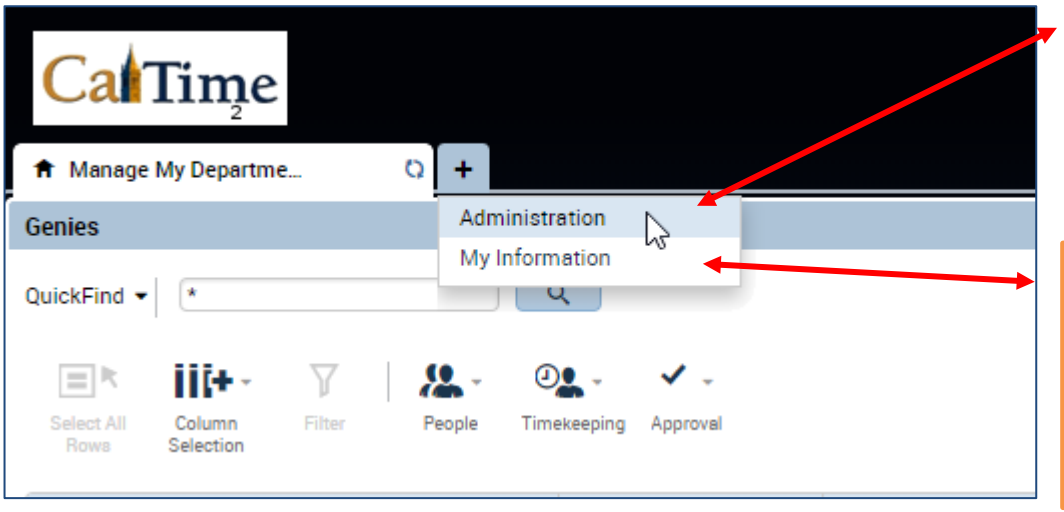
CalTime: Manage My Department Default CalTime Page

The **Manage My Department** Tab will immediately open after logging into CalTime and is your default page. It will enable you use QuickFind, Select a Pay Period and access the Go To function. Please be aware that the Manage My Department Tab looks different for a Timekeeper role versus a Supervisor role. If you are assisting a supervisor, please look at the supervisor training materials. Via the Plus icon (next to management my department tabe), you can click on the plus icon to access Administration and My information.

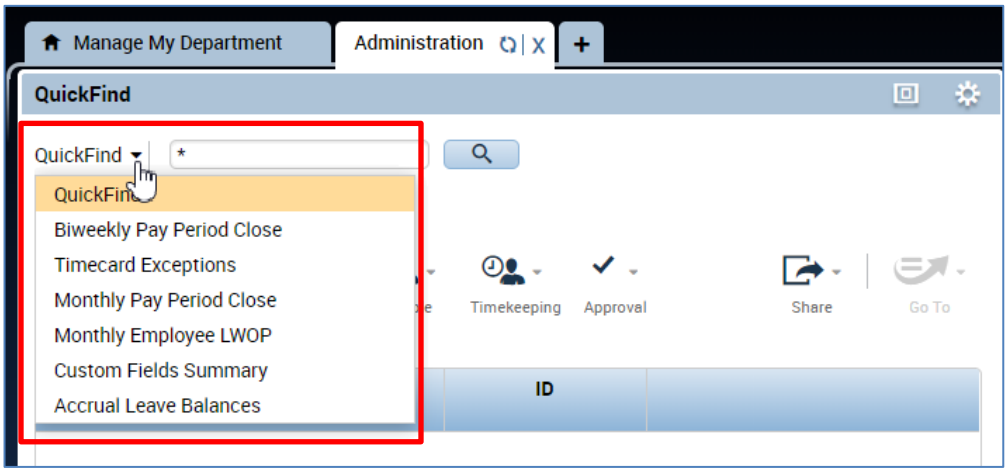


Administration enables access to the SETUP page such as Hyperfind query's and Query Manager.

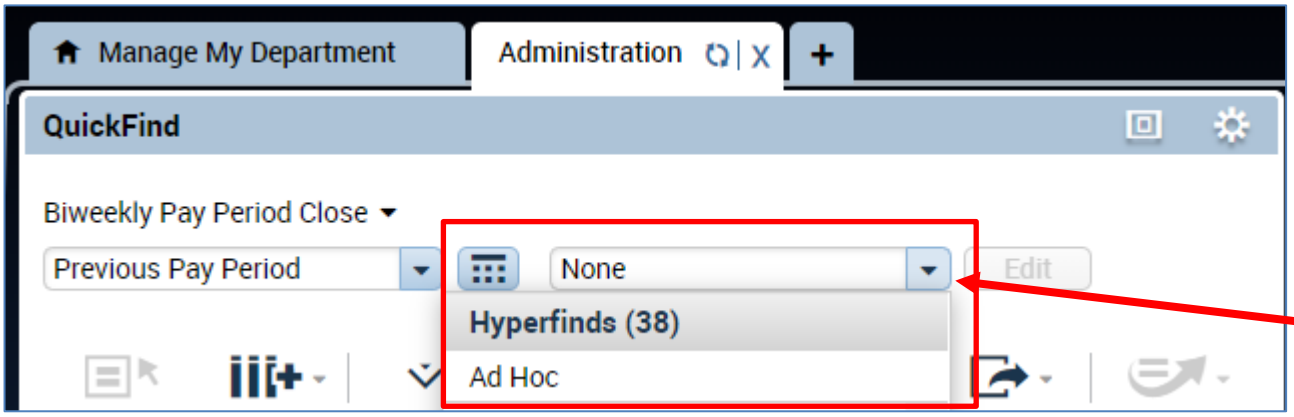
Your own timecard information can be found by clicking on the plus icon and **My Information** from the drop down list.

SELECT EMPLOYEE POPULATION

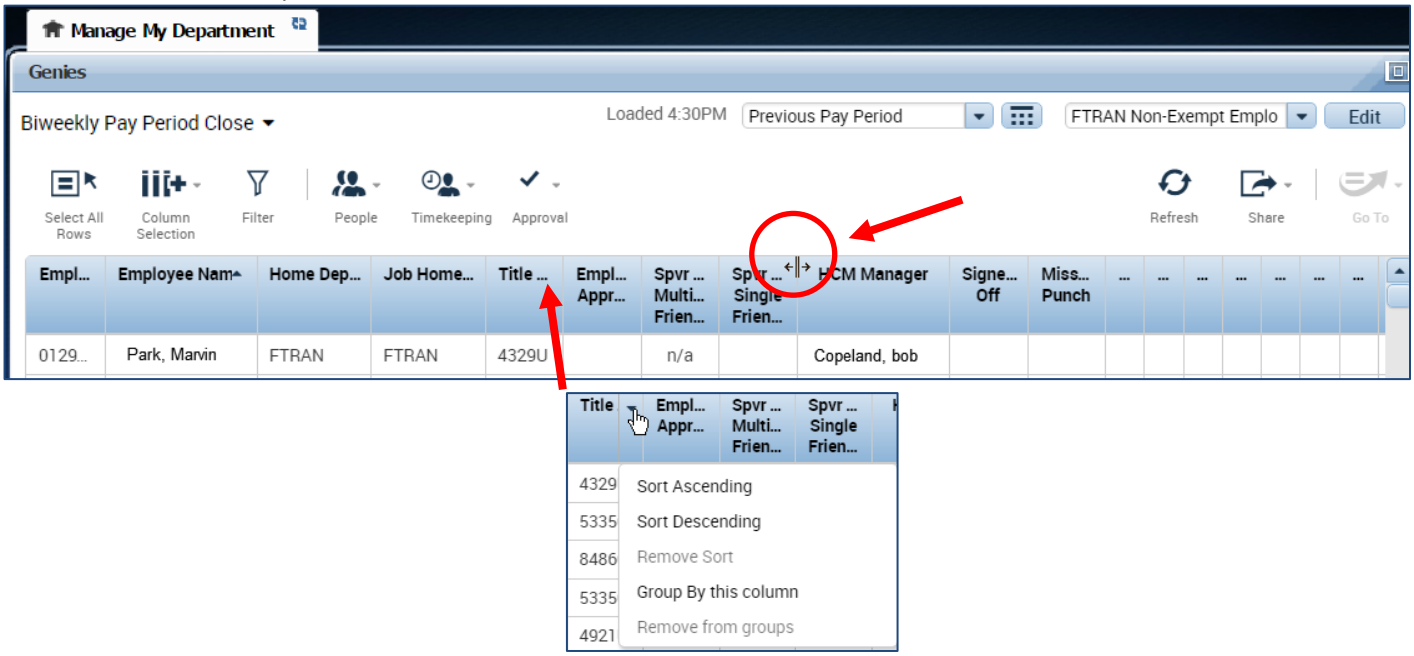
1. Click on **QuickFind** and select Biweekly Pay Period Close or Monthly Pay Period Close



2. Narrow your search by clicking the dropdown tab at the right to select your hyperfind



3. A list of Employees will appear, you can expand the columns by taking your mouse and hovering over the column line (a little line and two arrows will appear) while clicking down and dragging your mouse to the right. You can also click on the dropdown in the column header to sort.



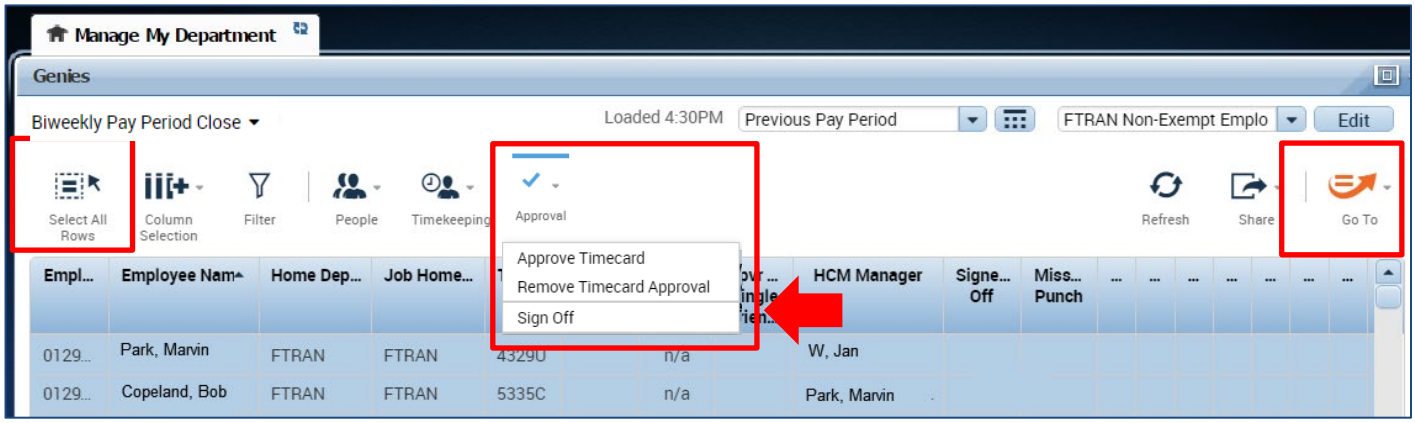
CLEAR EXCEPTION ERRORS

Supervisors and Employees are responsible for correcting timecard errors such as missed punches. However if a timekeeper is asked to provide assistance, please reference the supervisor training materials on how to clear or edit an exception located at http://caltime.berkeley.edu/training.

SELECT TIMECARDS FOR SIGN-OFF

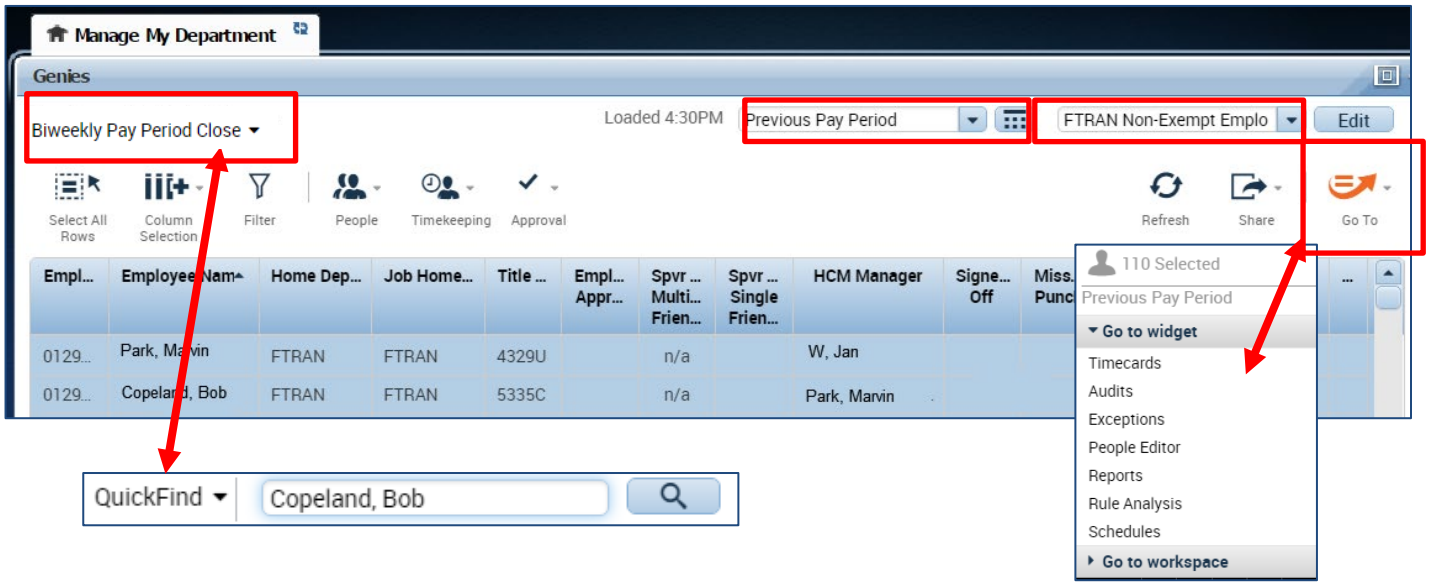
1. Click the Select All Rows icon (selected rows will be highlighted). If you only wish to sign-off on certain employees you can click on the names while holding the Ctrl button on your keyboard

2. Click **Approval** Icon and click **Sign-Off**



REVIEW INDIVIDUAL EMPLOYEE TIMECARDS FOR ACCURACY

1. Select Genie at top left and hyperfind at the right (If you know the name or employee ID, you can simply click on the drop down arrow and type in the EID and last, first name in the **QuickFind** field)
2. Verify you are in the correct pay period
3. Click on employee from the list until highlighted in blue
4. Click on the **Go To** Icon and select **Timecards**



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 employees hours are accurate and ensure the pay codes used appropriately categorize the type of leave.
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 accruals

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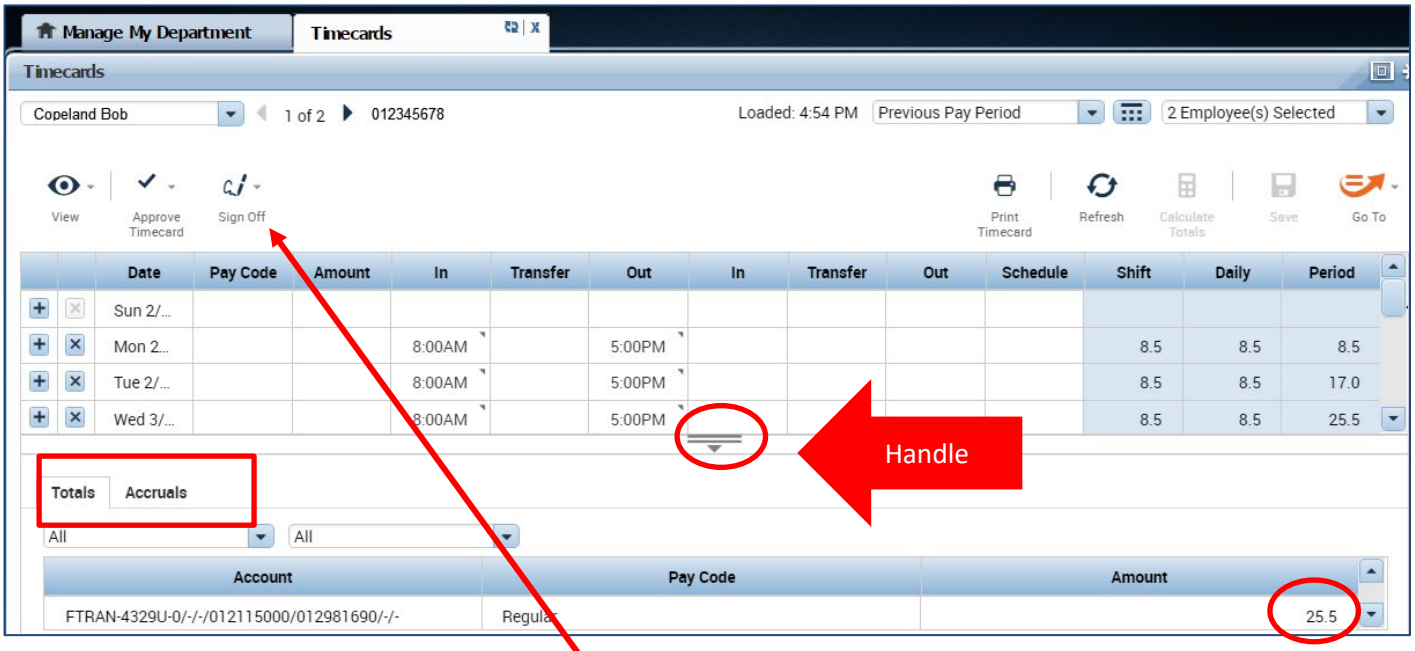
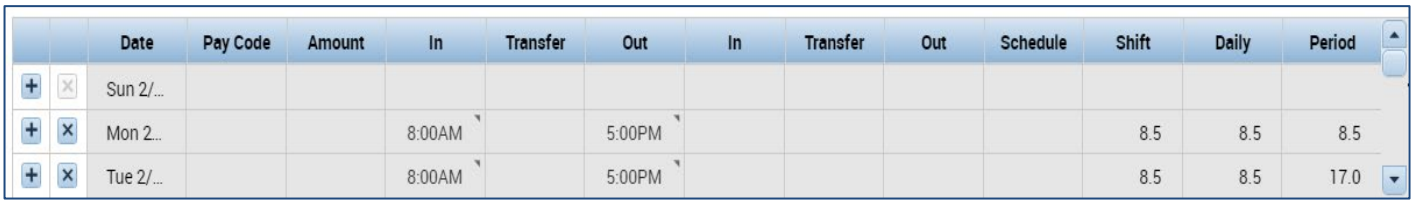


TO ADD ORE REMOVE SIGN-OFF ON AN INDIVIDUAL TIMECARD

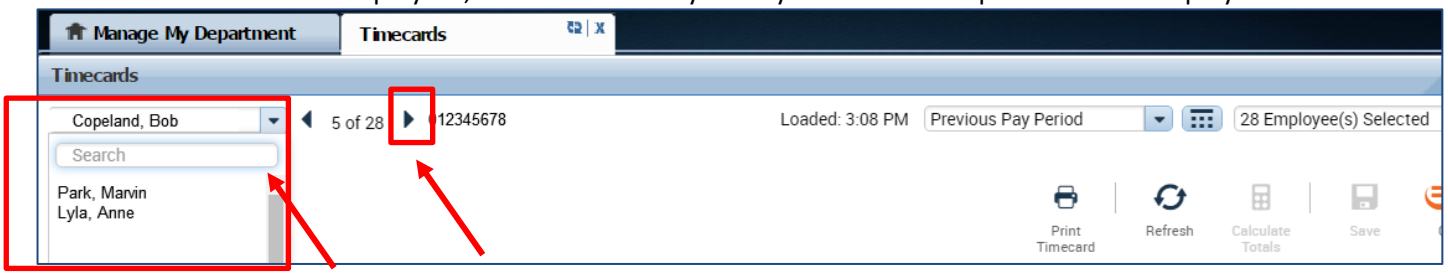
1. Click on Sign-off Icon and click Sign-Off

2. Once Sign-Off is added, the timecard will change colors (Grey)



SCROLL TO NEXT EMPLOYEE AND REPEAT SIGN-OFF PROCESS

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



REFRESH AND VIEW UPDATED TIMEKEEPER SIGN OFF ON MANAGE MY DEPARTMENT TAB

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

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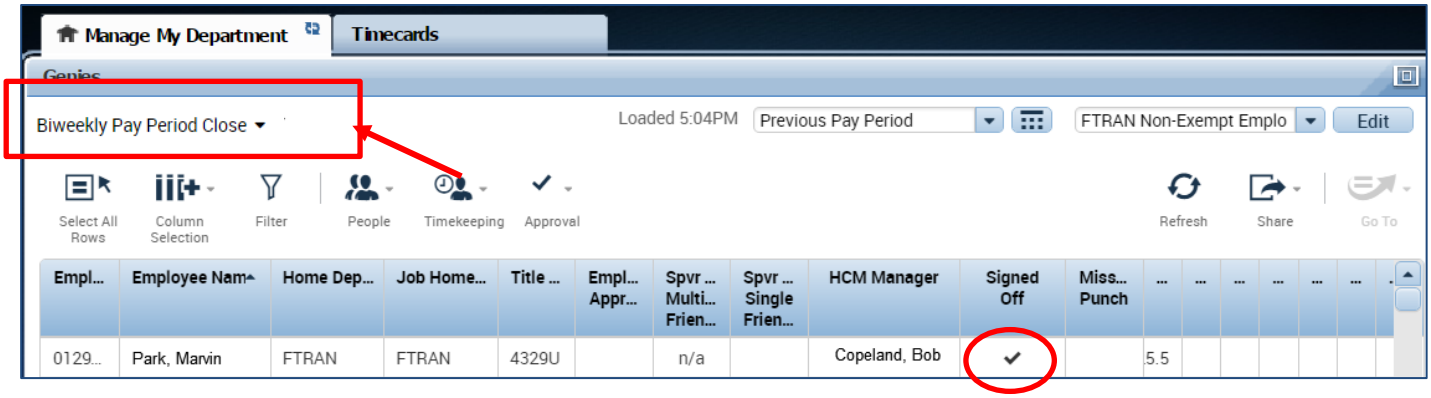
1. Click on Manage My Department tab
2. Click Refresh



<u>Supervisor Approval Multiple Friendly names Column:</u> Reserved for employees with multiple friendly names
It will display a **check mark** (indicates at least one supervisor has approved), a **blank space** (means the timecard has not been approved), or an "**n/a**" (means the employee has only one supervisor; approval will be displayed in the following column).

<u>Supervisor Approval Single Friendly Name:</u> Reserved for employees with one friendly name
It will display the number "**1**" for each employee who has been approved by a supervisor. (It might have the number "**2**" if it has also been approved by a delegate.)
A **blank space** means no supervisor has approved.