

CalTime: Logging in and Navigating in CalTime

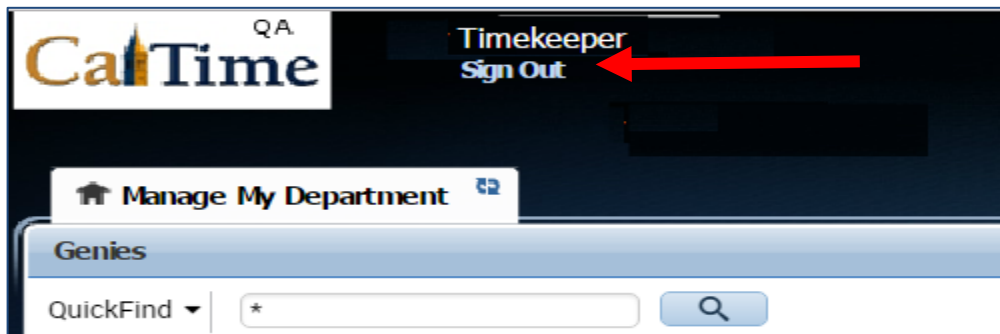
Log in and Log out of CalTime

Using Internet Explorer, Google Chrome, Firefox, or Safari, to the CalTime website at <http://caltime.berkeley.edu/>. Click on the ACCESS button on the main page.



Complete the Calnet Authentication process by entering you Calnet ID and Passphrase.

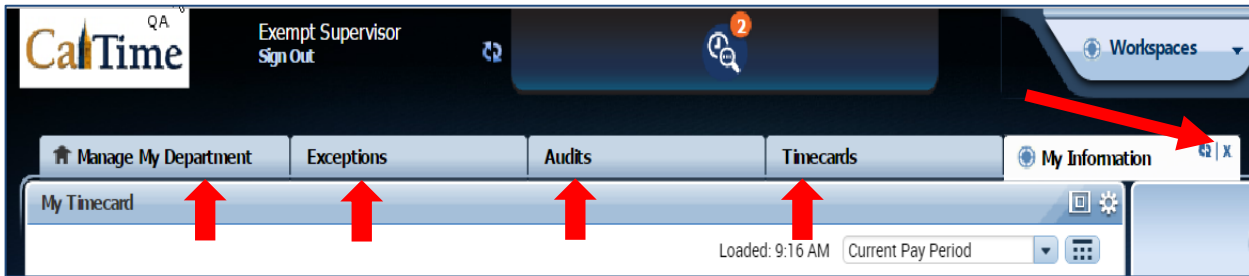
To Log out of CalTime, click on Sign Out at the top left of the CalTime webpage. Please properly log out when exiting CalTime and refrain from simply closing your webpage window.



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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 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 BLUE PANEL IS NOT AVAILABLE TO TIMEKEEPERS. DO NOT CLICK ON OR USE THE BLUE PANEL AT THE RIGHT. IF YOU DO YOU WILL RECEIVE THE FOLLOWING ERROR MESSAGE "Error the number of employees in this selection exceeds the maximum 2000. Please narrow your selection."** This error is because most timekeepers have global access providing them access to more than 2000 employees.

