CalTime: Multiple Jobs Hours Report

Purpose of Report: This report shows a list of employees and hours that are split by job department (not Home Depart) 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 associated with departments that the timekeepers audit.

When is the report available?
It is produced the day after CalTime-Sign Off (See timekeeper Sign-off deadlines calendar)
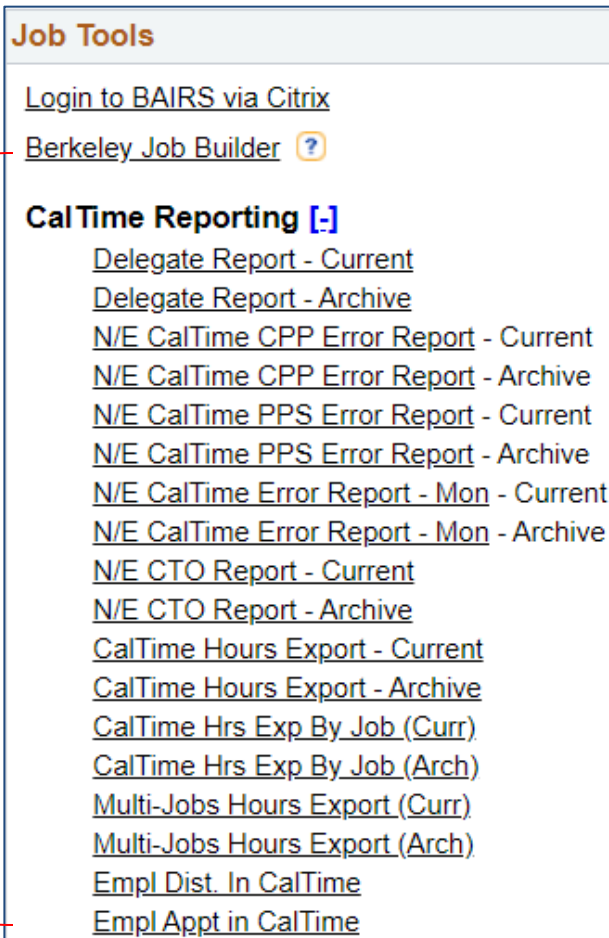
ACCESS AND PRODUCE MULTI-JOBS HOURS EXPORT REPORT

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
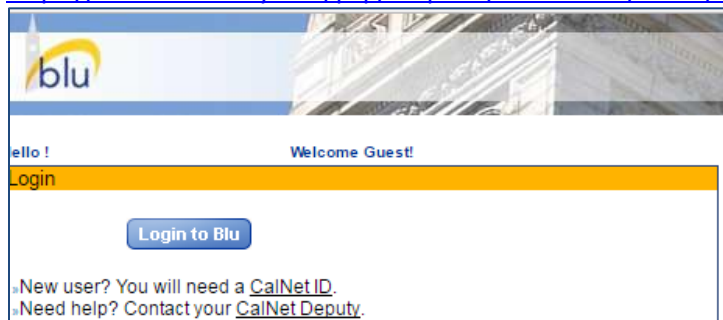
2. Once logged in, click the People tab on the menu bar. Links to the Multi-Jobs Hours Export can be found within the Jobs Tools section (bottom left in the figure below)

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

   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

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

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

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
ID: Ten digit unique code representing employee
FIRST NAME: First name of applicable employee
LAST NAME: Last Name,
HOME DEPARTMENT: Five letter Alpha code representing employee's primary department
JOB DEPARTMENT: Fiver letter Alpha code representing department where employee worked
SUPERVISOR ID: Ten digit unique code belonging to employee's supervisor
FRIENDLY NAME: Name typically comprised of employees job, title code which ties to employees pay distribution
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

CalTime: Multiple Jobs Hours Report

PAY PERIOD END DATE: Biweekly Pay Period associated with hours transmitted to Payroll system

CalTime Multi-Jobs Hours Export Report

Report Date: 2017-03-28

ID	First Name	Last Name	Home Department	Job Department	Supervisor ID	Friendly Name	Pay Code	Hours	Employment Status	End Date
012345678	Marvin	Park	AIDDC	KPADM	012345677	LIB-SOCI-ROSE	Regular	1	Active	2017-03-25