

CalTime: CalTime Non-Exempt Hours Report

Purpose of Report: This report shows a list of employees and hours that were sent from CalTime to the Payroll system.

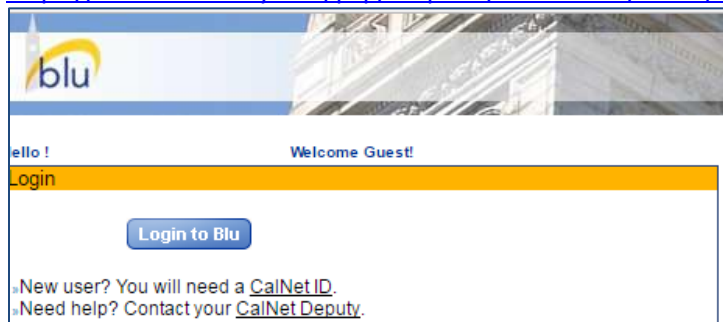
Roles and Responsibilities: This report will allow a Timekeepers to view what hours were transmitted to the Payroll system.

When is the report available?

It is produced the day after CalTime-Sign Off ([See timekeeper Sign-off deadlines calendar](#))

ACCESS AND PRODUCE CALTIME HOURS 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 Hours Report can be found within the Jobs Tools section (bottom left in the figure below)



Job Tools

- [Login to BAIRS via Citrix](#)
- [Berkeley Job Builder](#) ?

CalTime Reporting [-]

- [Delegate Report - Current](#)
- [Delegate Report - Archive](#)
- [N/E CalTime CPP Error Report - Current](#)
- [N/E CalTime CPP Error Report - Archive](#)
- [N/E CalTime PPS Error Report - Current](#)
- [N/E CalTime PPS Error Report - Archive](#)
- [N/E CalTime Error Report - Mon - Current](#)
- [N/E CalTime Error Report - Mon - Archive](#)
- [N/E CTO Report - Current](#)
- [N/E CTO Report - Archive](#)
- [CalTime Hours Export - Current](#)
- [CalTime Hours Export - Archive](#)
- [CalTime Hrs Exp By Job \(Curr\)](#)
- [CalTime Hrs Exp By Job \(Arch\)](#)
- [Multi-Jobs Hours Export \(Curr\)](#)
- [Multi-Jobs Hours Export \(Arch\)](#)
- [Empl Dist. In CalTime](#)
- [Empl Appt in CalTime](#)

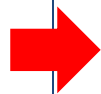
If you do not see the CalTime Hours Report-
CalTime Hours Report-Archive, email caltime@berkeley.edu to request access to the report.

CalTime : CalTime Non-Exempt Hours Report

3. Click on CalTime Hours -Archive which will enable to you to download an excel copy of the report

CalTime Reporting [-]

[Delegate Report - Current](#)
[Delegate Report - Archive](#)
[N/E CalTime CPP Error Report - Current](#)
[N/E CalTime CPP Error Report - Archive](#)
[N/E CalTime PPS Error Report - Current](#)
[N/E CalTime PPS Error Report - Archive](#)
[N/E CalTime Error Report - Mon - Current](#)
[N/E CalTime Error Report - Mon - Archive](#)
[N/E CTO Report - Current](#)
[N/E CTO Report - Archive](#)
[CalTime Hours Export - Current](#)
[CalTime Hours Export - Archive](#)
[CalTime Hrs Exp By Job \(Curr\)](#)
[CalTime Hrs Exp By Job \(Arch\)](#)
[Multi-Jobs Hours Export \(Curr\)](#)
[Multi-Jobs Hours Export \(Arch\)](#)
[Empl Dist. In CalTime](#)
[Empl Appt in CalTime](#)



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

Select date to view report:

[03/28/2017 Download CSV File](#)
[03/27/2017 Download CSV File](#)
[03/26/2017 Download CSV File](#)
[03/25/2017 Download CSV File](#)

VIEW THE REPORT

5. 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
EMPID: Ten digit unique code representing employee
DEPTID: Five letter Alpha code representing department
NAME: Last Name, First name of applicable employee
PAY CODE: Applicable type of pay
HOURS: Hours associated with employee transmitted to the payroll system
EMPLOYMENT STATUS: Status of employee such Active, Inactive, Terminated
PAY PERIOD END DATE: Biweekly Pay Period associated with hours transmitted to Payroll system

CalTime : CalTime Non-Exempt Hours Report

CalTime Hours Export Report

Report Date: 2017-03-16

ID	Deptid	Name	Pay Code	Hours	Employment Status	Period End Date
01234567	AACHN	Park, Marvin	Regular	2.25	Active	2017-03-11