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 UCPath.

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 EMPLOYEE

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/QpZqnLGUpWk).

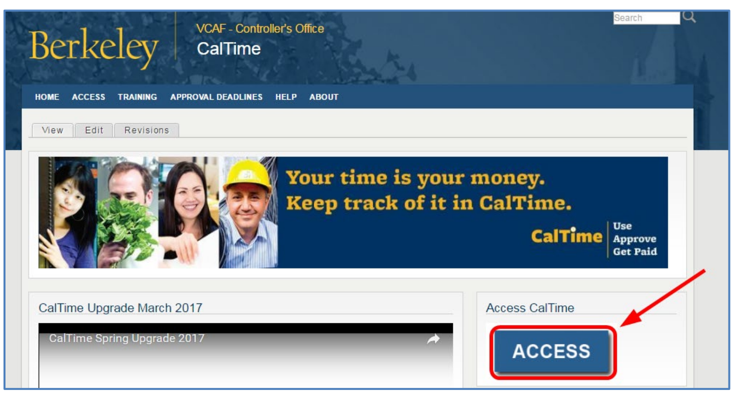
> **Exempt Employees:**
> Most Exempt employees* only use a personal computer (PC) to record time and use pay codes and amounts to record leave taken in whole day increments at any time throughout the monthly pay period.
> *Exempt readers and tutors are biweekly paid and report hours. Please refer to the biweekly paid instruction manual (https://caltime.berkeley.edu/training/supervisors).*

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

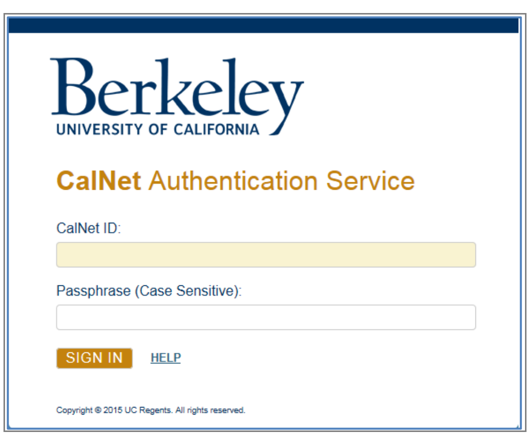
ACCESSING AND NAVIGATING IN CALTIME

Log in and Log out of CalTime

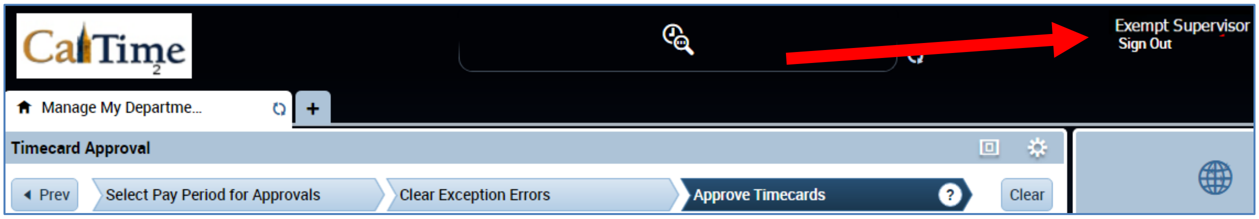
Using Internet Explorer, Google Chrome, Firefox, or Safari, to the CalTime website at http://caltime.berkeley.edu/.



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

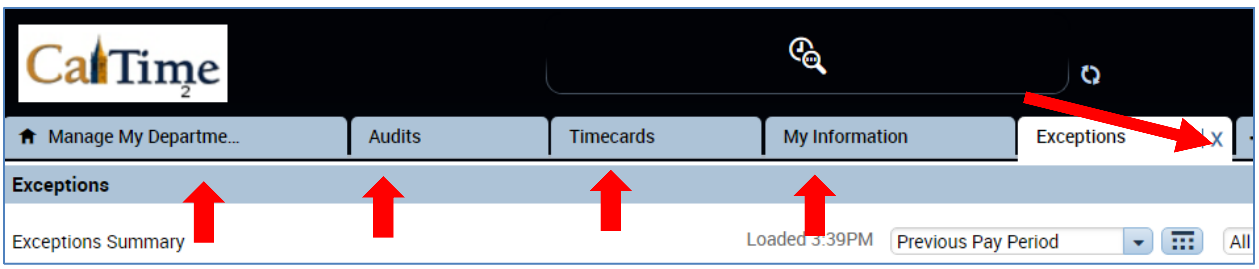


To log out of CalTime, click on Sign Out at the top right of the CalTime webpage. Please properly log out when exiting CalTime and refrain from simply closing your webpage window.

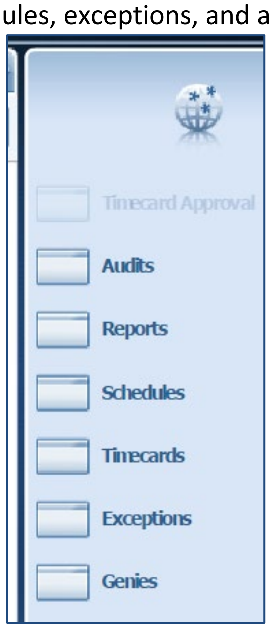


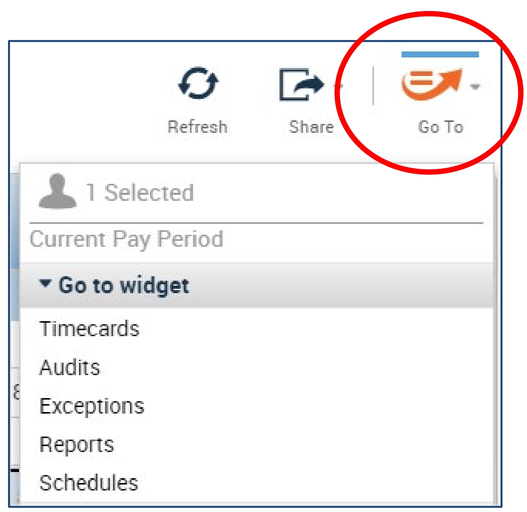
Navigating in CalTime

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 **Manage My Department** however you can open new tabs by clicking on the options shown in the blue panel below.



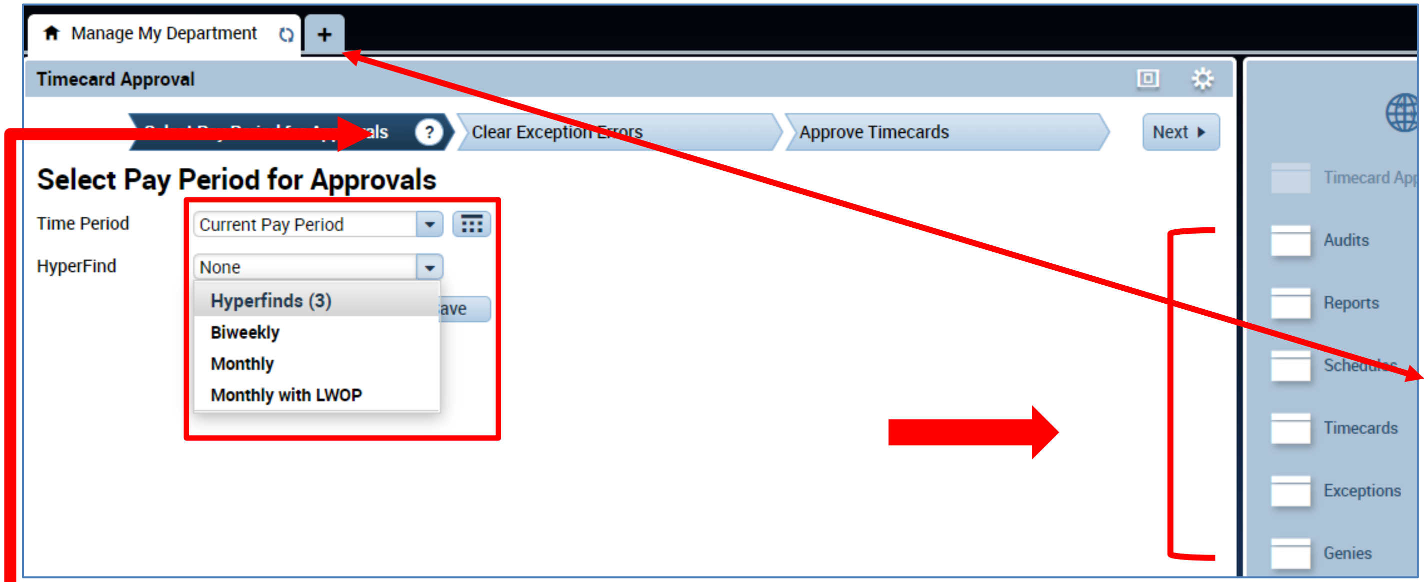
The blue panel (at the right of the webpage) and the Go To icon (displayed on several pages such as Manage my Department and Timecards) are your quick access links to various information such as reports, schedules, exceptions, and audits.

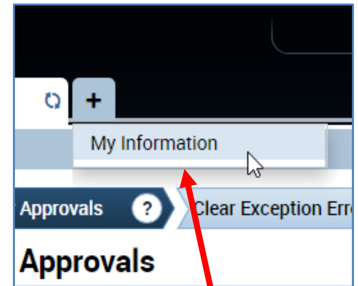




DEFAULT HOME PAGE: MANAGEMENT MY DEPARTMENT AND APPROVAL PROCESS

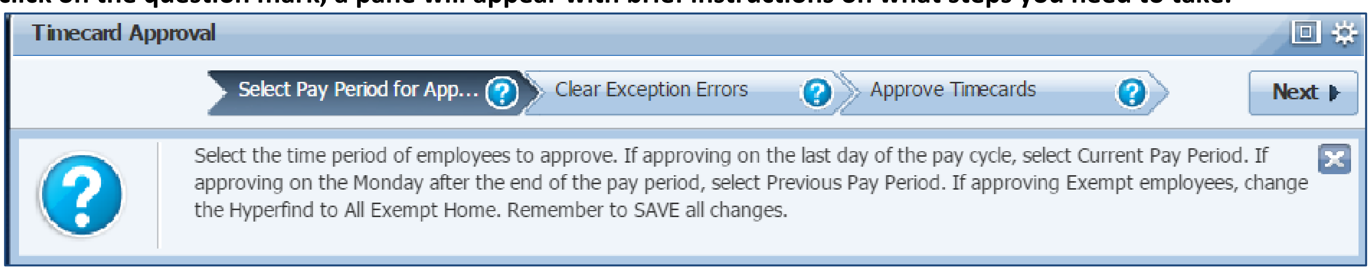
The **Manage My Department** Tab will immediately open after logging into CalTime and is your default page. It will enable you **Select a Pay period** and enable you to approve timecards. The **Manage My Department** tab is most useful on the supervisor approval day. You will be prompted to **Select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





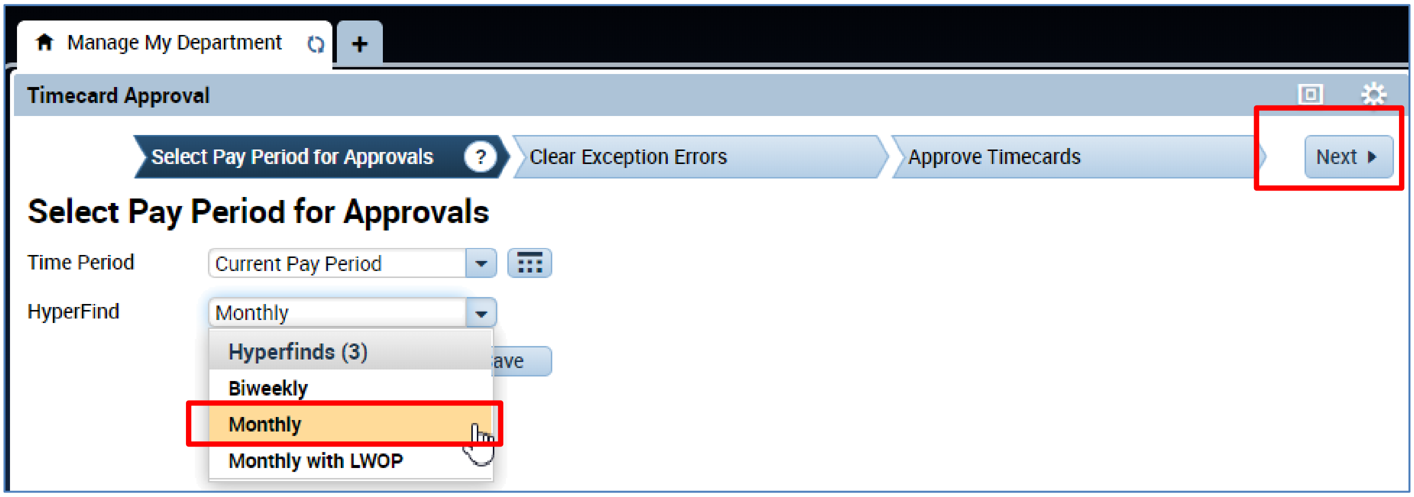
Your own timecard information can be found by clicking on the **Plus Icon** and clicking on **My Information** from the dropdown list.

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.



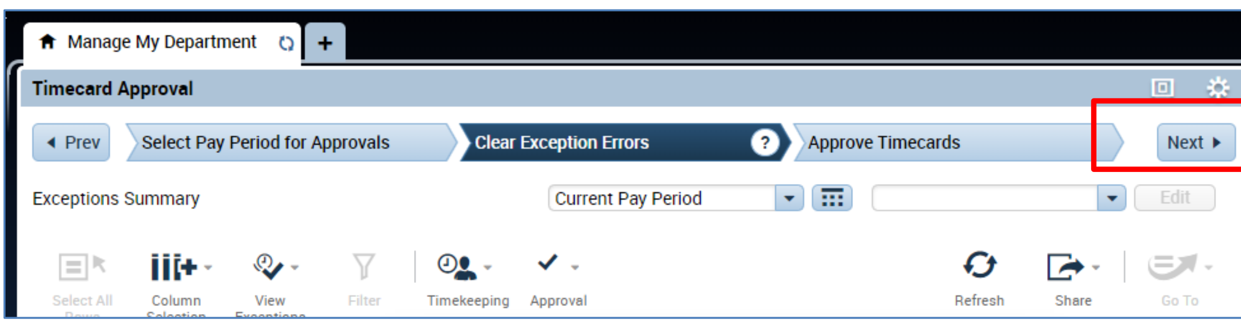
Select Pay Period for Approval

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



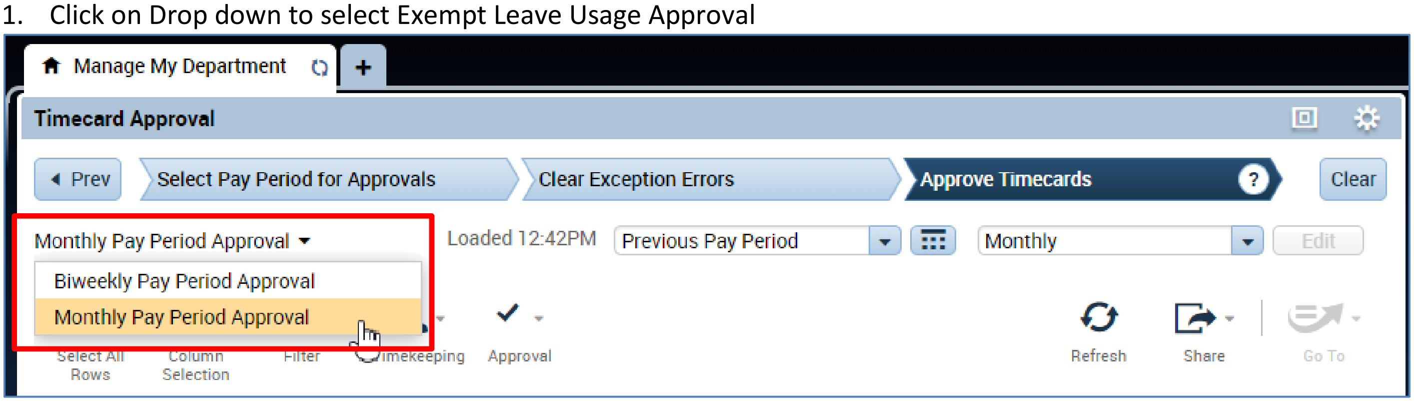
Ignore Clear Exception Errors Feature

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.

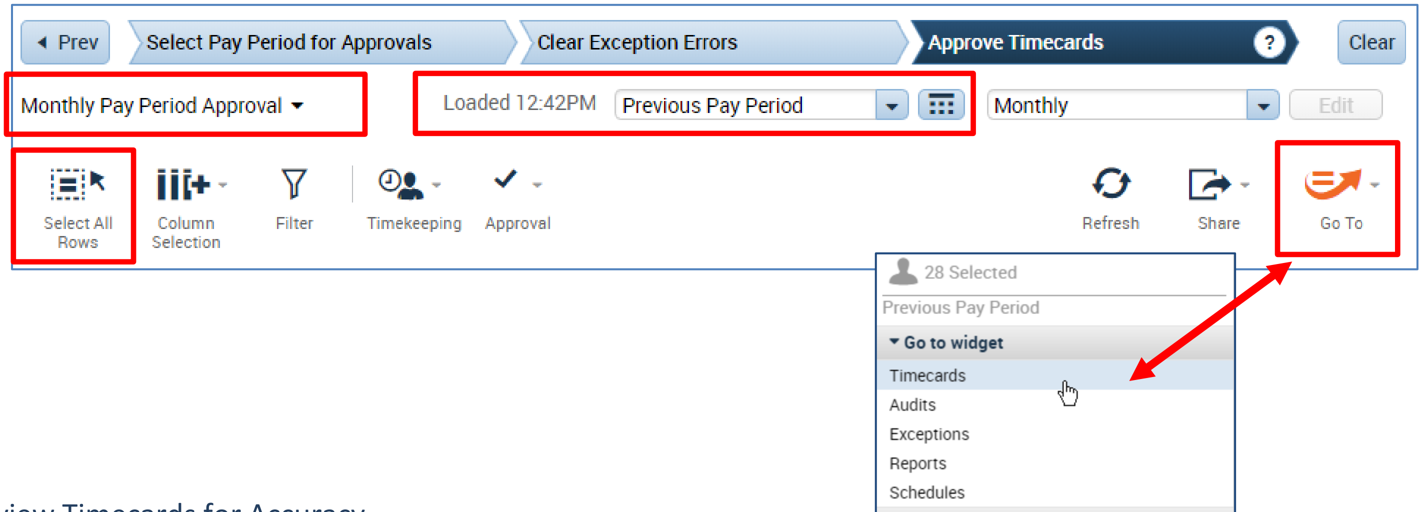


Select Timecards for Approval

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



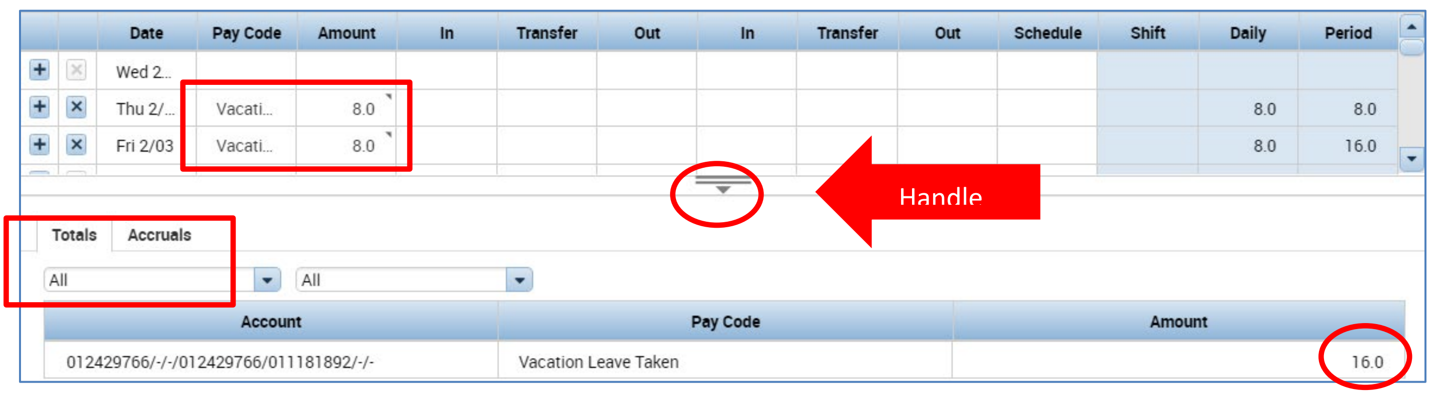
2. Click the **Select All Rows** icon (selected rows will be highlighted) and verify the pay period is correct
3. Click on the **Go To** icon and click on **Timecards**



Review Timecards for Accuracy

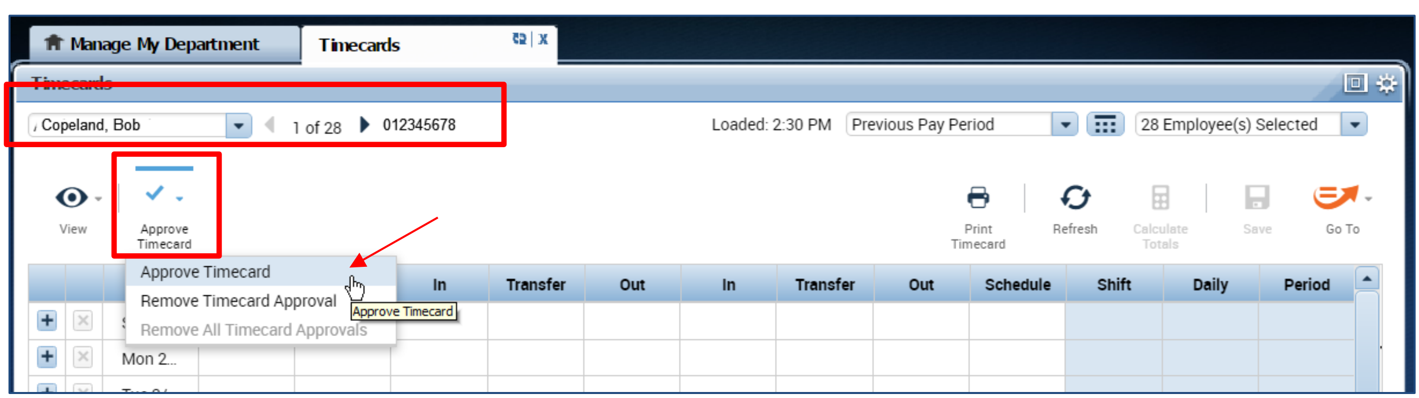
A **Timecards** new page will open enabling you to review each employee's timecard in detail and easily scroll to the next employee.

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

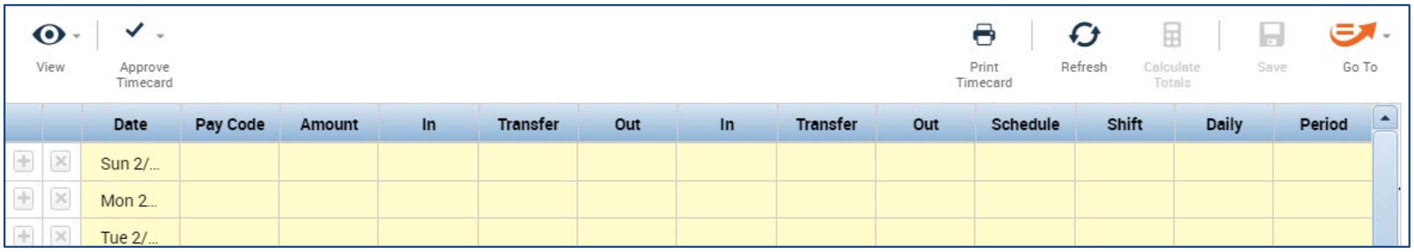


Approve Timecards

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.

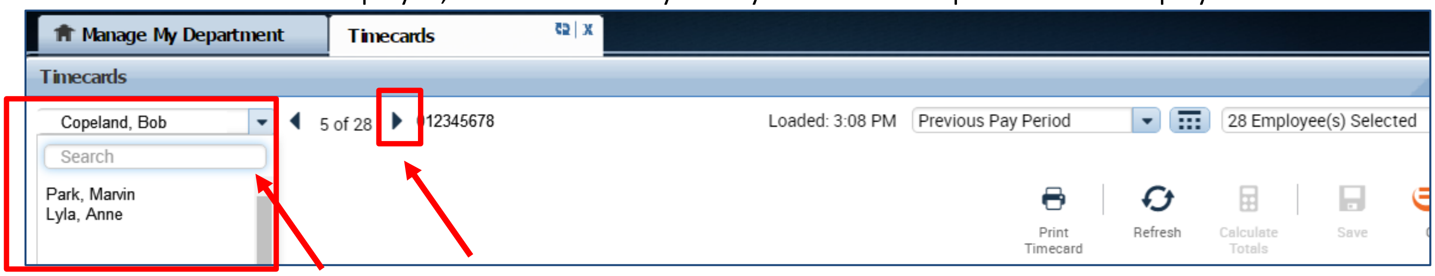


Example of approved timecard in highlighted color (timecard no longer is displayed with white background)



Scroll to the Next Employee and Repeat the Approval Process

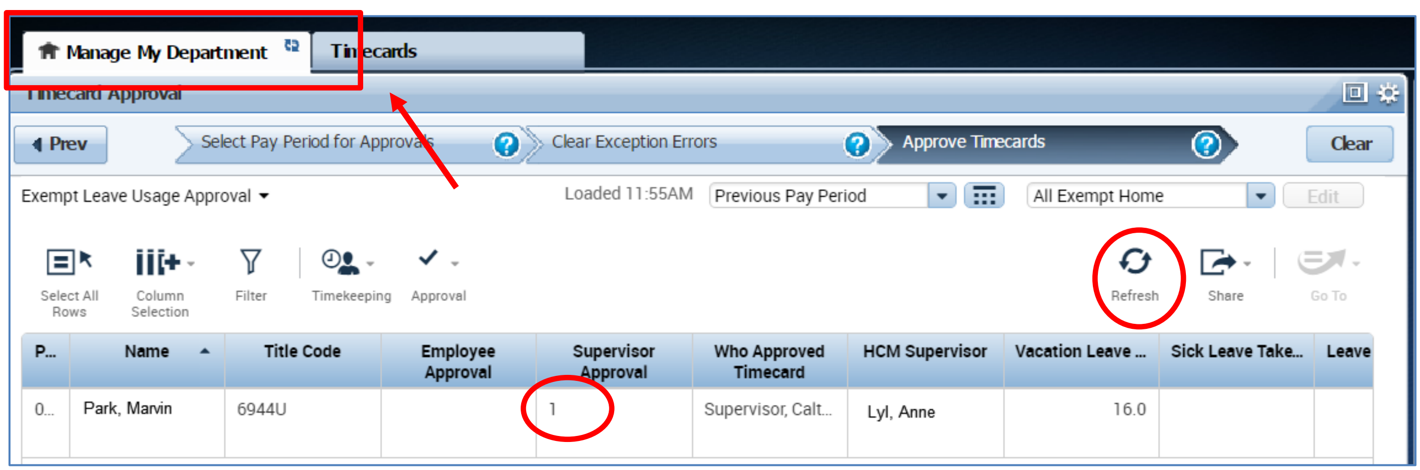
1. To view the next employee, click on arrow or you may click on the drop down list of employees.



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.

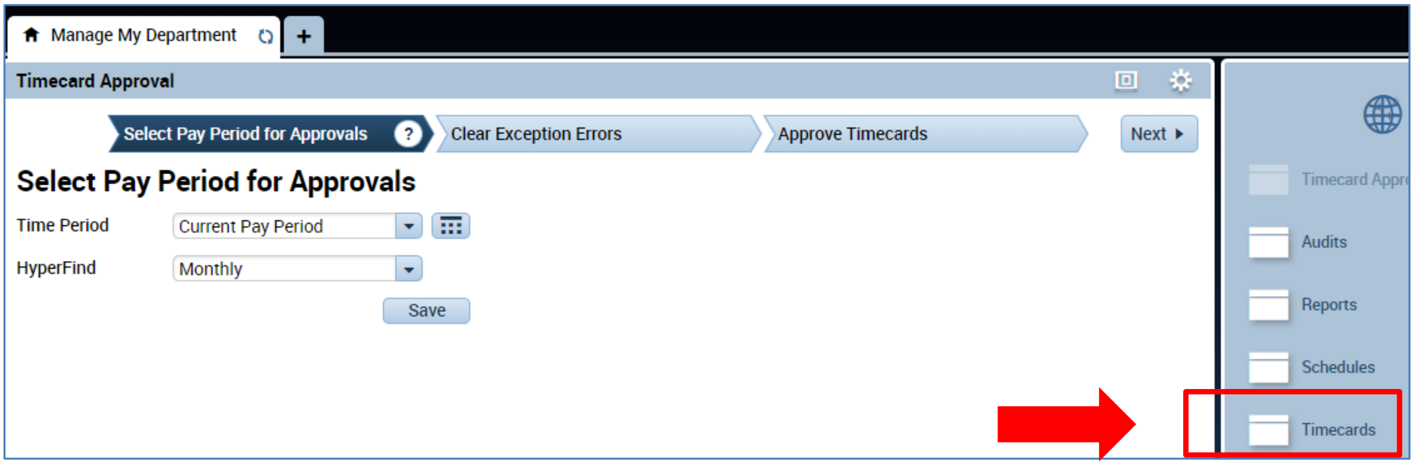
1. Click on Manage My Department tab
2. Click Refresh



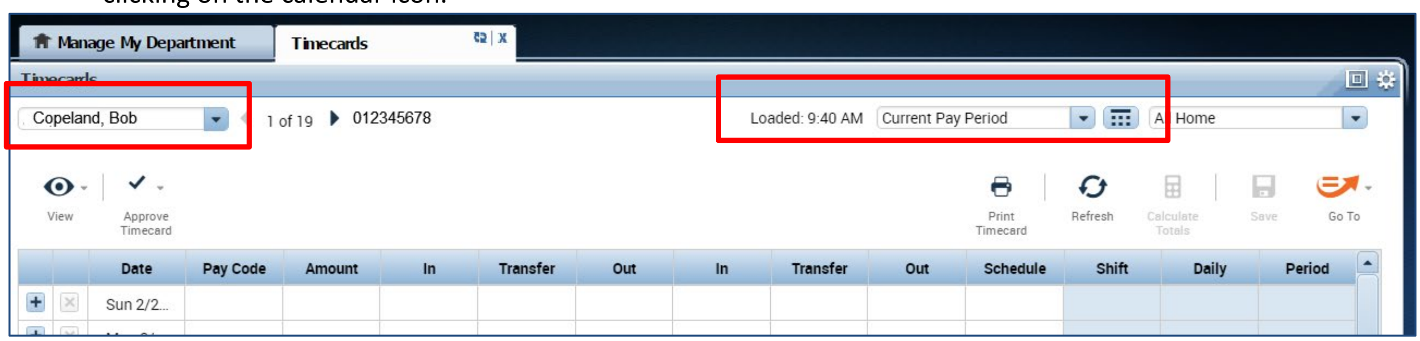
HOW TO VIEW INDIVIDUAL TIMECARDS

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