

CalTime: Non-Exempt Error Report Via Blu

Purpose of Report: The Non-Exempt error report is produced on a daily basis. The CalTime error report displays employees with a list of errors as a result of inconsistencies between the friendly name application and CalTime as well as specific CalTime errors.

Roles and Responsibilities: The timekeeper is expected to review these error reports and correct CalTime and/or work with the HR job data administrator to modify the employee's record if necessary to ensure the error is corrected. The errors must be corrected the day prior to CalTime sign-off. If the error is not corrected in time, then the timekeeper should anticipate processing a manually correction in UCPATH by the Friday proceeding the UCPATH Payroll deadline.

1. Research the error
2. Fix the errors

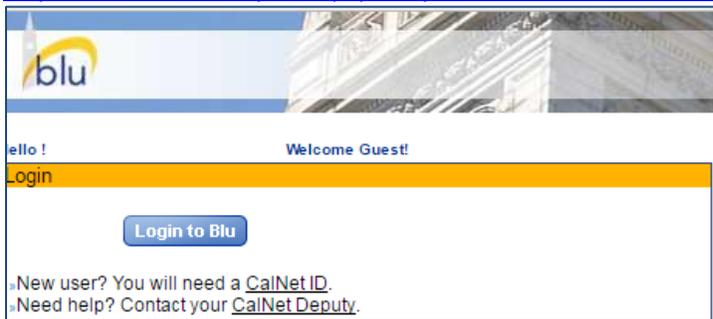
In order to research the errors on this report. A timekeeper will need the following UCPATH job data access (at least view access) and friendly name application and CalTime access.

When is the report available?

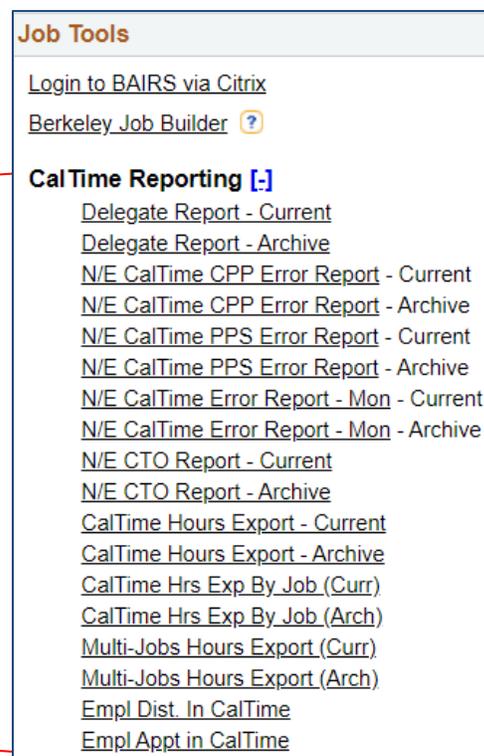
1st day of the biweekly pay cycle open through day of Caltime Sign-off

ACCESS AND PRODUCE N/E CALTIME ERROR REPORT

1. Use your Calnet ID and passphrase to login to Blu at https://blu.is.berkeley.edu/psp/blupd91/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST



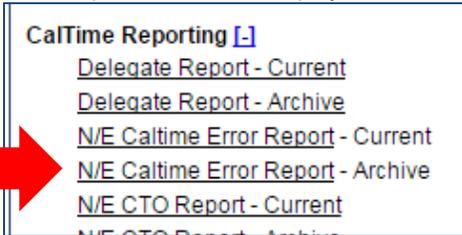
2. Once logged in, click the People tab on the menu bar. Links to the CalTime Error Report can be found within the Jobs Tools section (bottom left in the figure below)



If you do not see the N/E CalTime Error Report-Current or N/E CalTime Error Report-Archive, email caltime@berkeley.edu to request access to the report.

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- Click on N/E CalTime Hours Report-Archive which will enable to you to download an excel copy of the report (The CalTime Error Report-Current will display the current version but you cannot download it)



- Click Download CSV File next to the date of the report. Always select the most recent date for the current up to date errors.



TROUBLESHOOT ERRORS

- An Excel File will open and you will have view employees with errors only for the Home Departments you have access to view. The File contains
 NAME: Last name of employee, First name of employee
 ID: Ten digit unique code representing employee
 HOME DEPARTMENT: five alpha letter code representing employees department
 PAYCODE: type of pay
 HOURS: Applicable hours appear with and error
 TIMESHEET DATE: Applicable timesheet date (corresponding to timecard entry) showing error
 ERROR CODE: Used for internal purposes to categorize error types
 ERROR REASON: Abbreviated Description of Error
 ERROR DESCRIPTION: Complete Description of error reason
 FRIENDLY NAME: Friendly name associated with time entry error
 LOCATION: Location listed only if applicable
 TITLE CODE: Four digit code representing Human Resource job
 PAY PERIOD END DATE: Applicable Pay Period End date associated with Error

ID	Home Department	Paycode	Hours	Timesheet Date	Error Code	Error Reason	Error Description	Friendly Name
10178802	AIDDC	Regular	2.5	2019-11-15	1	PAYROLL STATUS INACTIVE	HR status is active but Payroll status shows inactive. Hours for date recorded cannot be processed.	BAMPFA-WS GALL ATT
10178802	AIDDC	Regular	2.75	2019-11-13	1	PAYROLL STATUS INACTIVE	HR status is active but Payroll status shows inactive. Hours for date recorded cannot be processed.	BAMPFA-WS GALL ATT
10162908	AIDVO	Regular	9.25	2019-11-12	2	INCORRECT FRIENDLY NAME	Incorrect FN used on employees timecard. Check FN application for correct friendly name and adjust timecard.	DO-AI STUDENT

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See below on how to troubleshoot error. Some of the errors below are warnings however most of the errors are not warning and if not corrected then CalTime will be unable to send the hours to the Payroll system.

CALTIME ERRORS	ERROR DESCRIPTION	TIMEKEEPER ACTION REQUIRED
PAYROLL STATUS INACTIVE	HR status is active but Payroll status shows inactive. Hours for date recorded cannot be processed.	<p><u>Log in to UCPATH:</u> Confirm if employee has an active job with an effective date which correspond to hours recorded on the timecard. If employee is on leave, a short work break, or job auto terminated, work with the appropriate HR administrator to ensure the UCPATH job record gets updated.</p> <p><u>Log into CalTime:</u> Check CalTime, validate Hours should have been recorded on the friendly name for the active job. It is possible the employee should have used another friendly name. Supervisor or TK did a transfer to a Friendly name that is not valid for that employee. (current or historically). If so then work with supervisor to adjust hours to correct friendly name.</p>
INCORRECT FRIENDLY NAME	Incorrect FN used on employee's timecard. Check FN application for correct friendly name and adjust timecard.	<p><u>Log in to the Friendly Name Application</u> Verify the correct friendly name assigned to the employee. Update the friendly name in the application if needed.</p> <p><u>Log into CalTime:</u> Check CalTime, validate Hours should have been recorded on the friendly name that is attached to the UCPATH job (in the friendly name application).. It is possible the employee should have used another friendly name. If so then work with supervisor to adjust hours to correct friendly name.</p>
INVALID DATE RANGE	Hours recorded do not fall within an active job begin and end date range. Adjust time card or UCPATH job record.	<p><u>Log in to UCPATH:</u> Confirm if hours reported correspond to an active job and job start date. If job has ended and it should not be extended then please work with your HR administrator to update the job record at UCPATH</p> <p><u>Log into CalTime:</u> Check CalTime, validate Hours should have been recorded on the friendly name that is attached to the correct job and friendly name assigned in the friendly name application and the hours record were for a time that corresponds to an active job (see job effective date in UCPATH). It is possible the employee should have used another friendly name. If so then work with supervisor to adjust hours to correct friendly name.</p>
REG OVER 80 (Warning only)	Employee has over 80 hrs of REG pay	<p>A biweekly pay cycle comprises of two work weeks (M-S). In most cases and employee should be receiving more than 80 hours of regular pay otherwise a potential overpayment may be occurring. This is a warning error to ensure the timekeeper is aware that an employee may be receiving over 80 hours of regular pay.</p> <p><u>Log into CalTime:</u> Verify if employee should be receiving over 80 hours of regular pay. If necessary work with supervisor and employee to adjust the employees timecard.</p>

ENSURE ERRORS ARE CORRECTED

Based on the information gathered from your research of UCPATH, PPS, CalTime and the error report, ensure that the appropriate corrections are made.

Until the correction is made, the error will continue to appear on successive error reports until the item is resolved. Once corrected, the error will no longer appear on the error report. If you are depending on another individual to make the correction for you, ensure that are aware of the payroll cut--off deadline. Actively coordinate the correction of the

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error to ensure that it is corrected in a timely manner. If the error is not corrected and the payroll cut--off has passed, you will need to manually enter the hours in the UCPath system.