

# CalTime



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## **Non-Exempt Employee Biometric Terminal User Guide**

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### Introduction

Welcome to CalTime, UC Berkeley's integrated timekeeping system. This manual is a step-by-step user guide for Non-Exempt Employees who perform their timekeeping using biometric terminals (Biometric Time Clocks.) Using a biometric terminal, a Non-Exempt Employee reports the time they start and stop work at **the actual time it happens or in RealTime**.

Using the terminal, you can:

- Enter the time (hours) you've worked
- Clock in to specific jobs, contracts or grants
- Access your timecard
- See your overtime and shift differential
- Access your vacation, sick leave, comp time balances
- View your schedule

If you are unsure if you are suppose to use a terminal for your timekeeping, please ask your supervisor.

### Non-Exempt Employee Responsibilities and Deadlines



**NOTE:**

As of November 1, 2014, non-exempt employees will transition to a biweekly pay cycle and factor leave accruals, which is a new method of calculating vacation and sick leave accruals. More information on the transition and factor leave accrual can be found at: <http://controller.berkeley.edu/non-exempt-employee-transition>

### Time Entry

The biweekly pay cycle is a 2-week period that starts on Sunday at 12:00 am and ends on the second Saturday at 11:59 pm. For each biweekly pay cycle, you are required to:

- Record your start and stop times
- Record time worked against the proper job (if you have multiple jobs), contract or grant

### Leave Entry



**ALERT:**

For employees (who enter time via a biometric terminal), your supervisor will enter leave on your behalf. Coordinate any absences and leave taken with your supervisor. While the task of entering your leave belongs to your supervisor, you are still responsible for ensuring that leave is accurately entered into your timecard.

It is recommended that you review your timecard regularly and no later than the last day of the pay period to make sure that all your work hours and leave have been entered properly.

By end of day Monday following the biweekly pay period close, your supervisor will review your timecard for accuracy and approve it if no adjustments need to be made.

### 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.

## Time Entry


### Biometric Time Entry

Time entry (punching in and out) and job transfers (if you have multiple jobs, or need to charge a contract or grant) require authentication using both your Cal1 ID card followed by a biometric finger scan. For all other functions (View My Timecard, View My Schedule, View My Total Hours, and View My Leave Balances), you only need to swipe your ID card.



With the assistance of your supervisor, a short registration process is required to scan two of your fingers. Once registered, you will be able to enter your time and job transfers at the designated terminals for your department or group. Biometric scanning is available immediately on the terminal used for finger registration. After an overnight process, you will be able to access the other designated terminals for your department.

### Employee Recording a Punch

As a Non-exempt RealTime employee, you must punch in and out for the start and end of your shift. As you will see in the “Accounting for Lunch” section, you do not need to clock in and out for lunch.



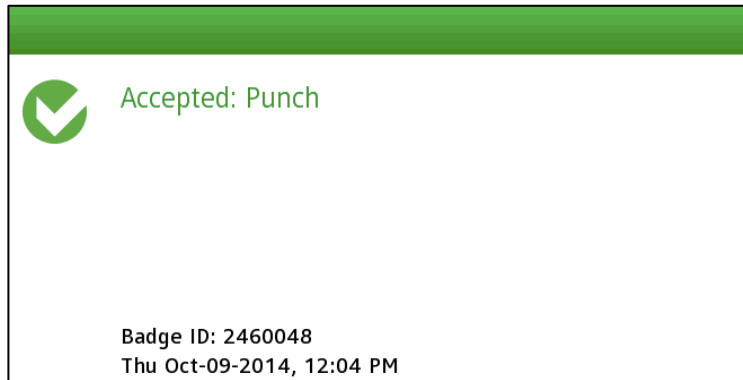
**NOTE:**  
If you have more than one job, or work on contracts or grants, refer to the section entitled “Entering Time If You Work Multiple Jobs, or on Contracts, or Grants.”

Recording a Punch	
<p>1. Slide your Cal1 ID card (with the magnetic strip facing away) through the card reader.</p> <p>2. If the card is read successfully, the indicator light will flash green and you will hear a single tone.</p>	
<p>3. CalTime will prompt you to place one of your enrolled fingers on the biometric sensor.</p>	<div style="border: 1px solid black; padding: 10px; background-color: #e6f2ff;">  <p style="font-size: 1.2em; margin: 0;">2460048</p> <p style="margin: 0;">Place your right hand index finger or right hand thumb finger on sensor</p> </div>

## Recording a Punch

4. After successfully validating your finger, the terminal will display an “Accepted: Punch” message.

To punch out, you follow the same process.



## 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.

## Rounding and Grace Periods for Time Entered

For start and end of each day/shifts, all time stamps collected via CalTime are rounded according to a seven-minute grace period before and after each quarter hour mark. The grace period is 7 minutes before the quarter hour and 7 minutes after the quarter hour.

### Examples:

If an employee punches in at 7:23am, the system records and displays the time in CalTime as 7:23am, but for the purposes of calculating the number of hours to be paid, the system will round the time (internally) to 7:30am. Similarly, if an employee punches out at 4:08pm, the system records and displays 4:08pm but will round the time internally to 4:15pm.

Here’s a chart of how rounding and the grace period will be applied:

Grace Period (Punch in or out time)	Quarter Hour (Time Used to Calculate Pay)
:53 to :07 (e.g., 6:53am to 7:07am)	00 (e.g., 7:00am)
:08 to :22 (e.g., 7:08am to 7:22am)	15 (e.g., 7:15am)
:23 to :37 (e.g., 7:23am to 7:37am)	30 (e.g., 7:30am)
:38 to :52 (e.g., 7:38am to 7:52am)	45 (e.g., 7:45am)

### Accounting for Lunch



#### **ALERT:**

You will **not** need to clock in and out for lunch. CalTime is set up to automatically deduct 30 or 60 minutes for lunch after 6 hours of work. However, if you clock out before 6 hours are worked, the automatic lunch deduction will not be applied.

The automatic lunch deduction is based on your pay rule assignment. If you wish to change your automatic lunch deduction, contact your supervisor.

### Skipped or Shortened Lunches

You are expected to take your lunch as scheduled and to obtain your supervisor's approval before skipping lunch. If you skip your lunch, you need to work with your supervisor to ensure that the automatic lunch deduction is cancelled for that day. Likewise, if you take a shorter lunch break than normal, notify your supervisor so that the proper adjustments can be made. Another way to handle shortened lunches is for you to log out for lunch and then log back in once your lunch is completed, which cancels the automatic deduction.

#### **NOTE:**

By law, you are required to take a lunch of at least 30 minutes after 5 hours of work.

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



**ALERT:** If you are an employee with multiple jobs, you should always use the Standard Transfer function to ensure that you are charging your time to the proper job. You would also use the Standard Transfer function if you move from one job to another.

If you have multiple jobs, the only time you do not select a job (using the Standard Transfer function) is when you punch out for lunch or punch out for the day

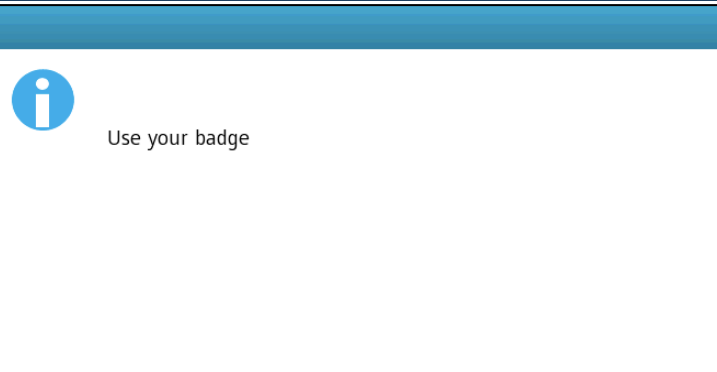
As a non-exempt employee, you may need to charge your time to different jobs (if you have more than one), contracts or grants. Each could be tied to different funding sources or chartstrings. To associate your time to a particular job, contract or grant, you will need to use the Standard Transfer function. When using the Standard Transfer function, you select the job, contract or grant from a list, which shows all of your available jobs, contracts and grants. If you need help selecting the proper job, contract or grant name from the list, consult with your supervisor.

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

1. Press the **Standard Transfer** soft key.

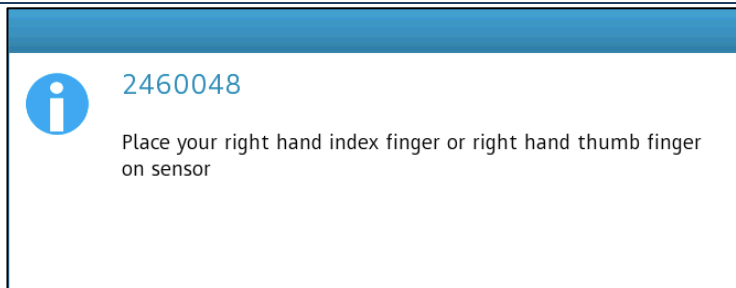


2. CalTime will instruct you to **Use your badge**. Swipe you ID Card.



3. Once the card is read successfully, the indicator light will flash green and you will hear a single tone.

3. CalTime will prompt you to place one of your enrolled fingers on the biometric sensor.

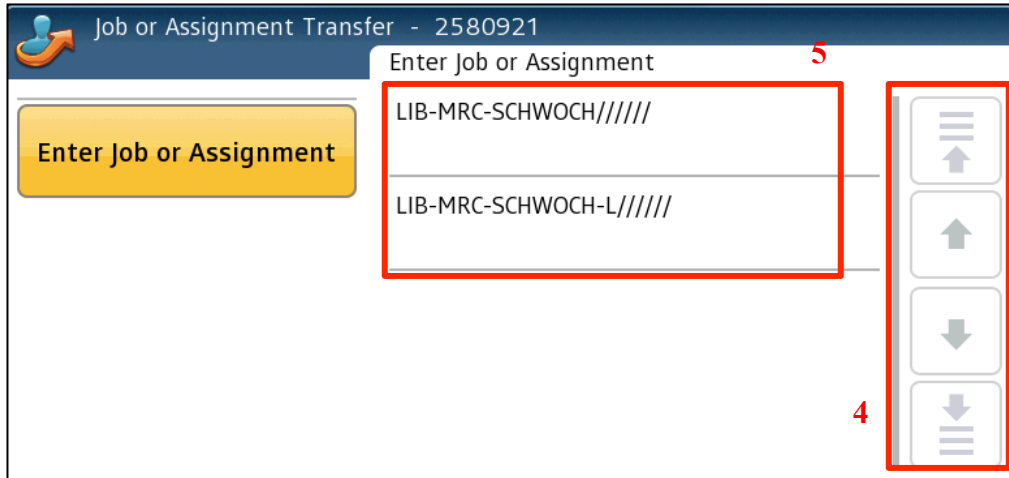




## Entering Time If You Work Multiple Jobs, or on a Contract or Grant

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.

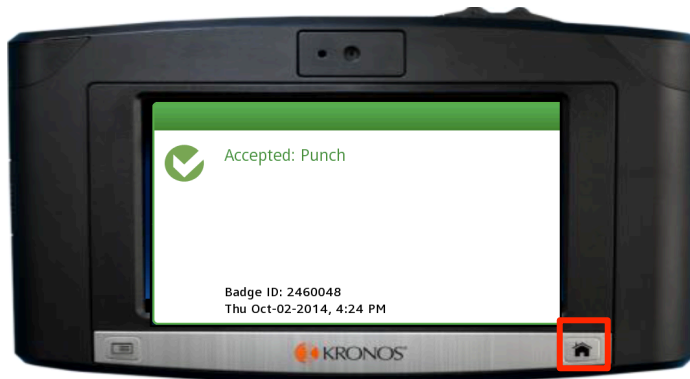


6. CalTime displays a message "Accepted: Job or Assignment Transfer."



### 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.



## How Overtime, Comp Time, Shift Differential and Meal Deductions are Determined

Within CalTime, a pay rule profile is set up for each non-exempt employee. The work rule is a set of parameters defined for each employee. For example, your work rule profile defines:

- Comp Time versus Overtime - How and at what rate an employee is paid overtime
- Shift Type - Day, Evening, Night, or Weekend
- Shift Length - 8, 10 or 12 hours per shift
- Meal Deduction - 00, 30 or 60-minute meal deduction. The 00 meal deduction is only available for eligible unions.
- Meal prerequisites

These parameters apply specific payroll rules to shifts to determine how employee hours accumulate and the pay rate that is applied to those hours. CalTime will use these parameters to automatically determine:

- Whether you will receive comp time or overtime
- When overtime is applicable (after 8 hours worked, etc.)
- What your overtime rate is (time and a half, double overtime, comp time double, etc.)
- Whether you will receive shift differential (shift differential evening, shift differential night, etc.)
- Your automatic meal deduction
- Whether you are eligible for meal prerequisites

## Coordination with Your Supervisor on Schedule Changes, Callback, On-Call and Lunch Changes

Since CalTime calculates how you will be paid based on your pay rule profile, any time your schedule deviates from that profile, your supervisor must perform changes (work rule transfers, adjustments to the lunch deduction) to ensure that you are paid correctly. For example, work rule transfers or adjustments by the supervisor are necessary when:

- You work a different shift that qualifies for shift differential pay. e.g., night shift instead of day shift
- You are called back to work additional hours
- You are on-call for additional hours
- You skip your lunch

## View My Timecard

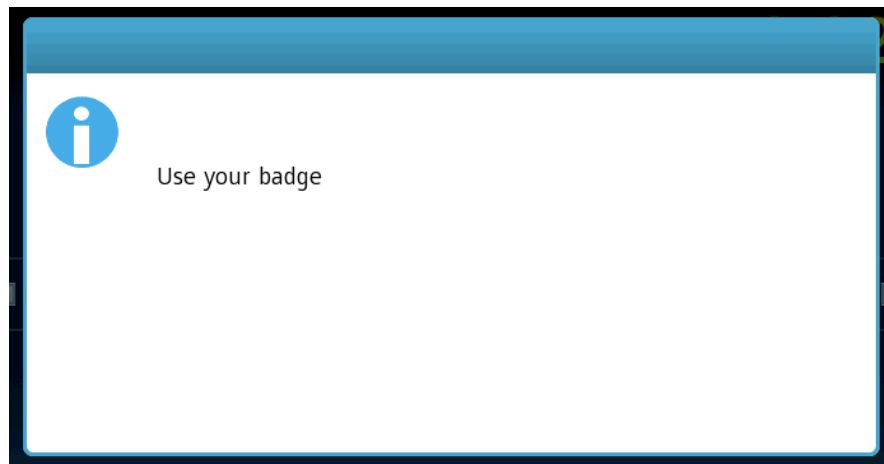
It is recommended that you check your timecard frequently to ensure that your hours and leave are captured correctly. This function, along with the **View My Total Hours** function allows you to ensure that any potential overtime, comp time, shift differentials, etc. is properly calculated. If you find errors, work with your supervisor to resolve the problem. It is best to resolve problems throughout the pay period rather than waiting until pay period close.

### Viewing Your Timecard

1. Press the **View My Timecard** soft key.

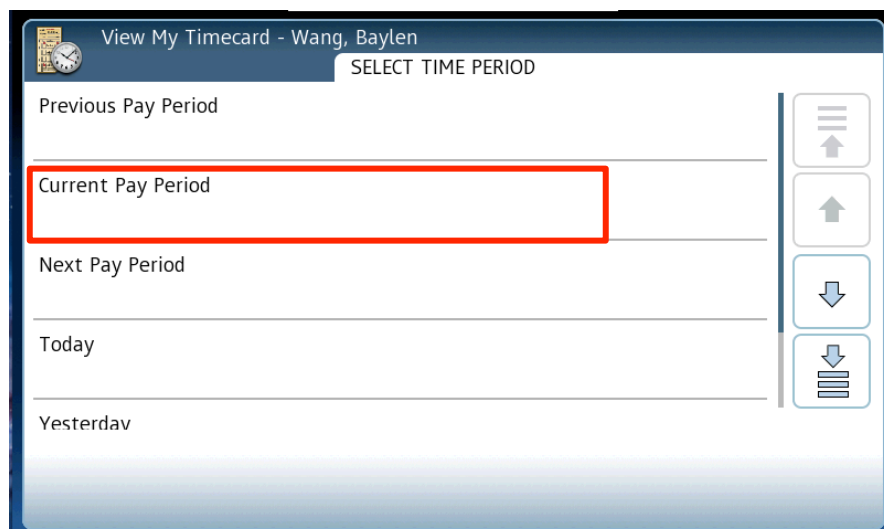


2. CalTime will instruct you to **Use your badge**.  
3. Swipe your ID Card.



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.

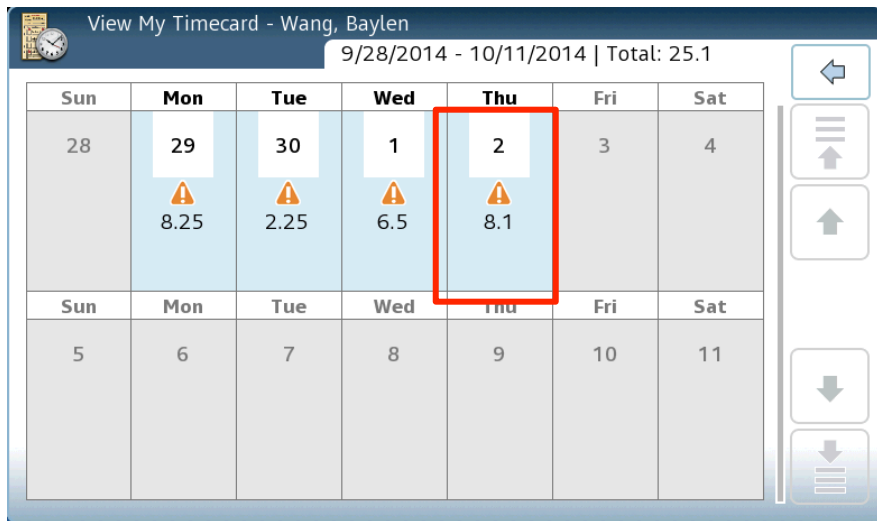
4. Tap your finger on **Current Pay Period**.



### Viewing Your Timecard

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

6. Tap your finger on Thursday, October 2.

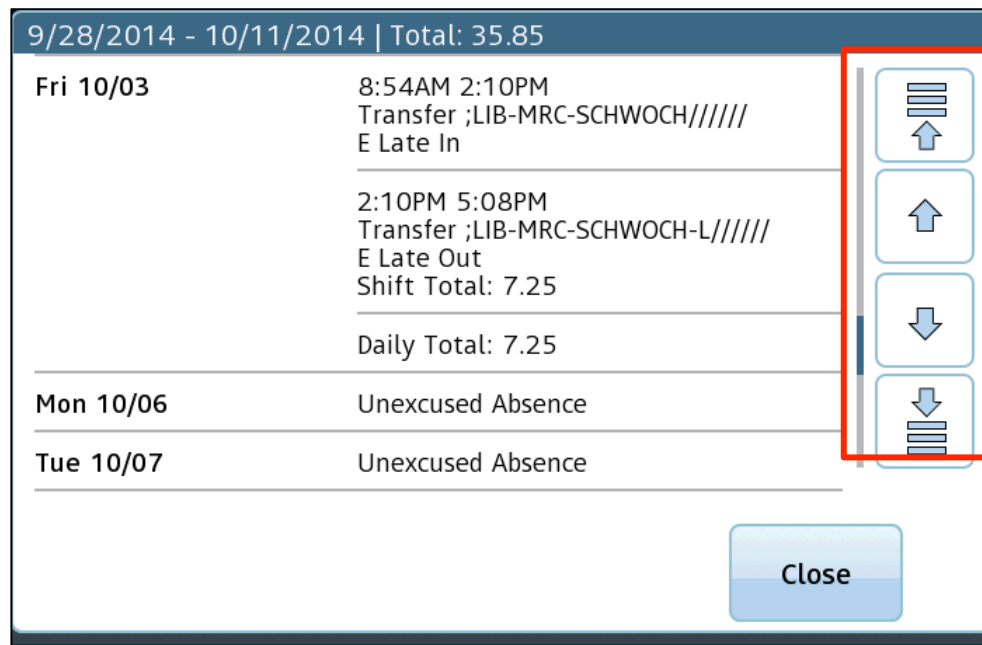


7. Use the scroll bar to display the information you wish to review.

This timecard shows:



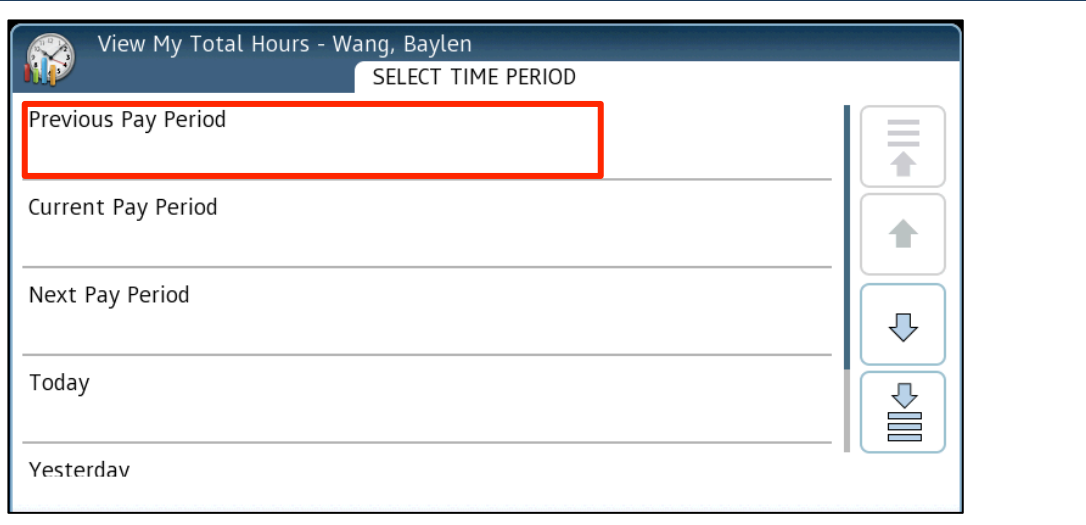
- An In punch at 8:54am to LIB-MRC-SCHWOCH/////
- A transfer to another job, LIB-MRC-SCHWOCH-L///// at 2:10pm to 5:08pm

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.



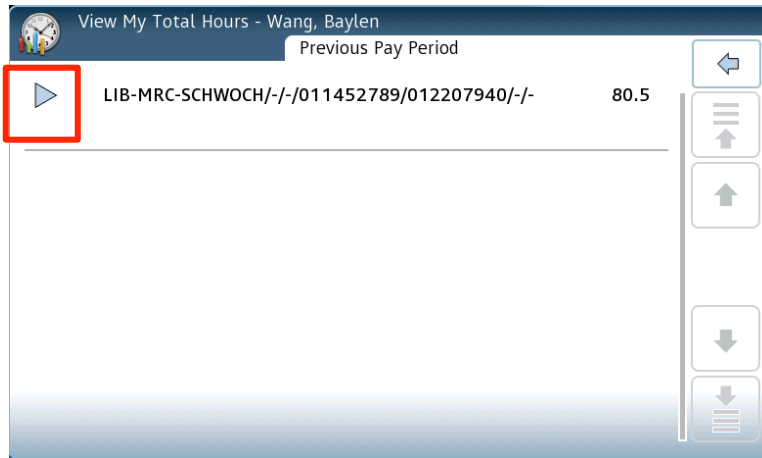
### View My Total Hours

Use the View **My Total Hours** function to view total hours for various time frames (previous pay period, current pay period, today, week to date, etc.). The totals are accurate as of the time you access the function.

View My Total Hours	
<p>1. Press the <b>View My Total Hours</b> soft key.</p>	
<p>2. CalTime will instruct you to <b>Use your badge</b>. 3. Swipe you ID Card.</p>	
<p>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. In this example, we wish to view your totals from a previous pay period.</p> <p>4. Tap your finger on <b>Previous Pay Period</b>.</p>	

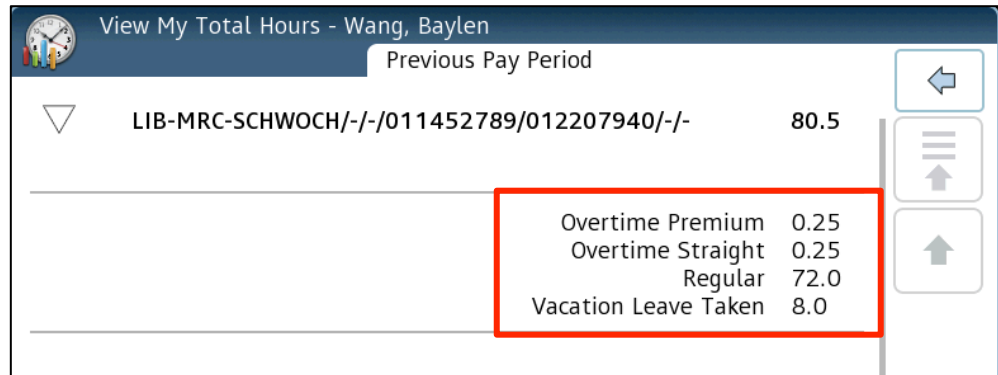
## View My Total Hours

5. CalTime displays the total hours for each job worked. The total hours worked for the previous pay period against this job was 80.5 hours.



6. Click the right-pointing arrow to see the breakdown of hours worked (regular pay, overtime, shift differential) and leave taken.

7. CalTime displays the breakdown of the hours worked and leave taken.




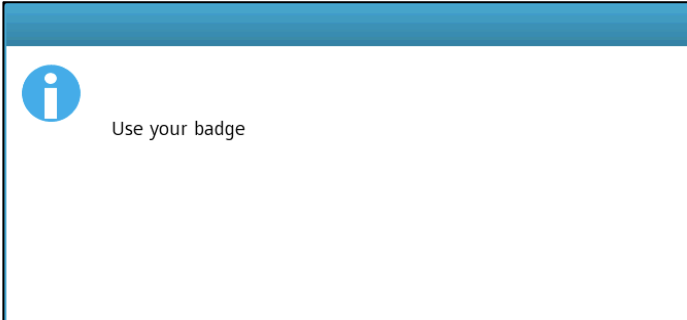
Here is another example showing the totals hours where the employee has entered time against multiple jobs.



### View My Schedule

**Note:** The scheduling capability is an optional feature of CalTime that departments may or may not chose to use.

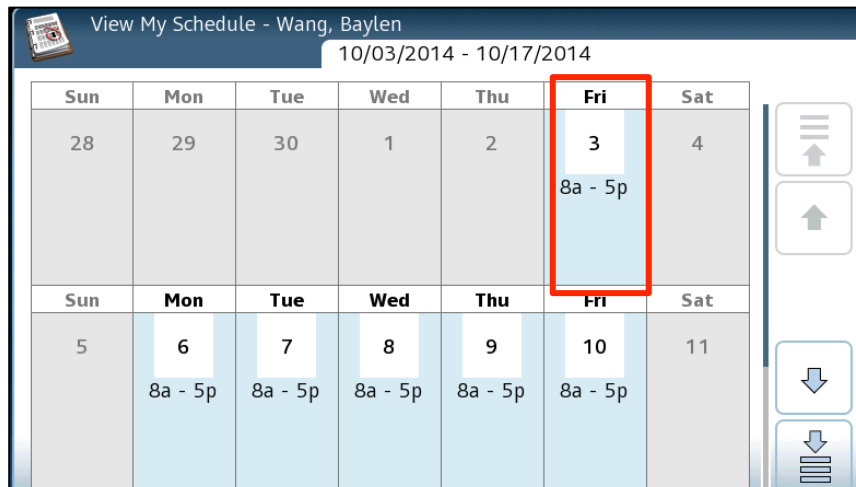
The **View My Schedule** function allows you to view your scheduled start and end times, including meal breaks.

View My Schedule	
<p>1. Press the <b>View My Schedule</b> soft key.</p>	
<p>2. CalTime will instruct you to <b>Use your badge</b>. 3. Swipe you ID Card.</p>	

## View My Schedule

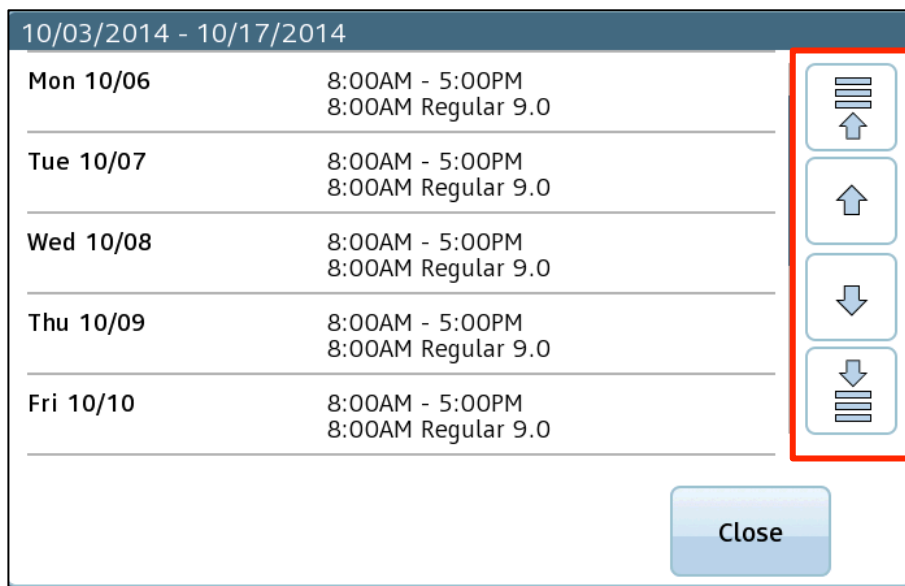
4. CalTime provides a calendar view of your schedule.

5. Touch one of the days on the schedule.



5. CalTime displays the schedule and the total hours scheduled for each day.

6. You can use the scroll bar to navigate to other days in the time period.



## View My Leave Balances

### Accrual Balances Overview

The Payroll Personnel System (PPS) is the official record for accrual balances, sometimes referred to as leave balances. All leave balance data in CalTime is derived solely from PPS.

- On the Thursday following each biweekly pay period, PPS calculates the leave balance for every non-exempt employee and passes that information to CalTime.
- Accruals (Vacation and sick leave) earned are posted to PPS on the first of the month.
- Accruals earned will be included in the biweekly cycle that covers the first of the month. On the Thursday following this pay period, you will see your balance increased by the amount of vacation and



sick leave earned.

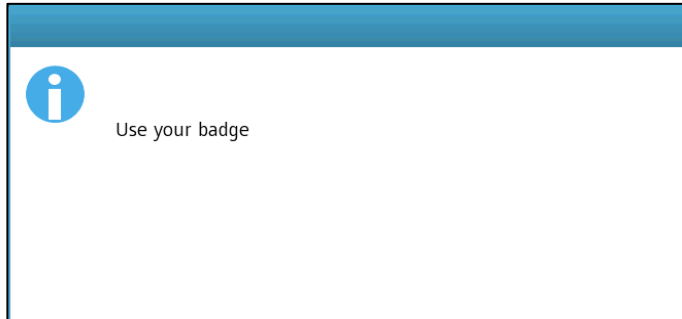
- As comp time, vacation leave and sick leave are taken and enter into CalTime, CalTime balances will update immediately.
- Aside from accruals earned, in certain cases, there are changes to leave balance in CalTime via the information passed from PPS. For example if Leave without Pay, Catastrophic Leave, or Military Leave are taken, leave balances will be adjusted accordingly.

### View My Leave Balances

1. Press the **View My Leave Balance** soft key.

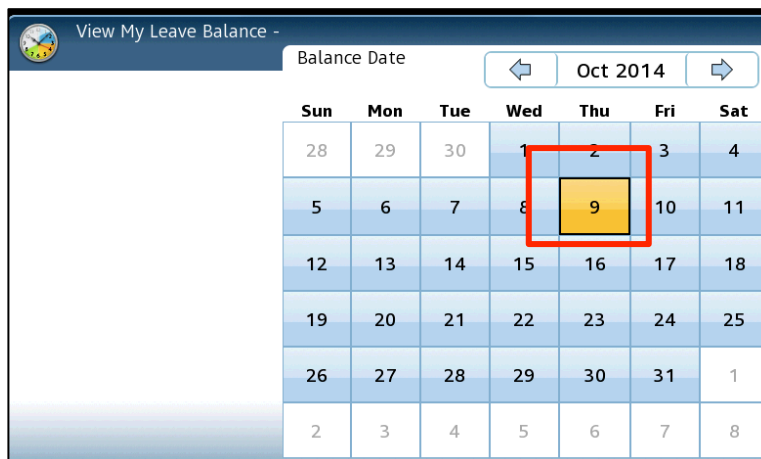


2. CalTime will instruct you to **Use your badge**.  
3. Swipe you ID Card.



You can view your balances as of any date.

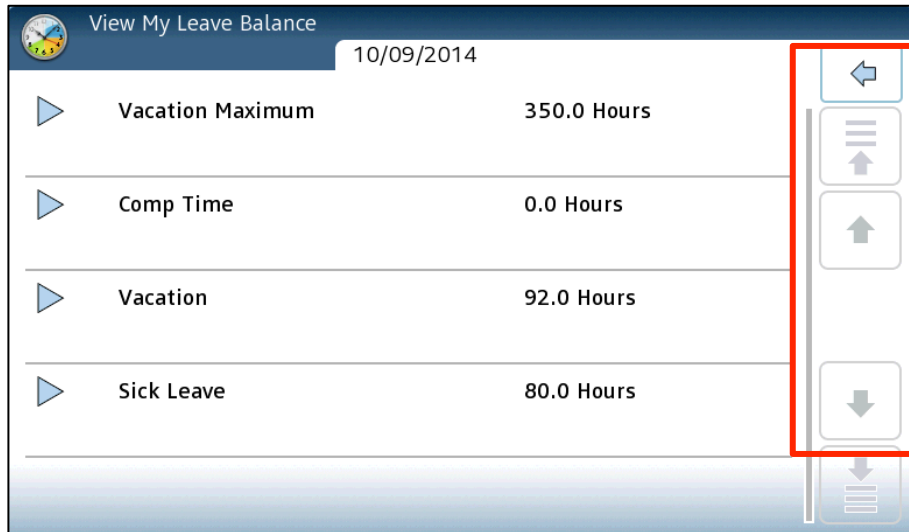
4. If you wish to view your balance as of the current day, touch the highlighted date on the calendar provided by CalTime.



## View My Leave Balances

5. CalTime displays your vacation maximum and your leave balances.

6. If necessary, you can scroll through the list using the scroll bar.



View My Leave Balance		10/09/2014
Vacation Maximum	350.0 Hours	
Comp Time	0.0 Hours	
Vacation	92.0 Hours	
Sick Leave	80.0 Hours	

## Leave and Pay Code Entry



### ALERT:

For employees (who enter time via a biometric terminal), your supervisor will enter leave on your behalf. Coordinate any absences and leave taken with your supervisor. Even though your supervisor performs the entry, you are still responsible for ensuring that leave is accurately entered into your timecard.

## Timecard Approval

Employees who use terminals are not required to approve their timecards.

## How to Add or Correct Entries for Prior Pay Periods (Historical Edits)

Once a pay period is closed and gone to payroll for processing, any changes to those timecards would be considered Historical Edits. If you need to add or change entries for prior pay periods, contact your supervisor. Your supervisor will work with a timekeeper to make the necessary corrections. Historical edits may adjust your pay or leave balances, depending on the type of correction. Here are examples of when historical edits are necessary:

- Leave that was not recorded
- Leave recorded, but not taken
- Leave recorded incorrectly
- Time entry that required a work rule transfer (by the supervisor) to properly account for overtime, shift differential, etc.
- Missed time entry that was not corrected
- Time entry assigned to the wrong job (for those employees with multiple jobs)

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## Resources

### CalTime Support

For help using the CalTime system or to report any CalTime system issue, please submit a help request to the CalTime Help Desk by sending an email to: [caltime@berkeley.edu](mailto:caltime@berkeley.edu)

### CalTime Training

Training information for non-exempt employees can be found in the [Training section of the CalTime website](#). A variety of training resources are available, including:

- On-line Tutorials
- Guides and job aids
- Training classes, both hands-on and demonstrations