



INSTRUCTIONAL GUIDE

Timekeeping for Supervisors: Managing Monthly Paid Exempt Employees Leave

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UNIVERSITY OF CALIFORNIA, BERKELEY

Kronos Version 8.1

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INTRODUCTION

Welcome to CalTime, UC Berkeley's timekeeping system. This manual is a step-by-step user guide for Supervisors of Exempt employees (salaried and monthly paid employees not eligible for overtime). Exempt employees only use CalTime to record leave, they are salaried and paid based on the percentage of salary recorded in the Human Resource system known as Human Capital Management (HCM).

With CalTime, you can:

- Access your employees timecard from any computer
- Adjust any time off (leave) your employee has recorded
- Approve your employees timecard at the end of each Monthly pay period
- Have visible access to your employee's leave recorded.
- View your employee's accrued leave balances and adjustments

TRAINING

Brief and concise training videos are available to help familiarize yourself with the different roles within CalTime. These YouTube video tutorials are available at the CalTime website located at <http://caltime.berkeley.edu/home>. In addition, individual job aids designed based on task and employee role can be found at <http://caltime.berkeley.edu/training>.

ROLES AND RESPONSIBILITIES

There is a shared responsibility between the employee and supervisor to ensure employees time and leave is reported accurately and approved. The monthly pay cycle is a calendar month that starts on the 1st of the month and ends on the last day of the calendar month.

For each monthly pay period, employees are required to:

- Record leave taken in whole day increments
- Record leave against the proper job (if employee has multiple jobs), contract or grant
- Approve their timecard by the employee the [approval deadline \(typically the 1st of the month\)](#)

Supervisors are responsible for:

- Reviewing every timecard to ensure their employee's leave taken is accurately recorded and complete
- Work with employee to resolve errors
- Approve the timecard by the supervisor [approval deadline](#) (typically the 5th of the calendar month). In certain cases you may need to submit a timecard on behalf of the employee (for example, if the employee is sick when it's time to submit timecards).

Approval Deadline

Please note that the approval deadline may shift due to holidays. You will be notified if the approval deadline changes for a particular pay period. Approval deadlines are posted at caltime.berkeley.edu. An approval reminder will be sent to the employees Berkeley email address on the 1st of the calendar of the month.

By the 5th of the calendar month, the supervisor will review their employee's timecard for accuracy and approve it if no adjustments need to be made. Once the supervisor approves the timecard, it is locked from further changes. If an employee needs to make a last minute edit to their timecard and the supervisor has already approved the timecard, the supervisor will need to remove their approval before any further edits can be made by the employee.

ABOUT YOUR EMPLOYEEE

Exempt Employee

There are several types of employees within CalTime. A brief YouTube video (1:51 min) describes the difference between an exempt and non-exempt realtime/anytime employees (<https://youtu.be/QpZqnLGuWk>).

Exempt Employees:

Most Exempt employees* only use a personal computer (PC) to record time and use pay codes and amounts to record leave taken in whole day increments at any time throughout the monthly pay period.

Exempt readers and tutors are biweekly paid and report hours. Please refer to the biweekly paid instruction manual.

Note: Some exempt employees are excluded from using CalTime such as Academic employees who do not accrued or track leave. However, academic employees who do accrue leave are required to use CalTime. Employees that do not report time or leave but are only paid by agreement amounts (non hours).


ACCESSING AND NAVIGATING IN CALTIME

Log in and Log out of CalTime

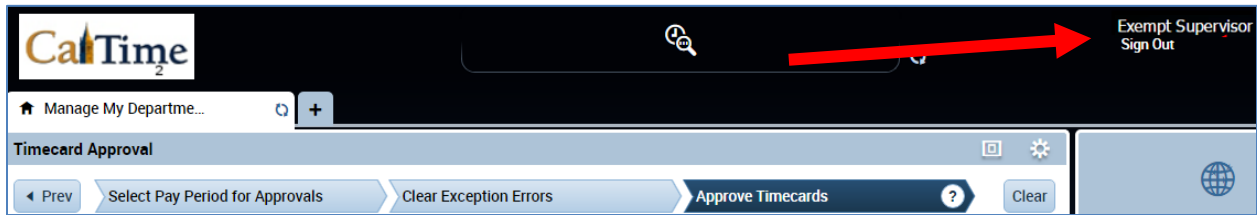
Using Internet Explorer, Google Chrome, Firefox, or Safari, to the CalTime website at <http://caltime.berkeley.edu/>.



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

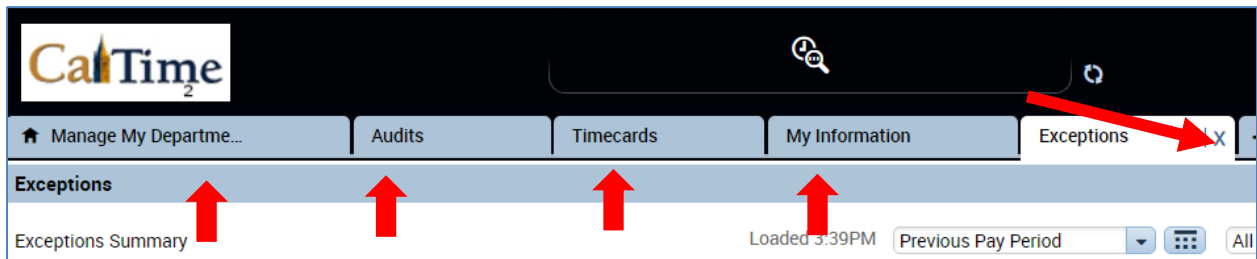


To log out of CalTime, click on Sign Out at the top right of the CalTime webpage. Please properly log out when exiting CalTime and refrain from simply closing your webpage window.

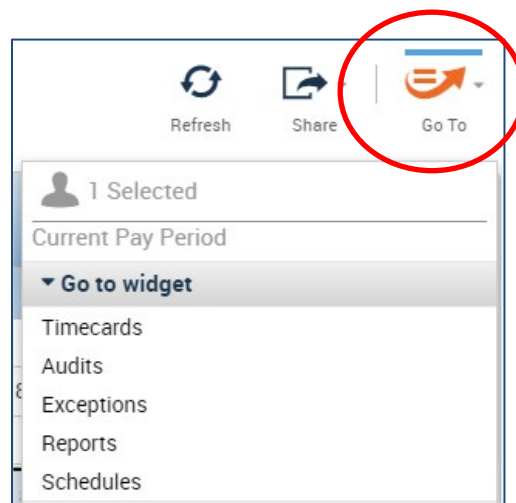
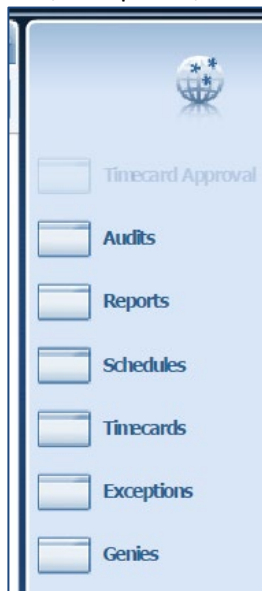


Navigating in CalTime

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 blue panel (at the right of the webpage) and 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.



DEFAULT HOME PAGE: MANAGEMENT MY DEPARTMENT AND APPROVAL PROCESS

The **Manage My Department** Tab will immediately open after logging into CalTime and is your default page. It will enable you **Select a Pay period** and enable you to approve timecards. The **Manage My Department** tab is most useful on the supervisor approval day. You will be prompted to **Select a Pay period** for Approvals. In addition, there is a **HyperFind** field to select your employee population. **CalTime monthly paid employees do not have exception errors so you will need to skip this task.**

The screenshot shows the 'Manage My Department' interface. At the top, there's a navigation bar with 'Manage My Department' and a plus icon. Below it, a 'Timecard Approval' header contains a sequence of steps: 'Select Pay Period for Approvals', 'Clear Exception Errors', and 'Approve Timecards'. The 'Select Pay Period for Approvals' section is highlighted with a red box and contains a 'Time Period' dropdown set to 'Current Pay Period' and a 'HyperFind' dropdown with options: 'None', 'Hyperfinds (3)', 'Biweekly', 'Monthly', and 'Monthly with LWOP'. A red arrow points from the plus icon in the top bar to the 'My Information' option in a dropdown menu on the right. Another red arrow points from the 'Hyperfinds (3)' option to the 'My Information' option. A red arrow also points from the plus icon to the 'Approvals' section in the sidebar. A red arrow points from the 'Approvals' section to a text box on the right.

Your own timecard information can be found by clicking on the **Plus Icon** and clicking on **My Information** from the dropdown list.

To the right of the Timecard Approval window is a blue panel which has the following options (each will be reviewed in detail later in this guide):

Audits: Log of any edits made to the employees timecards

Reports: Enables you to run the a report of your employees time and/or leave accruals

Schedules: Enables you to setup or modify a schedule for your employee

Timecards: Enables you to immediately view your employee's timecard

Exceptions: View a list of employees that currently have errors on their timecard such as missed punches (not applicable to exempt employees)

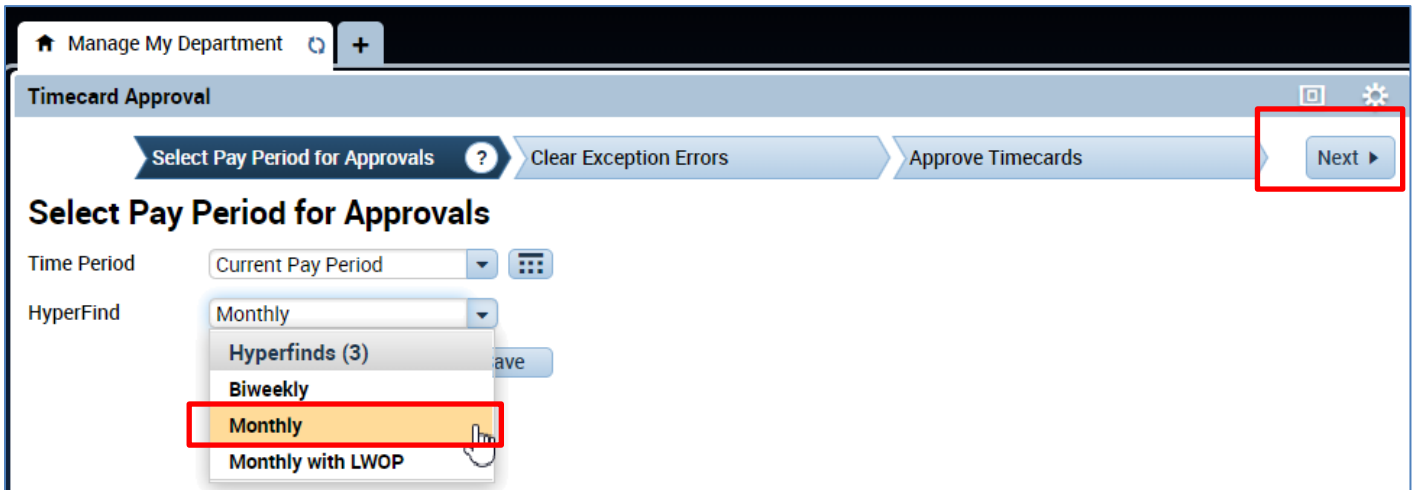
Genies: Opens a window displaying a summary of hours by pay type, missed punches, and approvals for your employees

If you click on the question mark, a pane will appear with brief instructions on what steps you need to take.

The screenshot shows the 'Timecard Approval' window with a help pane open. The help pane contains a question mark icon and the following text: 'Select the time period of employees to approve. If approving on the last day of the pay cycle, select Current Pay Period. If approving on the Monday after the end of the pay period, select Previous Pay Period. If approving Exempt employees, change the Hyperfind to All Exempt Home. Remember to SAVE all changes.'

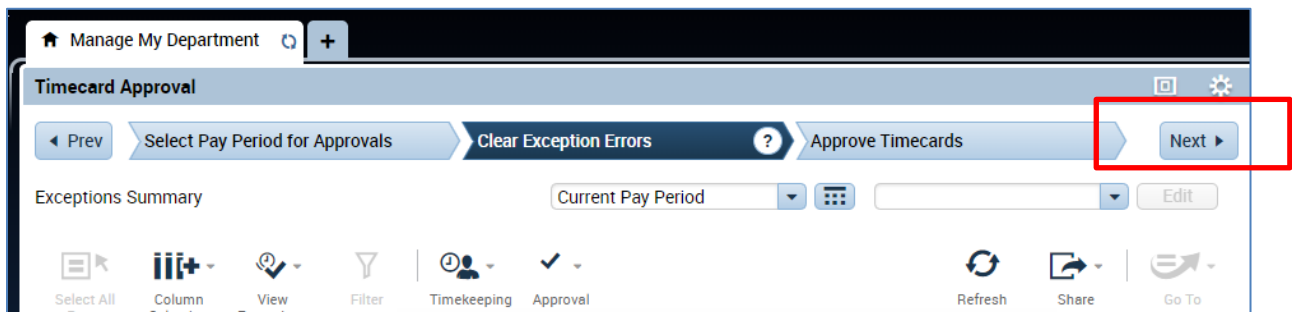
Select Pay Period for Approval

1. Select the applicable Time Period and Hyperfind “Monthly”
2. Click Next



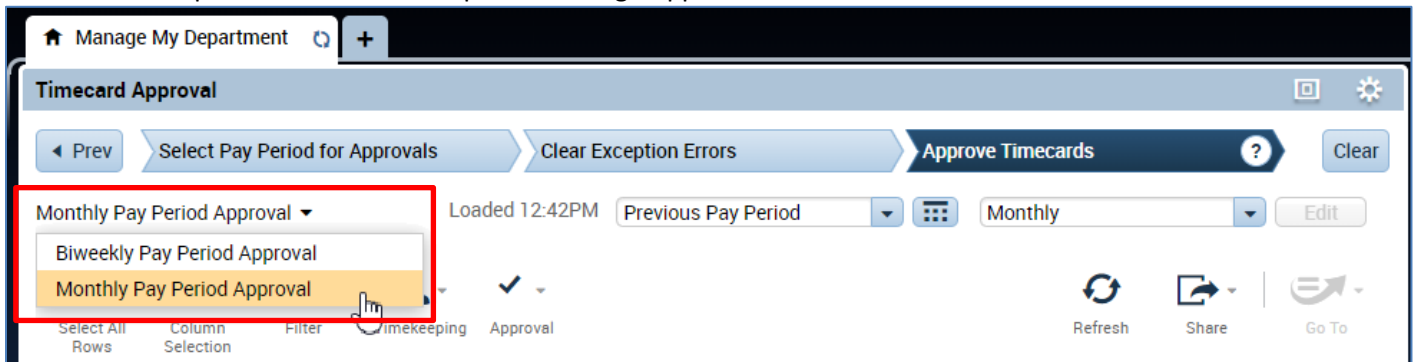
Ignore Clear Exception Errors Feature

You may see the error “No records found that match selection criteria.” You can click **Close** and ignore this message. Since Exempt employees do not have exception errors, you will need to ignore this feature and click **Next** which will take you to **Approve timecards**. Clear Exceptions Errors was created for supervisors of non-exempt employees.

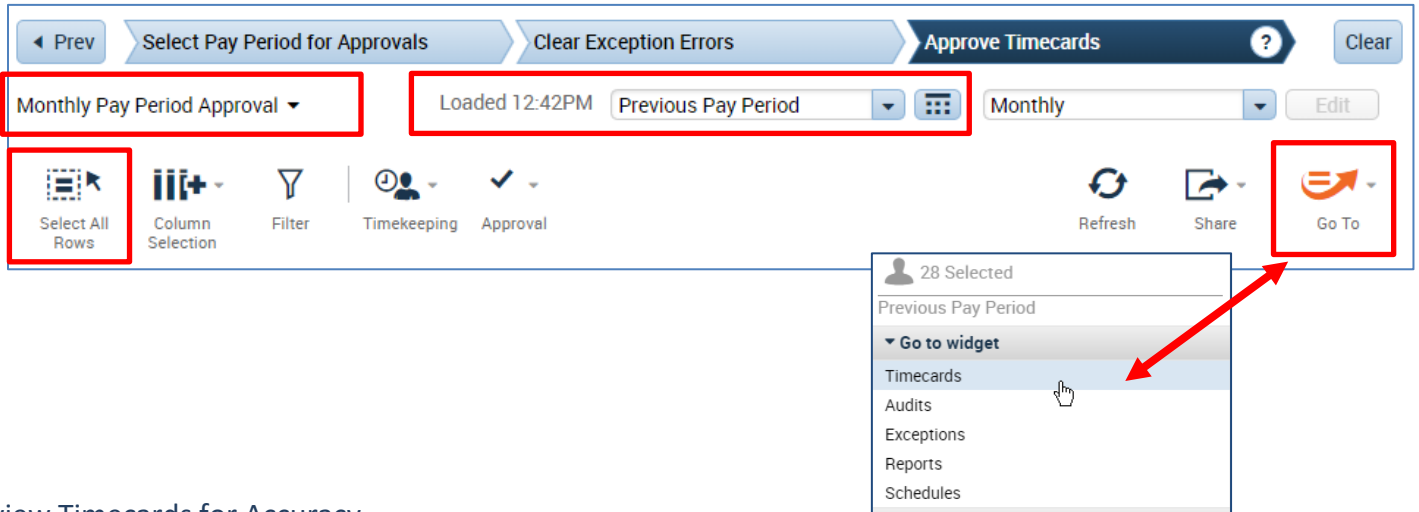


Select Timecards for Approval

1. Click on Drop down to select Exempt Leave Usage Approval



2. Click the **Select All Rows** icon (selected rows will be highlighted) and verify the pay period is correct
3. Click on the **Go To** icon and click on **Timecards**



Review Timecards for Accuracy

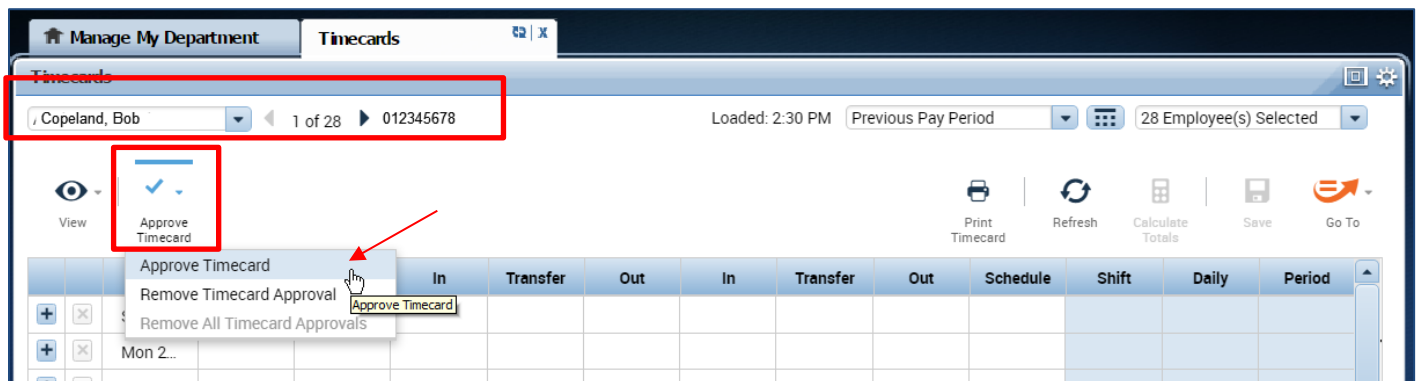
A **Timecards** new page will open enabling you to review each employee's timecard in detail and easily scroll to the next employee.

1. Remember to verify the pay codes used appropriately categorize the type of leave and the amounts recorded are correct.
2. Verify total hours, click on the handle which will open up a drawer feature and display the option to view timecard total hours or leave accruals and balances

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
	Wed 2/...												
	Thu 2/...	Vacati...	8.0									8.0	8.0
	Fri 2/03	Vacati...	8.0									8.0	16.0
													▼
Totals		Accruals											
All		All											
Account		Pay Code		Amount									
012429766/-/-012429766/011181892/-/-		Vacation Leave Taken		16.0									

Approve Timecards

1. After verifying the timecard is complete and accurate, please proceed to approve the timecard. The employees name is available at the top left, Click on the **Approve Timecard** icon, Click **Approve Timecard** once again. To unapprove the timecard, click on **Remove Timecard Approval**. Once the timecard is approved, the timecard will change colors.



Example of approved timecard in highlighted color (timecard no longer is displayed with white background)

The screenshot shows a timecard grid with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, Daily, and Period. The first three rows are highlighted in yellow, indicating they are approved. The first row shows 'Sun 2/...', the second 'Mon 2...', and the third 'Tue 2/...'.

Scroll to the Next Employee and Repeat the Approval Process

1. To view the next employee, click on arrow or you may click on the drop down list of employees.

The screenshot shows the 'Timecards' interface. At the top, there are tabs for 'Manage My Department' and 'Timecards'. Below the tabs, there is a search bar with 'Copeland, Bob' selected. A dropdown menu is open, showing 'Park, Marvin' and 'Lyla, Anne'. A red box highlights the search bar and the dropdown menu. Another red box highlights a right-pointing arrow next to the employee name 'Copeland, Bob'. A red arrow points from the dropdown menu to the right-pointing arrow.

Refresh and View Updated Supervisor Approvals on Manage My Department Tab

After all employees timecards have been approved, you may click on the Manage My Department Tab and click on Refresh and you will see the column populated with your approval.

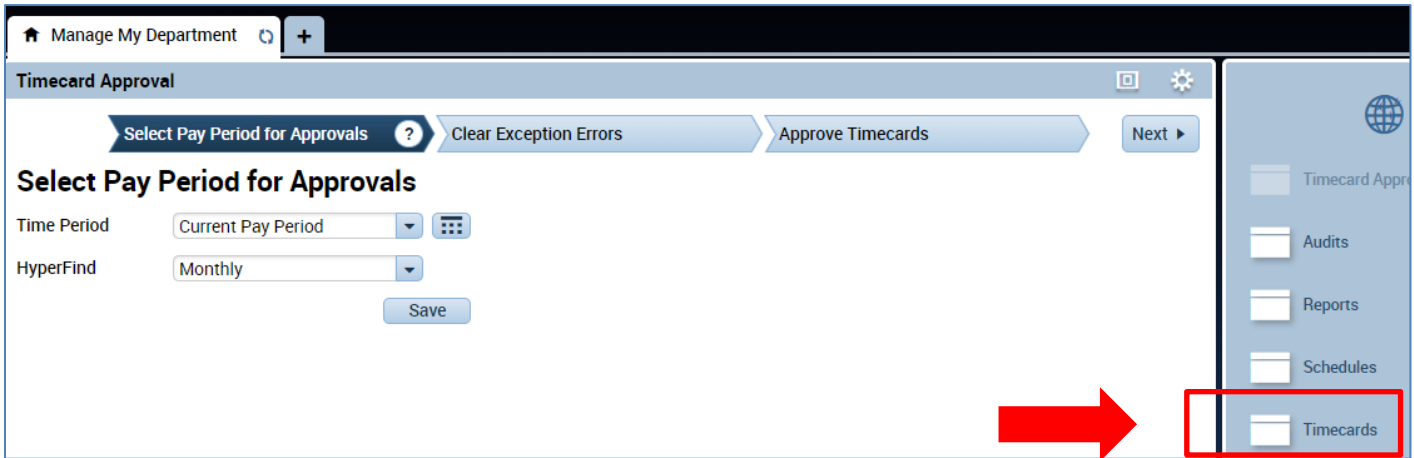
1. Click on Manage My Department tab
2. Click Refresh

The screenshot shows the 'Timecard Approval' interface. At the top, there are tabs for 'Manage My Department' and 'Timecards'. Below the tabs, there is a 'Refresh' button circled in red. Below the 'Refresh' button, there is a table with columns: P..., Name, Title Code, Employee Approval, Supervisor Approval, Who Approved Timecard, HCM Supervisor, Vacation Leave..., Sick Leave Take..., and Leave. The 'Supervisor Approval' column for 'Park, Marvin' is circled in red and contains the number '1'.

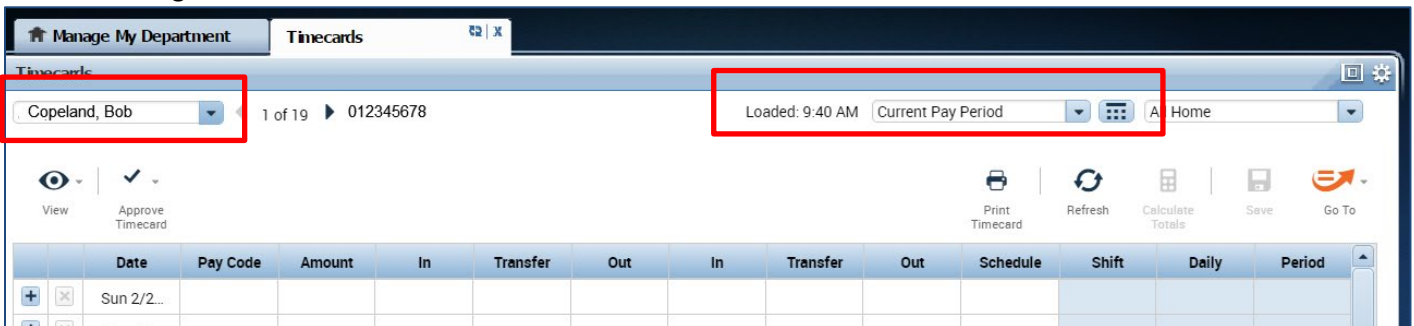
HOW TO VIEW INDIVIDUAL TIMECARDS

If you want to view an individual employee timecard, you can always click on the name of the employee if you are viewing a list of employees in CalTime. Otherwise, the easiest way to access an individual timecard is to do the following:

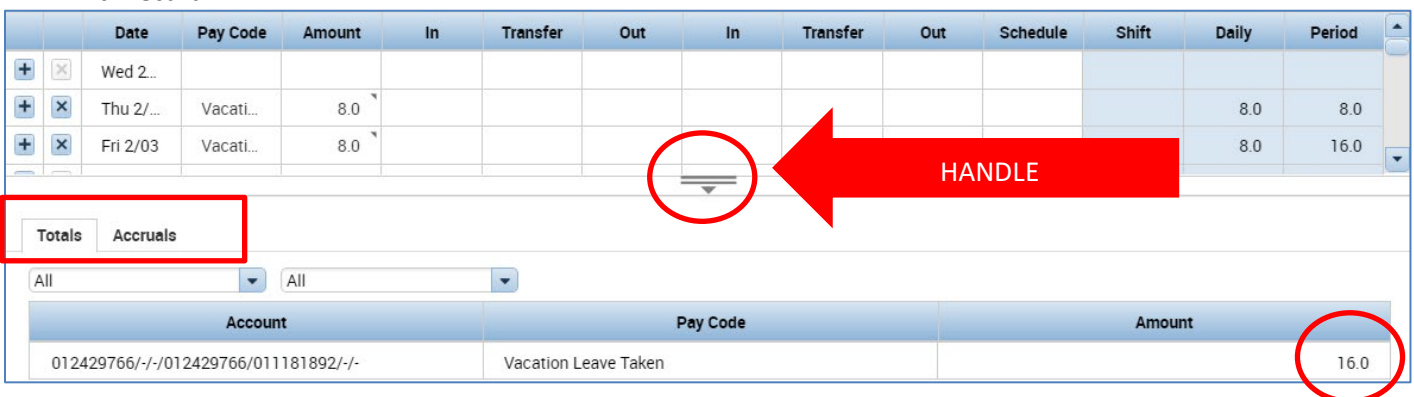
1. Click on **Timecards** in blue panel on the right of CalTime (a new page will open labeled **Timecards**)



2. Click on Drop down list (available at left) of names and click on applicable employee. The employee's timecard will open. You can select the pay period at the right of the timecard or select a range of dates by clicking on the calendar icon.

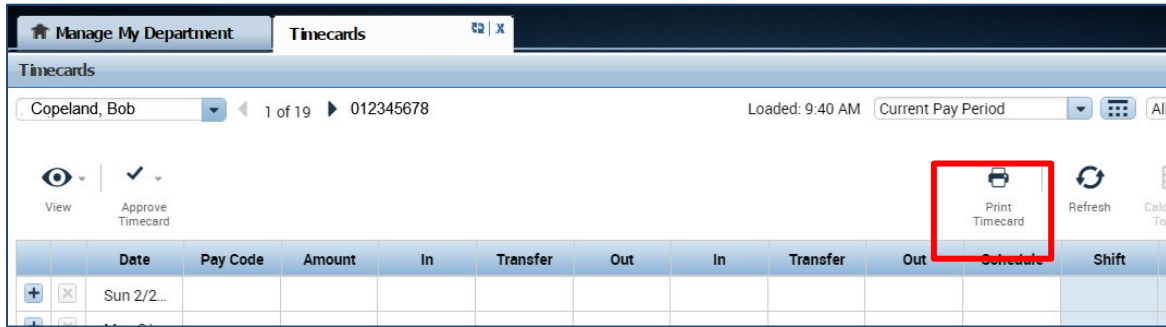


3. To view your employees Timecard Totals and Accruals. Click on the handle that appears at the bottom of the timecard



PRINT A COPY OF YOUR EMPLOYEES TIMECARD

1. On Timecards page, select the period of time you would like to print at the top right of your timecard. A calendar icon is available if you would like to select a range of dates.



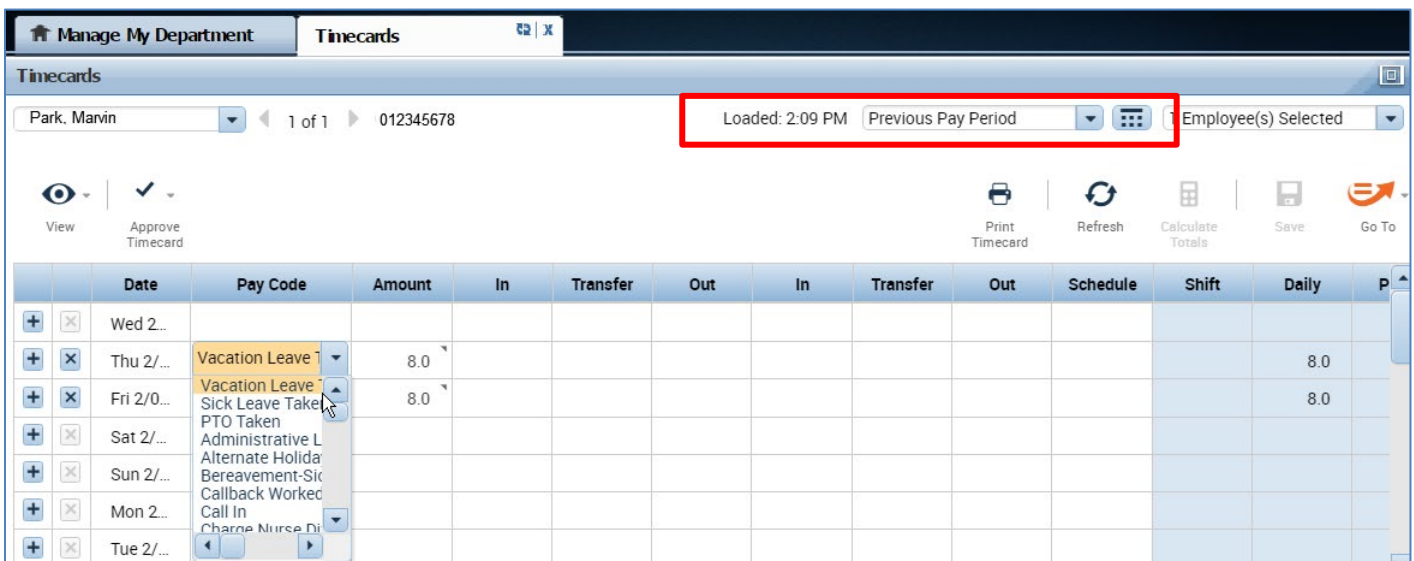
2. Click the **Print Timecard** icon. A new page will open with your timecard to print to your local print

Exempt, Employee		012345678										
Previous Pay Period		All Home										
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Wed 2/01												
Thu 2/02	Vacation Leave Taken	8.0									8.0	8.0
Fri 2/03	Vacation Leave Taken	8.0									8.0	16.0
Sat 2/04												16.0
Sun 2/05												16.0
Mon 2/06												16.0

EMPLOYEE TIMECARD ADJUSTMENTS

Editing Pay Codes and Amounts (i.e. recording leave taken)

1. Access the employees Timecard
2. Ensure that you are in the correct pay period.
3. Click on the Pay Code drop list arrow for the day you wish to enter leave.
Note: You can expand columns by holding down the left button on your mouse while clicking on the pay code column line to make the column wider
4. From the dropdown list, select the pay code that categorizes the time you worked or leave you wish to report.



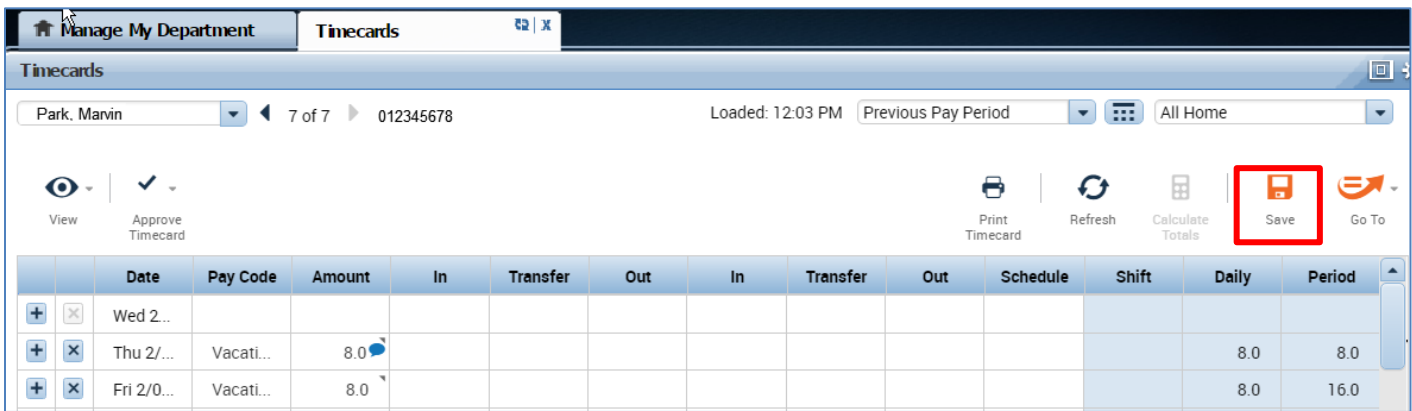
5. Record Hours

Acceptable Formats for Entering Pay Code Amounts

Acceptable Format	Example	Interpretation by CalTime
Leading zeros (optional)	07	7 hours
	08:30 (8 hours, 30 minutes)	8.5 hours
Colon	7:30	7.5 hours
Decimal	8.5	8.5 hours

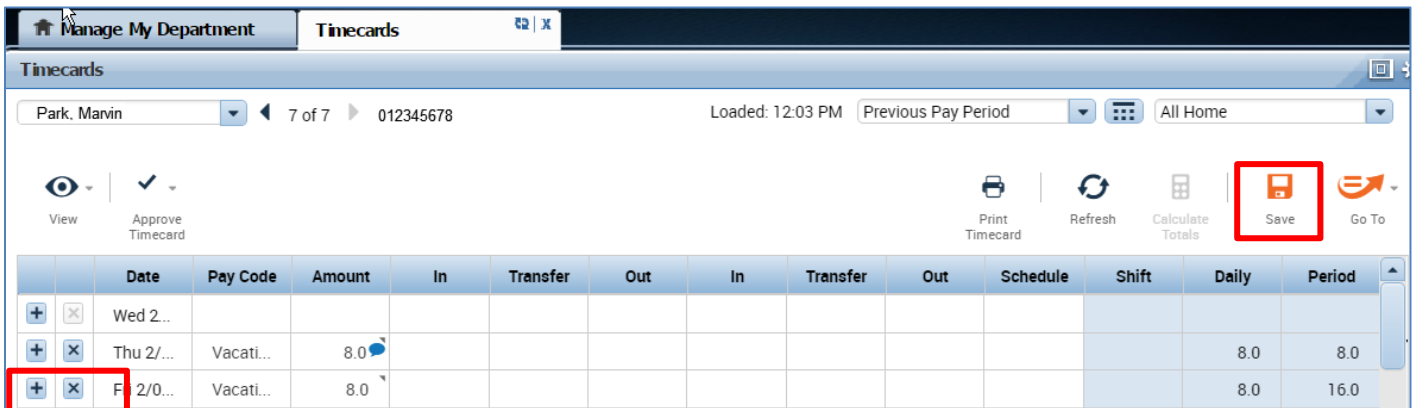
6. Click Save

7. To change the pay code or amount, go to the applicable row on the timecard corresponding to the date you wish to adjust and select a different pay code and enter the correct hours in the Amount column. Click the Save icon highlighted in Orange.



Deleting Pay Codes

1. Go to the Pay row for the applicable day of the week. Click on the X icon and the hours for that day will be removed.
2. To edit the amount of hours, simply click on the cell and change the hours. You may also edit the pay code by clicking in the cell under the pay code column and selecting a different pay code.
3. Click the "Save" icon at top right of timecard.



Leave Entry for employees on alternative work schedules or Compressed 4/10 Workweeks

Employees with Alternative Work Schedules or Compressed workweeks should enter the number of their daily hours for vacation and full sick days. For example, if you work 10 hours a day for 4 days a week, you would enter 10 hours of leave (vacation, sick, etc.) per day.

Adding and Removing Timecard Rows for Multiple Entries in a Day

The timecard by default only has one row set up for each day of the pay period. It may be necessary to add rows to a day to accommodate additional entries.

For example, the employee may:

- Work on multiple jobs in one day
- Used both accrued vacation and sick leave to account for their full day
- Work on multiple projects in a day that must be tracked

1. **TO ADD A ROW** Click the Plus symbol and this will open a new row for the same day.
2. **TO REMOVE A ROW** Click the X symbol for the row you wish to delete

Note: Remember to save your change by clicking on the Save Icon which will be highlighted in orange.

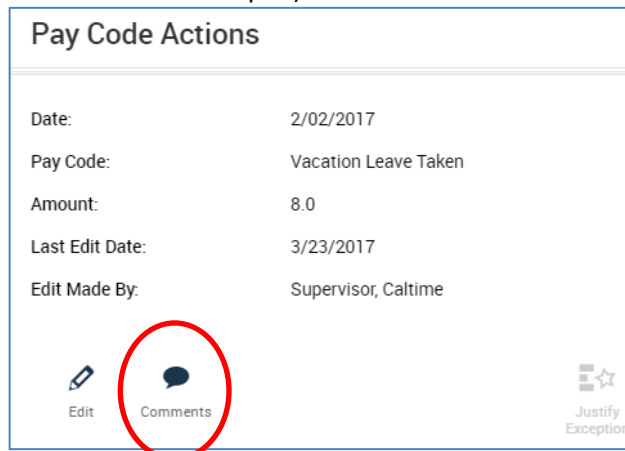


	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
+ X	Wed 2...												
+ X	Thu 2/...	Vacati...	8.0									8.0	8.0
+ X	Fri 2/0...	Vacati...	8.0									8.0	16.0

Adding Comments

Supervisors and Timekeepers (not employees) are able to add a comment when editing an employee's timecard.

1. Right click on the time field on the employees timecard (a punch actions window will appear)
2. Click on Comments (a comment window will open)

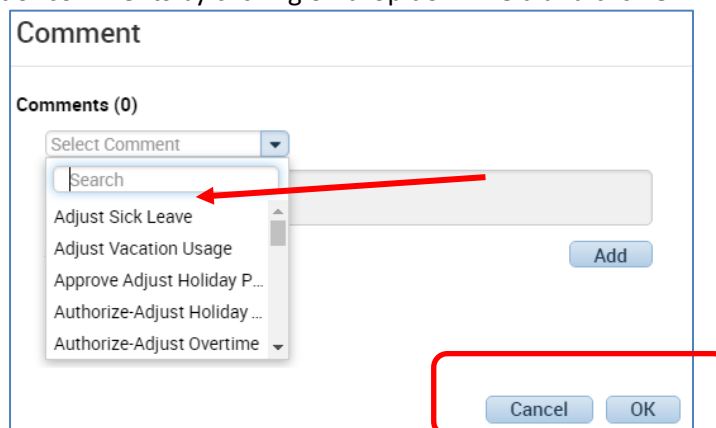


Pay Code Actions

Date: 2/02/2017
Pay Code: Vacation Leave Taken
Amount: 8.0
Last Edit Date: 3/23/2017
Edit Made By: Supervisor, Caltime

Edit Comments Justify Exception

3. Select from drop down list of comments by clicking on drop down field and click Ok.



Comment

Comments (0)

Select Comment

Search

Adjust Sick Leave
Adjust Vacation Usage
Approve Adjust Holiday P...
Authorize-Adjust Holiday ...
Authorize-Adjust Overtime

Add

Cancel OK

- A little comment picture will appear next to the time to convey a comment has been added.

	Date	Pay Code	Amount	In	Transfe
+ X	Wed 2/01				
+ X	Thu 2/02	Vacation Leav...	8.0		
+ X	Fri 2/03	Vacation Leav...	8.0		

Editing Leave for Prior Pay Periods (Historical edits)

Once a pay period is closed and the timecard has been submitted to payroll for processing any changes to that timecard would be considered Historical Edits. If you need to add or change entries for prior pay periods, you will need to contact your timekeeper (i.e. [Campus Shared Services](#)). The supervisor must work with a timekeeper to make the necessary corrections. Only timekeepers have access to edit prior pay periods that have been signed off and submitted to Payroll already. Historical edits may adjust your pay or leave balances, depending on the type of correction.

AUDITS

From the **Manage My Department Tab**, to the right is a blue panel, if you click on **Audits**, you will be taken to a screen to view any adjustments to an employee’s timecard for a specified pay period(s). Note you can also select audits from the **Go To icon** available on the **Timecards Tab**.

The screen will default to the current pay period and a list of any edits made to the employees timecard. You can select different employees by clicking on the employees name field or scroll through employees by clicking on the forward or backwards arrow displayed below.

The screenshot shows the 'Audits' section of a software interface. At the top, there are navigation tabs for 'Manage My Department' and 'Audits'. Below this, there are several filter fields: 'Category' (set to 'Audits'), 'Type of Edit' (set to 'All'), 'Previous Pay Period' (with a dropdown arrow), and 'All Exempt Home' (with a dropdown arrow). Below the filters, there is a field for the employee name 'Park, Marvin' and a page indicator '1 of 1' with a search ID '012345678'. On the right side, there are 'Refresh' and 'Go To' buttons. The main part of the screenshot is a table with the following columns: Date, Time, Type, Account, Pay Code, Amount, Work Rule, Override, Comment, Edit Date, Edit Time, User, and Data Source. The table contains four rows of data, with the last row having a red arrow pointing to the 'Edit Time' field.

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
2/02/2017		Add Pay C...		Vacation ...	8.0				3/23/2017	11:51AM ...	superviso...	Timecard ...
2/03/2017		Add Pay C...		Vacation ...	8.0				3/23/2017	11:51AM ...	superviso...	Timecard ...
2/01/201...		Timecard ...							3/23/2017	11:54AM ...	superviso...	Timecard ...
2/01/201...		Timecard ...							3/23/2017	12:03PM ...	superviso...	Timecard ...

Columns underlined below are not applicable to exempt employees (please ignore)
Note: If you hover your mouse over any of the fields, you will see the full field displayed.

- Date:** Associated Timecard Date
- Time:** The time you started or ended your shift (Not applicable to Exempt Employees)
- Type:** The type of edit that was made
- Account:** If a special job or friendly name was used
- Pay code:** The type of pay code used to categorize leave taken
- Amount:** Amount of hours associated with the Pay code used for leave taken
- Work Rule:** Will notate a work rule transfer
- Override:** This field indicates that the time was an in punch or and out punch
- Comment:** Comments can be inserted by timekeepers or supervisors only
- Edit Date:** This is the date the timecard was edited
- User:** This field indicates who made the edit to the timecard
- Data Source:** Timecard Editor

The screenshot shows a dropdown menu titled 'Type of Edit:'. The menu is open, showing a list of options. The 'All' option is currently selected and highlighted in yellow. Other options include 'Punch (Add/Edit/Delete)', 'Pay Code (Add/Edit/Delet...', 'Hours Worked (Add/Edit/...', 'Duration (Add/Edit/Delete)', 'Approvals/Sign-offs', 'Justification (Add/Edit/De...', 'All Retroactive (Add/Edit/...', and 'Retroactive Punch (Add/E...'. There are checkmarks next to 'Approvals/Sign-offs', 'Justification (Add/Edit/De...', and 'All Retroactive (Add/Edit/...'.

You also have the ability to click the drop down arrow under **Type of Edit**. This will open up a list of types of edits if you are interested in only looking at the audit trail for Pay Codes, punches, etc. The **Category Field** drop down list shows Historical Edits, Moved Amounts, Sign-off and Approvals and Comments if you want to filter for specific changes made to the employees timecard.

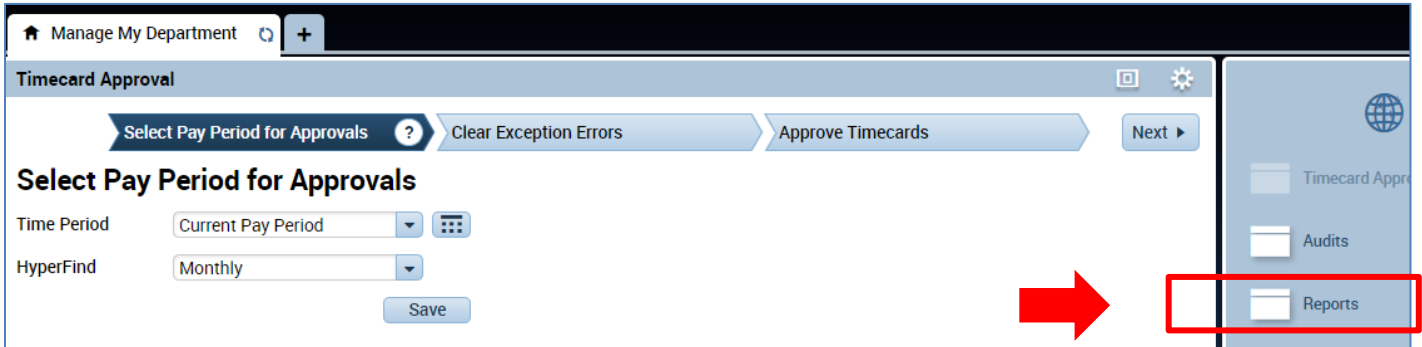
This screenshot is similar to the first one, but the 'Category' dropdown menu is open. The menu shows options: 'Audits' (which is highlighted), 'Historical Edits', 'Moved Amounts', 'Signoff and Approval', and 'Comments'. The rest of the interface, including the filters, employee name, and table, remains the same as in the first screenshot.

REPORTS

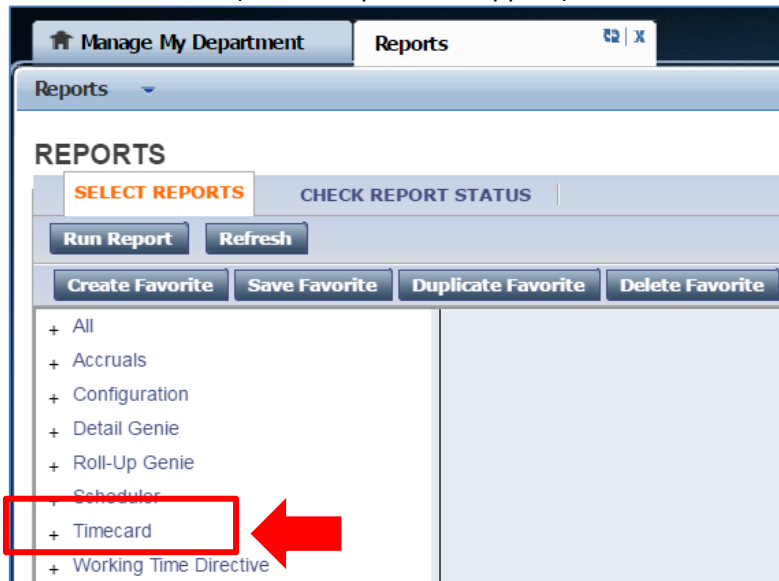
Time Detail Report

The Time Detail Report shows the time and leave entered into the employee's timecard for a specified period of time. Employees and supervisors may consider producing the time detail report if they would like a summary of hours for the more than one pay period.

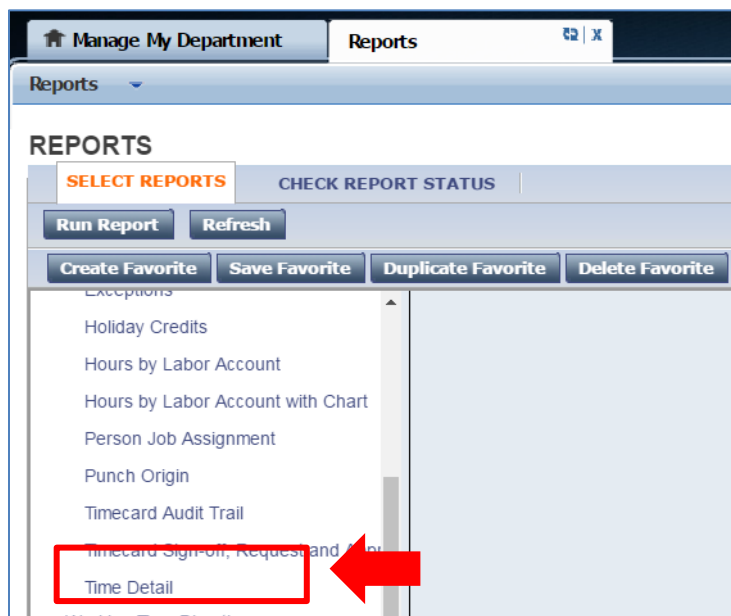
1. Click on **Reports** (located on the right of your timecard in blue tool bar)



2. Click on **Timecard** (a list of reports will appear)



3. Click on **Time Detail**



- The **People** field, has a list of options such as Previously Selected Employees (click drop down for additional options).
- Select **Time Period** by clicking on the drop down arrow. You have several options including selecting a range of dates.
- Click on **Run Report**. A new screen will open.

REPORTS

SELECT REPORTS | CHECK REPORT STATUS

Run Report Refresh

Create Favorite Save Favorite Duplicate Favorite Delete Favorite

+ All
+ Accruals
+ Configuration
+ Detail Genie
+ Roll-Up Genie
+ Scheduler
- Timecard
 Accrual Debit Activity Summary
 Accrual Debit Activity with Graph
 Accrual Detail
 Employee Transactions and Totals
 Exceptions
 Holiday Credits

TIME DETAIL

Description Displays detailed data about each employee's punches, duration, and pay code edits. Summary data is displayed per employee, totaling time and money by labor level and pay code (excluding combined pay codes) and then by pay code only (separately listing combined pay codes).

People Previously Selected Employee(s) ▼

Time Period Current Pay Period ▼

Page Break between Employees No ▼

Actual/Adjusted Show hours worked in this period only. ▼

Sort by Default ▼

Output Format Adobe Acrobat Document(.pdf) ▼

- The report Status Column will show as waiting. When the Status changes to Complete, you may click on View Report.

REPORTS

SELECT REPORTS | CHECK REPORT STATUS

View Report Refresh Status Delete

Name Search

Report Name	Format	Date In	Date Done	Status	Output	User
Time Detail	pdf	3/15/2017 11:28AM		Waiting	Screen	supervisor
Time Detail	pdf	3/15/2017 11:26AM	3/15/2017 11:27AM	Complete	Screen	supervisor

- The report will open as a PDF and is displayed on the following page.

Time Detail

Time Period: Current Pay Period
 Query: Previously Selected Employee(s)
 Actual/Adjusted: Show hours worked in this period only.

Data Up to Date: 3/15/2017 11:27:15 AM
 Executed on: 3/15/2017 11:26AM GMT-07:00
 Printed for: supervisor
 Insert Page Break After Each Employee: No

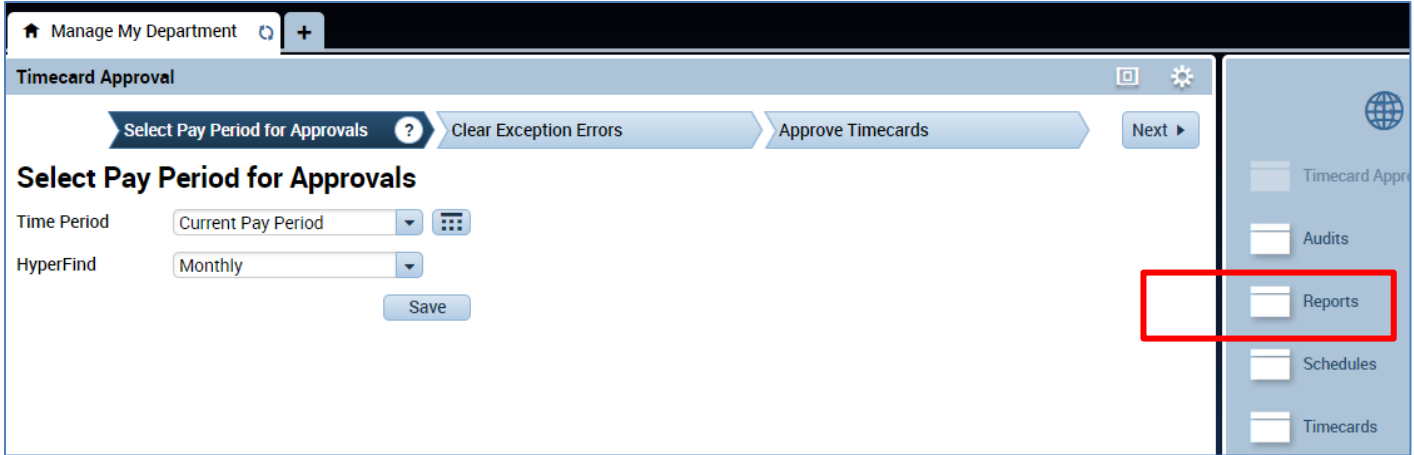
Employee: Copeland, Bob		ID: 012345678		Time Zone: Pacific							
Status: Active		Status Date: 7/20/2015		Pay Rule: PPSM_NonEx_OTP Day 60d							
Primary Account		Start		End							
DTLAB-ASST4-SSDATA/-/0		8/28/2016		Forever							
Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
<i>Xfr/Move: Account</i>		<i>Comment</i>		<i>Xfr: Work Rule</i>							
3/13/2017		8:00:00 AM		5:00:00 PM						8.00	8.00
3/14/2017		8:00:00 AM		5:00:00 PM						8.00	16.00
3/15/2017		8:00:00 AM		5:00:00 PM						8.00	24.00

Labor Account Summary	Pay Code	Hours	Money	Days
DTLAB-ASST4-SSDATA/				
	C-Holiday Lookback	24.00		
	C-Total Hours	24.00		
	Regular	24.00		
Combined Pay Code Summary	Pay Code	Hours	Money	Days
	C-Holiday Lookback	24.00		
	C-Total Hours	24.00		
Totals:		48.00	\$0.00	0.00
Pay Code Summary	Pay Code	Hours	Money	Days
	Regular	24.00		
Totals:		24.00	\$0.00	0.00

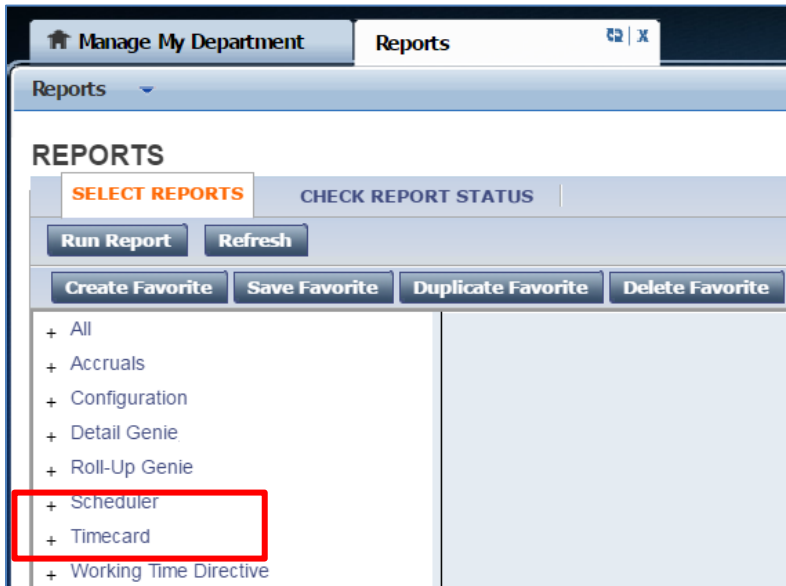
Accrual Balance Report

The Accrual Balance Report shows your employees leave accrued, leave taken, and beginning and ending leave balances for a specified period of time. Employees and supervisors may consider producing the Accrual Balance report if they would like a summary of leave adjustments for more than one pay period.

1. Click on **Reports** (located on the right of your timecard in blue tool bar)



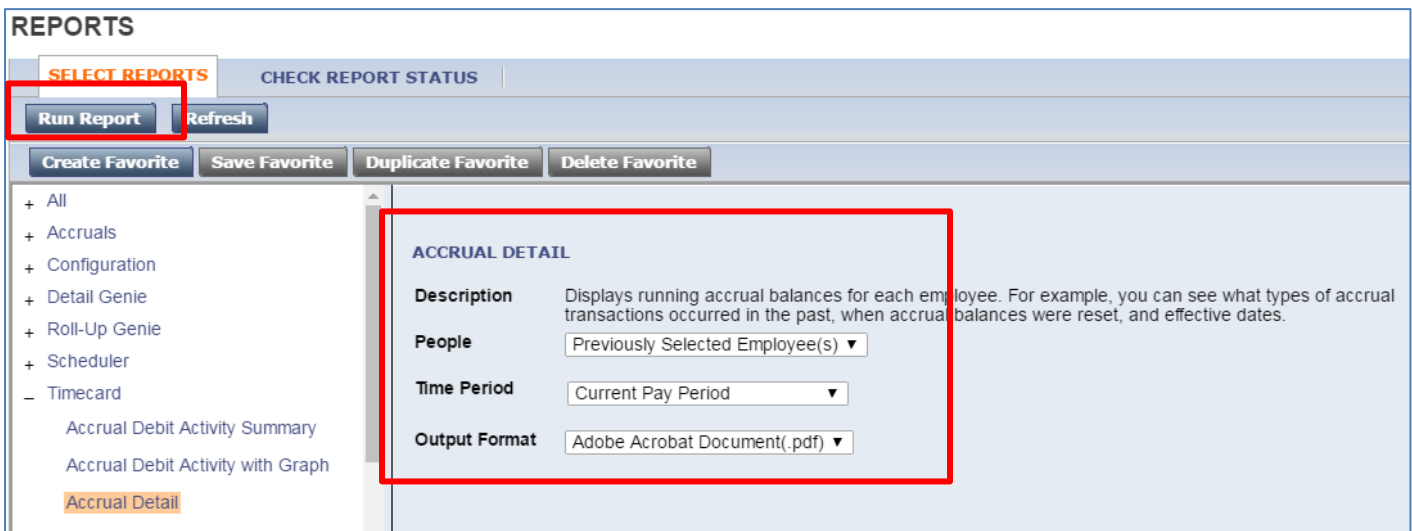
2. Click on **Timecard** (a list of reports will appear)



3. Click on **Accrual Detail**



4. The **People** field, has a list of options such as Previously Selected Employees (click drop down for additional options).
5. Select **Time Period** by clicking on the drop down arrow. You have several options including selecting a range of dates.
6. Click on **Run Report**



7. The report **Status** column will show as waiting. When the Status changes to Complete, you may click on View Report. See example of report below.

The screenshot shows a table of report execution results. The 'View Report' button is highlighted with a red box. The table has the following data:

Report Name	Format	Date In	Date Done	Status	Output	User
Accrual Detail	pdf	3/15/2017 11:43AM		Waiting	Screen	supervisor
Time Detail	pdf	3/15/2017 11:28AM	3/15/2017 11:28AM	Complete	Screen	supervisor
Time Detail	pdf	3/15/2017 11:26AM	3/15/2017 11:27AM	Complete	Screen	supervisor

Accrual Detail

Data Up to Date: 3/15/2017 11:43:48 AM
 Executed on: 3/15/2017 11:43AM GMT-07:00
 Printed for: supervisor

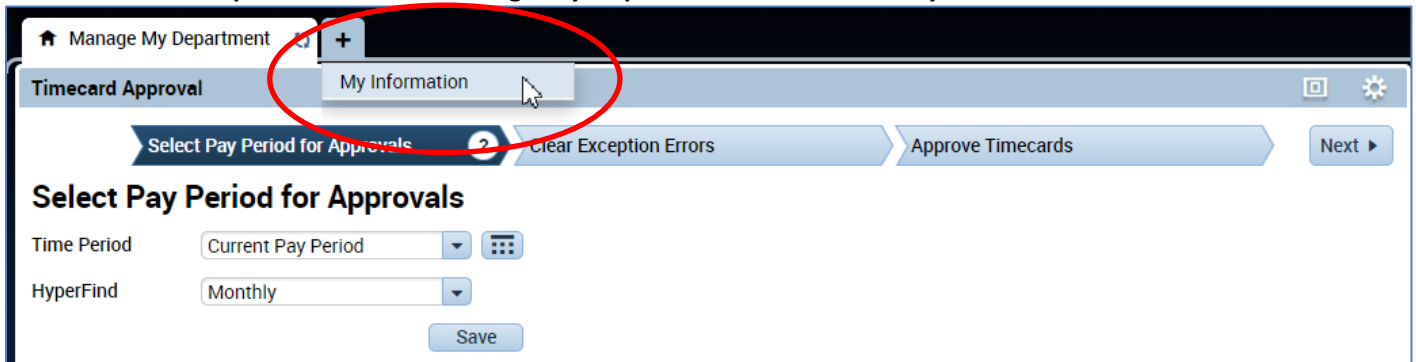
Time Period: Current Pay Period
 Query: Previously Selected Employee(s)

Accrual Code	Effective Date	Action	Amount	Running Balance	Pay Code	Source	Edit Date	Edited By
Copeland, Bob				ID: 012345678				
Comp Time (Hours)								
	Sat 3/11/2017			Balance Forward				0.00
		Total Debits:	0.00	Total Credits:				0.00
Sick Accrual (Hours)								
	Sat 3/11/2017			Balance Forward				0.00
		Total Debits:	0.00	Total Credits:				0.00
Sick Leave (Hours)								
	Sat 3/11/2017			Balance Forward				0.00
		Total Debits:	0.00	Total Credits:				0.00
Vacation (Hours)								
	Sat 3/11/2017			Balance Forward				0.00
		Total Debits:	0.00	Total Credits:				0.00
Vacation Accrual (Hours)								
	Sat 3/11/2017			Balance Forward				0.00
		Total Debits:	0.00	Total Credits:				0.00
Vacation Lost Accruals (Hours)								
	Sat 3/11/2017			Balance Forward				0.00
		Total Debits:	0.00	Total Credits:				0.00
Vacation Maximum (Hours)								
	Sat 3/11/2017			Balance Forward				0.00
		Total Debits:	0.00	Total Credits:				0.00
Ahn, Natalie G				ID: 012542676				
Comp Time (Hours)								
	Sat 3/11/2017			Balance Forward				0.00
		Total Debits:	0.00	Total Credits:				0.00

ACCESSING, REVIEWING AND APPROVING YOUR OWN TIMECARD

Reviewing your Timecard

1. Click on the **plus icon** next to **Manage My Department** tab and click **My Information**.

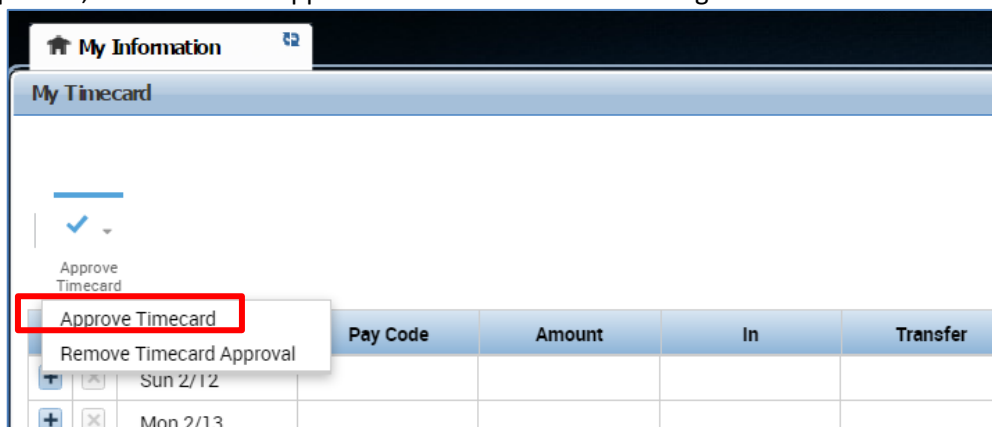


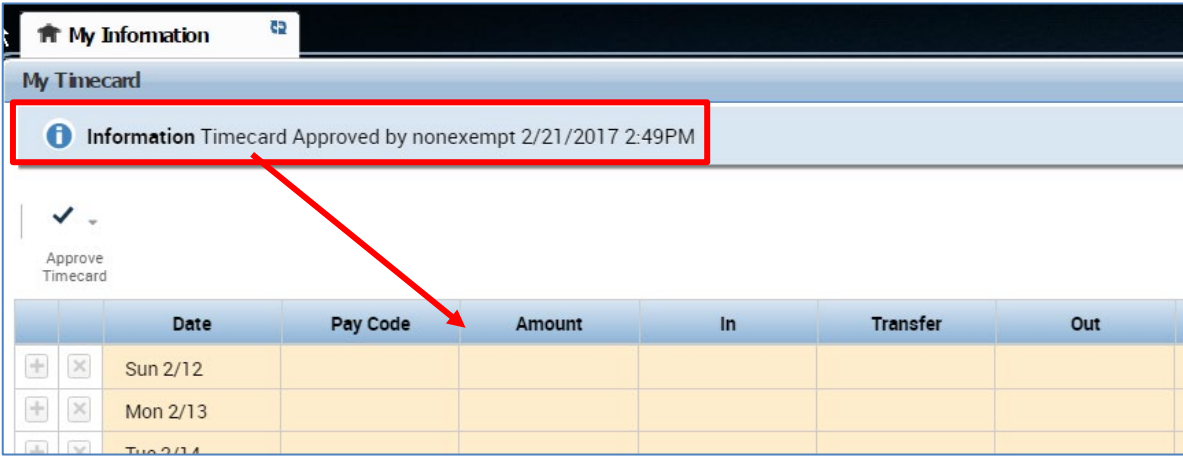
2. Ensure that you are accessing the correct Pay Period
3. Verify that the time at the beginning and end of your shift is accurate
4. Check your Shift and Daily Totals to verify that they add up to the hours of expected work (If you work outside your regular schedule (e.g., you worked night instead of day), you may need to make sure that your supervisor has entered a work rule transfer that will give you the proper overtime and shift differentials).
5. Clear any exception errors, if you see any red boxes on your timecard, you may hover your cursor on the red box and CalTime will tell you what the red box means. For example if you skipped a lunch, make sure your supervisor makes the proper adjustments.
6. Review any earned overtime or compensatory time by clicking the handle at the bottom of your timecard to reveal the Totals Tab (a summary of your hours recorded).
7. Verify that you used the correct pay codes for any leave recorded on your timecard (i.e. vacation, sick leave)
8. If you find any remaining discrepancies, please notify your supervisor who may be able to assist. You may also email caltime@berkeley.edu for assistance.

Add Timecard Approval

Once you have finished reviewing your timecard for accuracy, you may approve your timecard. Your approval is a submission of your timecard and an indication to your supervisor that you are done with your timecard and the hours are accurate. Once your supervisor approved your timecard, it is locked from further changes. If you need to make additional edits and your supervisor has already approved your timecard, you will need to reach out to your supervisor so they can remove their approval. Please approve your timecard by the employee approval deadline (1st of the month for monthly paid employees and every other Saturday for biweekly paid employees)

1. Click on "Approve Timecard" icon and click on "Approve Timecard"
2. Once approved, a confirmation appears and the timecard will change colors

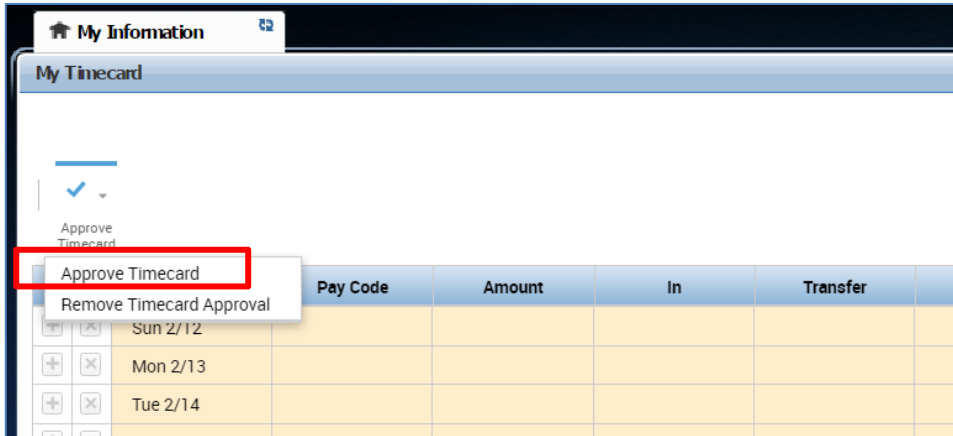




Remove Timecard Approval

If you need to make changes to your timecard after approving it, you need to first remove your approval to unlock your timecard for the update. However, if your supervisor has already approved your time, your timecard is locked for changes. Notify your supervisor if your timecard needs to be edited.

1. To remove timecard approval, click on the “Approve timecard icon” **“Remove Timecard Approval”** button.
2. Once approval is removed, your timecard will change colors (white timecard)
























INFORMATION RESOURCES

Resources

1. **For additional questions**, please email caltime@berkeley.edu or call 510-664-9000, option 1.
2. **CalTime website and quick link access to CalTime:** <http://caltime.berkeley.edu/>
3. **CalTime Training documents:** <http://caltime.berkeley.edu/training>
4. **Employee Pay Period and Pay dates:** <http://controller.berkeley.edu/payroll/paycheck-and-pay-dates>
5. **CalTime Employee Approval Deadlines:**
<http://caltime.berkeley.edu/Employee%20and%20Supervisor%20Timecard%20Approval%20Deadlines>
6. **Berkeley Regional Services (BRS):** Contact BRS for questions regarding your HR record or paycheck
<https://regionalservices.berkeley.edu/home>
7. **CalTime Terms and Acronyms:** <http://caltime.berkeley.edu/training/glossary/caltime>
8. **Subscribe to CalTime Bconnected Calendar:** Follow the instructions at the link below to add the Approval Deadlines to your Bconnected calendar.
<http://caltime.berkeley.edu/Employee%20and%20Supervisor%20Timecard%20Approval%20Deadlines>

CalTime Icons and Descriptions

 Approve Timecard	Approve Timecard Remove Timecard Approval
 Print Timecard	Opens Printer friendly version of timecard
 Refresh	Refreshes timecard after timecard has been saved
 Save	Saves your edit or timecard action
	Allows you to select a range of dates by entering a Start Date and an End Date.
	This handle appears at the bottom of your timecard. If you click on the handle, you may view your hour Totals and leave Accruals
 Calculate Totals	Calculate the total hours adjusted on your timecard prior to saving. These hours will appear in the Totals section at the bottom of your timecard
 Record Timestamp	The My Timestamp section and Record Timestamp button only appears for RealTime employees that use a computer and must record time at the beginning and end of their shift. Not applicable to exempt monthly and salaried paid employees
 Go To	Access the following pages: Timecards, Audits, Exceptions, Reports, Schedules, Management my department, My information
 Share	Provides the option to Print, Export to Excel or Export to CSV.
 Select All Rows	Selects all employees and highlights the list in blue if you need to perform an action that applies to more than one employee.
 Column Selection	This provides a drop down list of columns. You can uncheck the check box to remove that column from your view.

 Filter	Allows you to quickly filter your list of employees by entering an employee ID or entering the partial or full name of the employee
 Timekeeping	A list will appear providing the option to Add Punch, Delete Punch, Add Pay Code, or Delete Pay Code. A new window will appear prompting you to select a date and decide on what action to take.
 View	This icon does not apply to Berkeley. Please do not attempt to use it.
 Quick Actions	Displayed on Schedules page. Provide quick actions to choose from pertaining schedules such as Assign, Unassign, Insert Shift Template, Pay code, Copy/Paste, Delete, Swap. Click on Quick Action to display options and click on Quick Action again to consolidation options that appear.
 View	Pertains to Schedule Page and allows you to view by Employee, By Schedule Group, By employment Terms
 Visibility Filter	Pertains to Schedules page: Provides a list of items to filter from such as Shift Time, Shift Label, Pay Code Name, Pay Code Short Name etc.
 Gantt View	Pertains to schedules and provides a different employee view of schedules which includes a bar at the top that displayed not only the day of the week and date but also scheduled times.
 Tools	This icon does not apply to Berkeley. Please do not attempt to use it.
 Engines	This icon does not apply to Berkeley. Please do not attempt to use it.