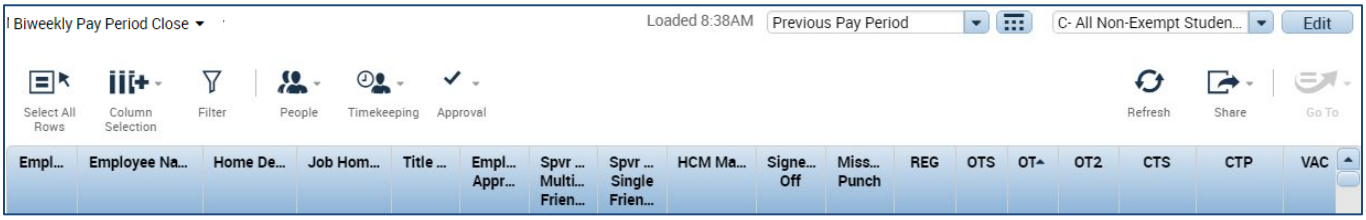
After employees and supervisors have approved timecards following the close of a biweekly pay cycle, timekeepers are responsible for Signing Off on the CalTime timecards. The deadlines for Timekeeper sign-off can be found at http://caltime.berkeley.edu/training/caltime-training-timekeepers. Sign-Off is typically by 5pm on the Monday following the close of the biweekly pay cycle however it is occasionally earlier based on the UCPath calendar. Please refer to the CalTime Timekeeper Sign-off calendar.

Access employees requiring Sign-Off

1. Select Biweekly Pay Period close from the Quickfind drop down menu
2. Select your HyperFind, in the HyperFind field at the top right. Since most timekeepers have global access, you will need to set up Hyperfinds to view a list of 2000 employees or less. In CalTime, you can only view 2000 employees or less otherwise you will receive an error message.
3. Verify you have selected previous pay period



4. You will see a list of employees with the following information:



Employee Number: Unique Ten digit number represented the employees ID number

Employee Name: Last Name, First name

Home Department: Five Alpha letter code representing employees department

Title Code: Four digit code representing employee's job

Employee Approval: A check mark in the Employee Approval column indicates the employee has approved their timecard.

Supervisor Approval Multiple Friendly Names: A number in the Supervisor Approval column indicates how many supervisors have approved the timecard. An employee may have more than one supervisor. No number indicates the supervisor has not approved the timecard

Supervisor Approval Single Friendly Names: A number in the Supervisor Approval column indicates how many supervisors have approved the timecard. An employee may have more than one supervisor. No number indicates the supervisor has not approved the timecard

SICK = sick leave

HOP = Holiday Pay Premium

Holiday = holiday pay hours

Other Pay Codes = miscellaneous rarely used pay codes

Pay Code Total Actual = the total number of hours charged to regular time worked and all additional pay codes for the pay period

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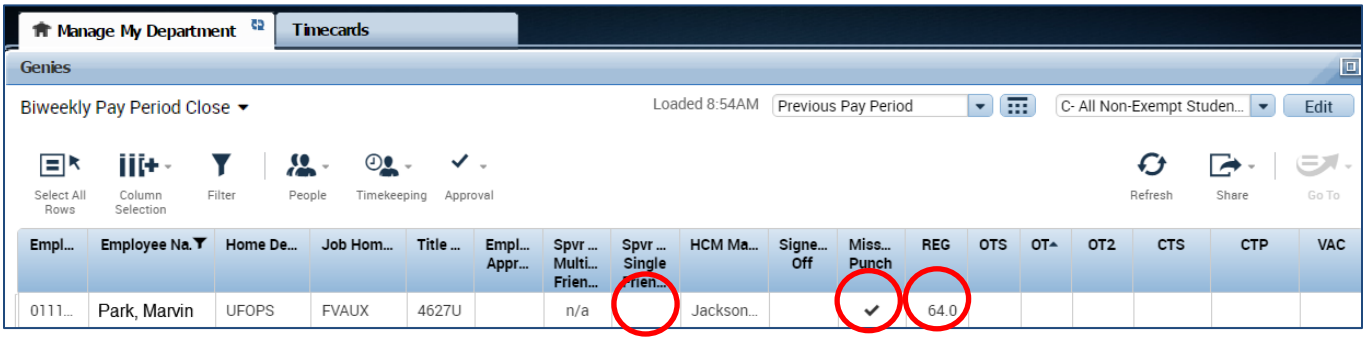
Note: To group unapproved timecards together click the Employee Approval and Supervisor Approval column headers. To group timecards with Missed Punches indicated click that column header.

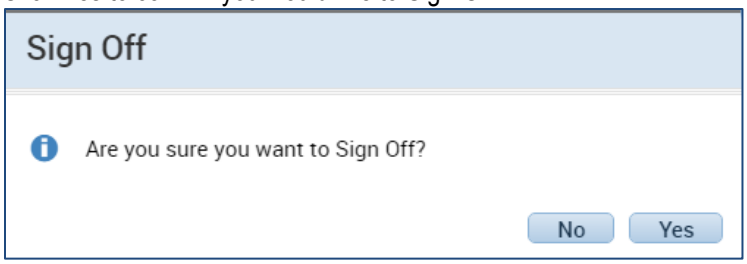
Review the Timecard Data

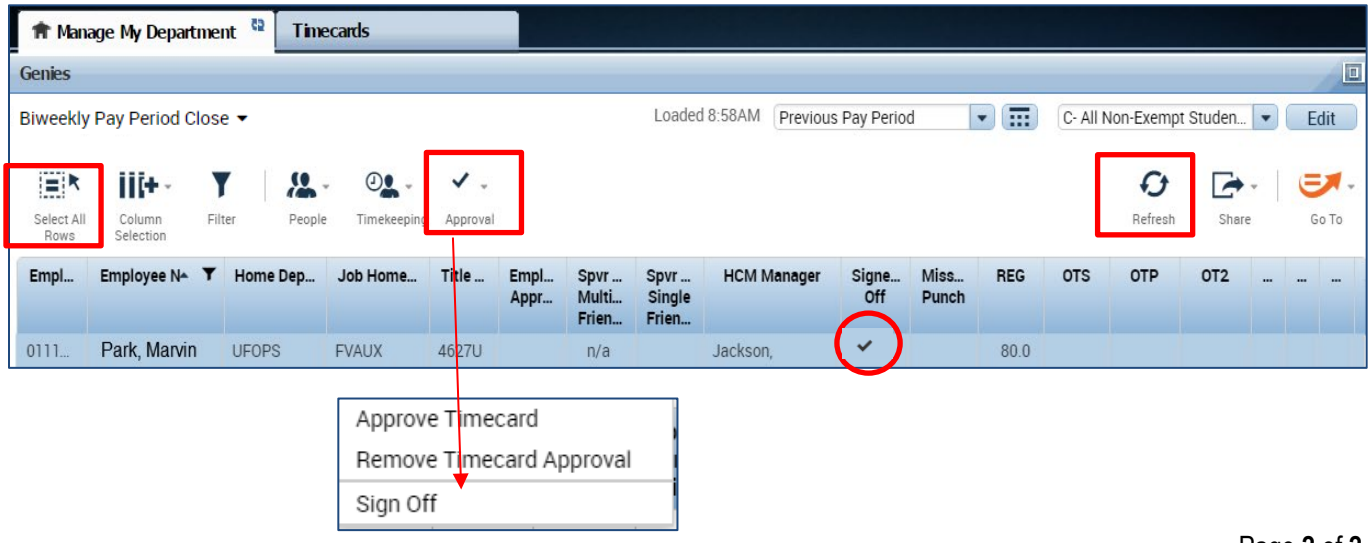
5. Look at the numbers in the Pay Code Total Actual column.
6. Full time biweekly paid employees normally have 80 hours in this column. There can be various reasons an employee may have less than 80 total hours for a pay period.
7. Look for any other indicators the timecard may not be accurate such as missed punches and no approvals.
8. Contact those supervisors and ask them to complete their review and approval process. Give them a deadline.



Sign-Off on Timecards

9. Choose Select All Rows to select all timecards (the employees rows will highlight in blue to indicate you have selected them)
10. Click on the Approval Icon and click Sign-Off
11. Click Yes to confirm you would like to Sign-Off



12. Click the Refresh
13. The check mark in the Signed Off column indicates a successful sign-off for this employee group.

Note: Timekeepers must sign off even if the supervisor has not approved the timesheets. Any time or leave on the timecards will pass to PPS regardless of missing approvals.