

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 an 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

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		

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.

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.

The screenshot shows the 'Exceptions' window in the CalTime system. At the top, there are tabs for 'Manage My Department' and 'Exceptions'. The window title is 'Exceptions'. Below the title bar, there are fields for 'Time Period' (Current Pay Period) and 'Show' (Summary). A yellow tooltip titled 'Missed Out-Punch' is displayed, containing the text: '(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.)'. The main content area shows two employee records: 'Copeland, Bob' and 'Park, Marvin'. Each record has a table with columns: Date, Pay Code, Amount, In, Out, Transfer, Daily, and Sum. For Bob Copeland on Wed 3/01, the 'In' time is 8:00am and the 'Out' field is a red box. For Marvin Park on Tue 3/14, the 'In' time is 8:00am and the 'Out' field is a red box. A red box highlights the 'View Timecard' button for Bob Copeland. A red arrow points from the tooltip to the red 'Out' field for Bob Copeland.

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
Wed 3/01			8:00am				
Tue 3/14			8:00am				