Introduction to the Terminal

Components of the CalTime Terminal

1. **Badge Reader** – Employee swipes their Cal1 Card through the badge reader perform step 1 of the authentication process.

2. **Biometric Reader** – Employee places finger on the reader to complete authentication

3. **Indicator Lights** – Indicator light will flash to green to indicate that the card was read successfully. The light will flash red if the card read is unsuccessful.

4. **Soft Keys** – Touch the icon on the screen to view information:

- **View My Timecard** - Displays time and leave entered on your timecard, as wells as job transfers

- **View My Schedule** - Displays your schedule, including start and end times for upcoming shifts. *Note:* Not all employees have schedules. The use of schedules is a departmental decision.

- **View My Total Hours** - Provides a summary of the various hours worked (Regular Time, Overtime, Shift Differential)

- **View My Leave Balances -** Displays totals of accrued leave balances (Vacation, Sick, Comp Time, etc.)

- **Standard Transfer –** Used to associate time entered to another job (if you have more than one), contract or grant.

- **Approve My Timecard -** Will not be used.

5. **Home Button** – Use to return to the main terminal screen shown above.

6. **Languages –** Allows you to display information in other languages. Supported languages include English, Spanish, Cantonese, and Mandarin.

CalTime

Recording a Punch (For Employees Who Have One Job)

1. Slide your Cal1 ID card (with the magnetic strip facing away) through the card reader. 2. If the card is read successfully, the indicator light will flash green and you will hear a single tone.	
3. CalTime will prompt you to place one of your enrolled fingers on the biometric sensor.	**2460048** Place your right hand index finger or right hand thumb finger on sensor
4. After successfully validating your finger, the terminal will display an "Accepted: Punch" message. To punch out, you follow the same process.	Accepted: Punch Badge ID: 2460048 Thu Oct-09-2014, 12:04 PM

Punch and Finger Scan Error Messages

If your either your card swipe or finger scan is rejected, the indicator light flashes red. Look for the error message on the terminal display:

- Error Reading Badge – You may have swipe improperly. Try again.
- Unknown Home Employee – See your supervisor.
- Rejected Punch – You are attempting to punch too soon after your previous punch. You need to wait for 1 minute before you can perform another punch.
- Biometric Verification Failed – Press **Retry** and try again.
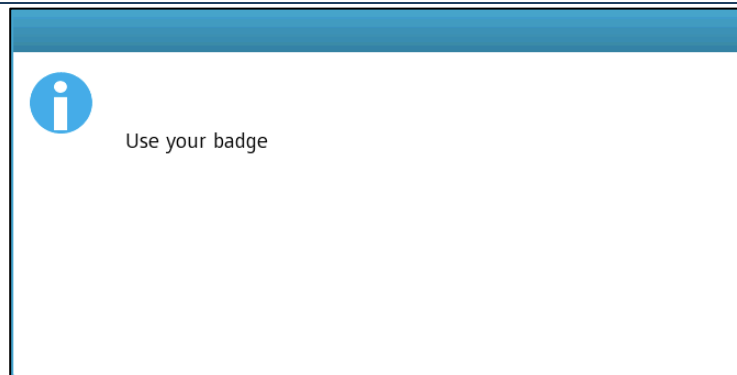
CalTime

Entering Time If You Work Multiple Jobs, or on a Contract or Grant

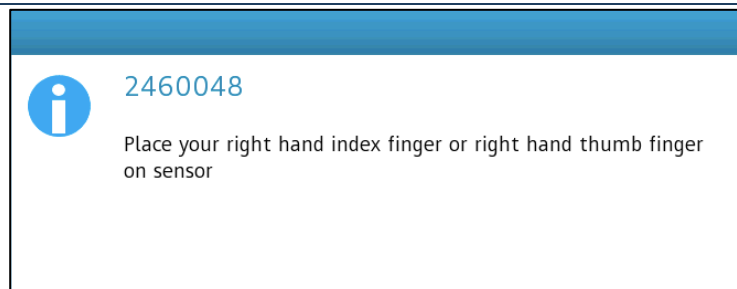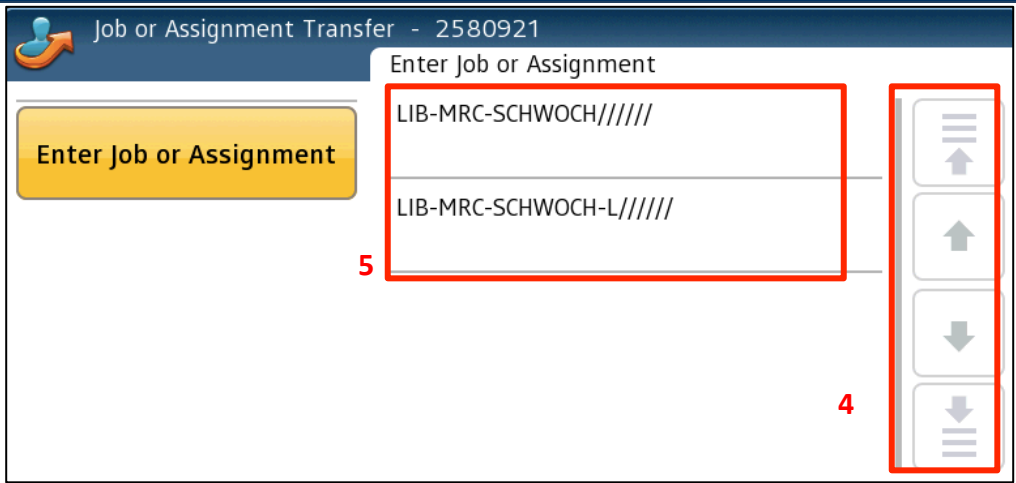|	
1. Press the **Standard Transfer** soft key.	
2. CalTime will instruct you to **Use your badge.** Swipe you ID Card. 3. Once the card is read successfully, the indicator light will flash green and you will hear a single tone.	Use your badge
3. CalTime will prompt you to place one of your enrolled fingers on the biometric sensor.	2460048 Place your right hand index finger or right hand thumb finger on sensor

CalTime

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4. After successfully validating your finger, the terminal will also display a list of all of your jobs, contracts and grants. If you have a long list of jobs, contracts or grants, you can scroll through the list. 5.Tap your finger on the job, contract or grant for the shift that you are starting.	**Job or Assignment Transfer - 2580921** Enter Job or Assignment **Enter Job or Assignment** LIB-MRC-SCHWOCH////// LIB-MRC-SCHWOCH-L////// 5 4
6. CalTime displays a message "Accepted: Job or Assignment Transfer."	✓ Accepted: Job or Assignment Transfer Badge ID: 2460048 Thu Oct-02-2014, 3:48 PM
Other Actions: • To punch out of the job, you can simply swipe you badge. • To punch into a different job, repeat the Standard Transfer steps. • Press the **Home** key to return to the main menu.	✓ Accepted: Punch Badge ID: 2460048 Thu Oct-02-2014, 4:24 PM KRONOS
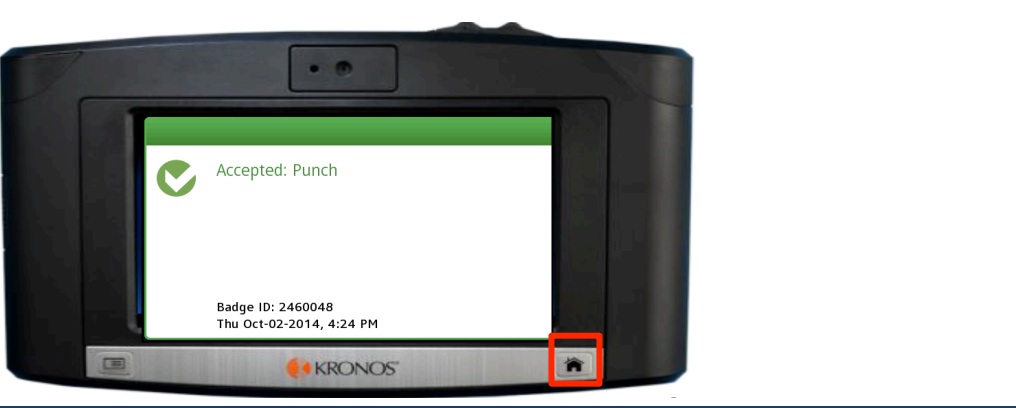
Viewing Your Timecard
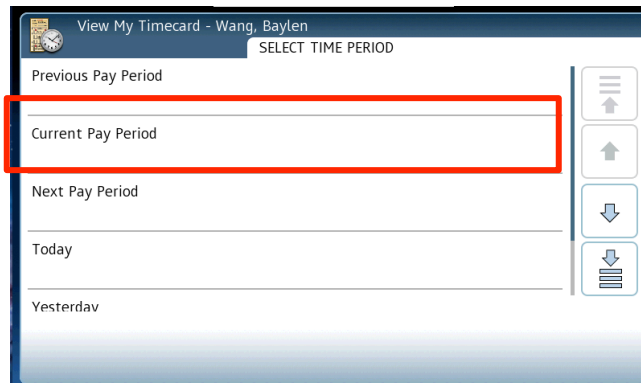
1. Press the **View My Timecard** soft key.
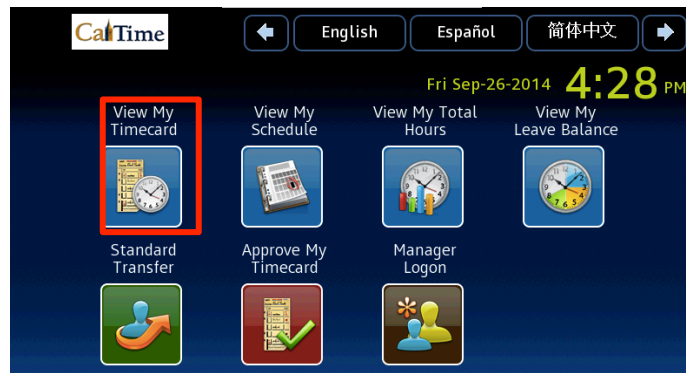
2. CalTime will instruct you to **Use your badge.**
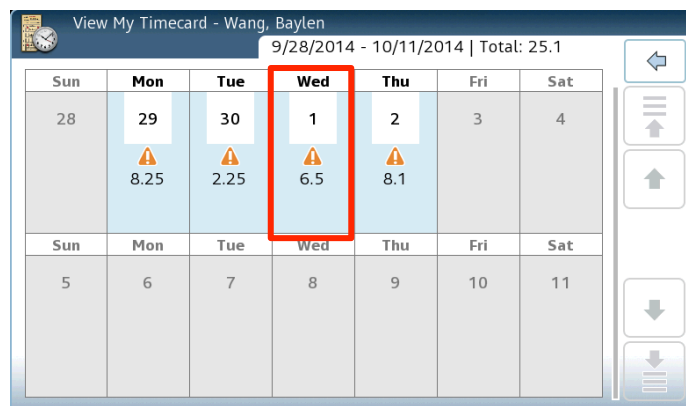3. Swipe you ID Card.
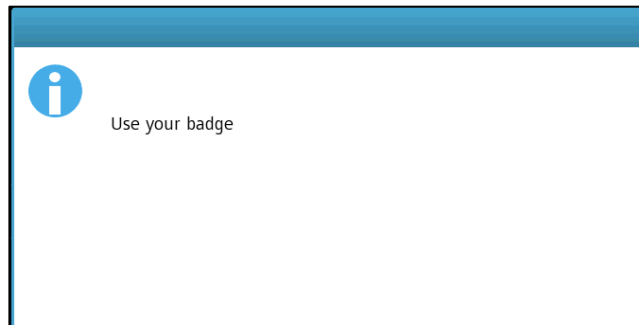
You may view your timecard from the previous, current or next pay period. Or you can view your timecard for the current day or yesterday.

4. Tap your finger on **Current Pay Period.**

5. CalTime will display a calendar of the current pay period.

6. Tap your finger on any day in the time period.

Viewing Your Timecard

7. Use the scroll bar to display the information you wish to review.

This timecard shows:
- An In punch at 8:54am to LIB-MRC-SCHWOCH//////
- A transfer to another job, LIB-MRC-SCHWOCH-L////// at 2:10pm to 5:08pm

Using CalTime's rounding and grace period, your start time is 9:00am and your end time was 5:15pm. One hour was automatically deducted for lunch. Your total hours worked is 7.25 hours.

9/28/2014 - 10/11/2014 | Total: 35.85		**7**
Fri 10/03	8:54AM 2:10PM Transfer ;LIB-MRC-SCHWOCH////// E Late In	
	2:10PM 5:08PM Transfer ;LIB-MRC-SCHWOCH-L////// E Late Out Shift Total: 7.25	
	Daily Total: 7.25	
Mon 10/06	Unexcused Absence	
Tue 10/07	Unexcused Absence	

Close

View My Total Hours

1. Press the **View My Total Hours** soft key.
2. Swipe your ID card when instructed.
3. Tap your finger on the time period you wish to view.
4. CalTime will display the total hours for each job worked.
5. Click the arrow next to the job to see a breakdown of the hours worked (Overtime, Regular Time, Vacation, etc.)

View My Leave Balances

1. Press the **View My Leave Balances** soft key.
2. Swipe your ID card when instructed.
3. You can view your leave as of any date selected. If you wish to view your balances of the current date, tap your finger on the current date.
4. CalTime will display your vacation maximum and your leave balances.