

# CalTime: Clearing Exceptions or Timecard Errors

Supervisors and Employees are responsible for correcting timecard errors such as missed punches. However if a timekeeper is asked to provide assistance, please reference the supervisor training materials on how to clear or edit an exception located at <http://caltime.berkeley.edu/training>. There are employee employees that forgot to punch in or out of their shift and as a result the timecard does not know how to calculate the hours. In addition, if and employee has a schedule in CalTime and does not enter time in alignment with that schedule, CalTime will flag an error.

## Option 1: Via Manage My Department Default Review and Approval Wizard

1. To access errors from the Manage My Department (Default tab), select the applicable genie (at the top left) by clicking the drop down arrow or insert the name or employee id in the quickfind field.
2. Click on the applicable pay period and the select the hyperfind at the top right.
3. Click on the Go To icon and select Exceptions

Manage My Department

Genies

Non-Exempt Pay Period Close

Loaded 4:30PM

Previous Pay Period

FTRAN Non-Exempt Emplo

Edit

Select All Rows

Column Selection

Filter

People

Timekeeping

Approval

Refresh

Share

Go To

Empl...	Employee Nam...	Home Dep...	Job Home...	Title ...	Empl... Appr...	Spvr ... Multi... Frien...	Spvr ... Single Frien...	HCM Manager	Signe... Off	M...
0129...	Park, Marvin	FTRAN	FTRAN	4329U		n/a		W, Jan		
0129...	Copeland, Bo	FTRAN	FTRAN	5335C		n/a		Park, Marvin		

QuickFind

Copeland, Bob

110 Selected

Previous Pay Period

Go to widget

Timecards

Audits

Exceptions

People Editor

Reports

Rule Analysis

Schedules

Go to workspace

4. A list of employees will appear, the number of errors will appear under Missed Punched Errors, Cancelled Meal Breaks and/or Scheduling errors. You can click on the yellow labeled **Details** field directly above the exceptions column. A list of timecard errors will appear per employee.

Manage My Department

Exceptions

Exceptions

Current Pay Period

6 Employee(s) Selecte

Details

Name	Missed Punch	Schedule Exceptions	Cancelled Meal Breaks	Total
Copeland, Bob	1			1
Park, Marvin	1			1

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- The employees missed punch will appear. You simply correct the error here (i.e. enter the missed punch time) or if you would like to look at the employees timecard, you can click on View timecard and correct the error on the employees timecard. If you click on view timecard a new tab will open so that you can navigate between the timecard and the Manage My Department tab. If you hover over the red box, a message will display in yellow.
- You may click in the red field and insert the correct time. Click Save at the top right. Once you save, the error will be removed from the list.

Exceptions

Time Period Current Pay Period

Show

Summary

**Copeland, Bob**

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
Wed 3/01			8:00am				

**Park, Marvin**

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
Tue 3/14			8:00am				

Missed Out-Punch  
(Double-click the cell to enter the punch, or if the out punch is the end of the shift, enter the schedule time by clicking Change to Schedule.)

View Timecard Show Schedule

View Timecard Show Schedule

Save Cancel