

Library CalTime Training  
October 2014

Manager and Supervisor sessions will cover

- How to create shortcut/favorites on your computer
- How to log on with your Calnet and passphrase

Navigation:

- Using Genies and Quickfinds
- Custom Fields
- How to find your people
- Time review/approvals
- Earnings reports
- Balances

Changes for Student Timecard reporting and approvals:

- Clock updates
- Transferring in

Employee non-exempt reporting:

- Timecard
- Reporting time for real time employees
- Alternate lunch breaks
- Reporting leave usage

**Job Aides:**

Supervisors Approve

Student Supervisors

Custom Fields summary

Affinity Groups

## Approve Leave:

Open your employee list:

- 1 Click the **Leave Usage Genie** link.

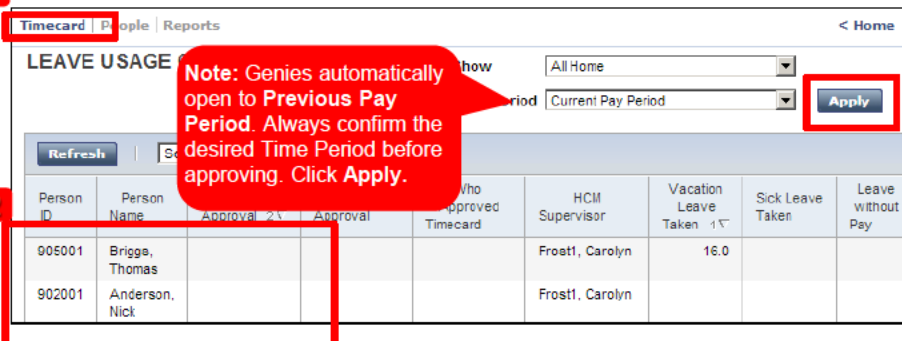


The screenshot shows the CalTime web interface. In the 'My Genies(R)' section, the 'Leave Usage Genie' link is highlighted with a red box and a red number 1. Other links include 'Group Edit Results', 'Reports', 'QuickFind', and 'My Information'.

- 2 Select the employees whose time card you are ready to approve.

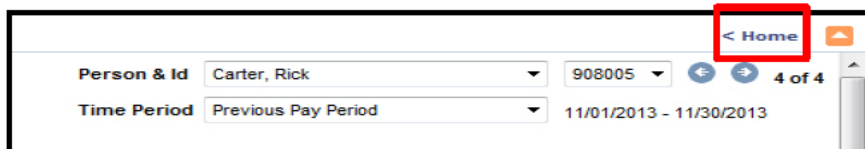
To select multiple employees, hold down the **Ctrl** key and click names.

- 3 Click the **Timecard** link in the upper-left corner of the page.



The screenshot shows the 'LEAVE USAGE' page. A red box highlights the 'Timecard' link in the upper-left corner. Another red box highlights the 'Apply' button in the upper-right corner. A red number 2 is next to the 'Timecard' link, and a red number 3 is next to the 'Apply' button. A red callout box contains the text: 'Note: Genies automatically open to Previous Pay Period. Always confirm the desired Time Period before approving. Click Apply.'

At any time, click the **Home** link in the upper-right corner of the page, to return to the main menu.



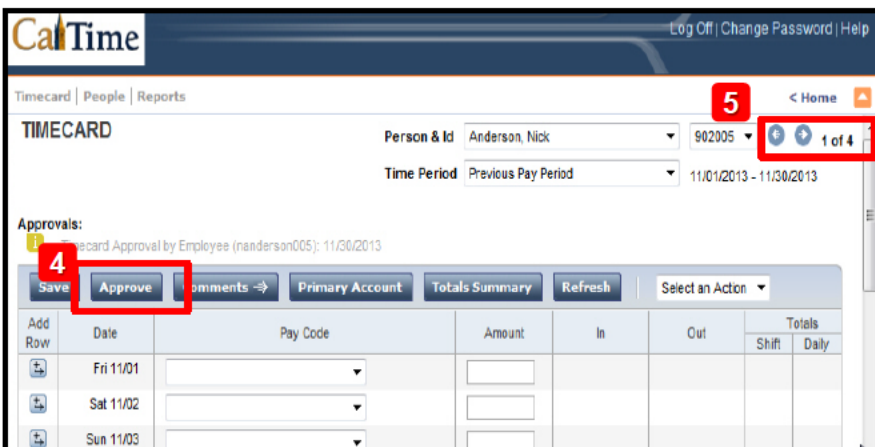
The screenshot shows the CalTime interface. The 'Home' link in the upper-right corner is highlighted with a red box.

The first timecard opens.

- 4 Review the timecard and confirm leave reported, then click the **Approve** button.

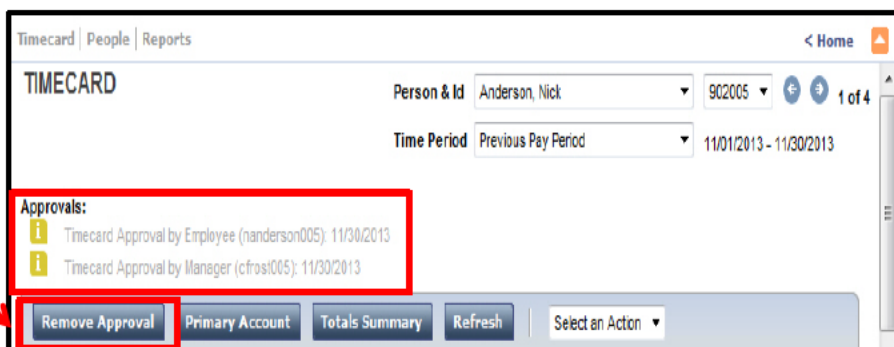
**Note:** If the timecard does not report leave correctly, ask the employee to edit his/her timecard accordingly prior to your approval.

- 5 Use the navigation arrows to move to the next employee's time card and repeat step 4.



The screenshot shows the 'TIMECARD' page. A red box highlights the 'Approve' button. Another red box highlights the navigation arrows (left and right arrows) and the '1 of 4' indicator. A red number 4 is next to the 'Approve' button, and a red number 5 is next to the navigation arrows. The page shows a table with columns for Date, Pay Code, Amount, In, Out, and Totals. The first row is for Fri 11/01.

After you have approved, a date-stamped confirmation message appears below the employee confirmation, and the **Remove Approval** button appears.



Timecard | People | Reports

**TIMECARD**

Person & Id: Anderson, Nick 902005 1 of 4

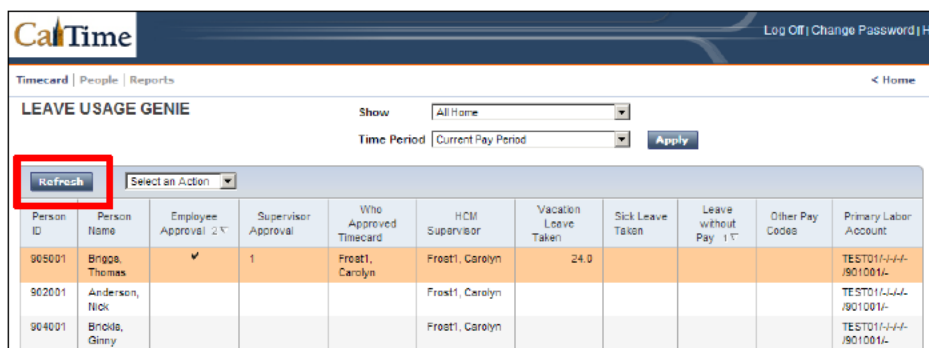
Time Period: Previous Pay Period 11/01/2013 - 11/30/2013

**Approvals:**

- Timecard Approval by Employee (nanderson005): 11/30/2013
- Timecard Approval by Manager (cfrost005): 11/30/2013

**Remove Approval** Primary Account Totals Summary Refresh Select an Action

After you have approved, return to the **Leave Usage Genie** (step 1) and click the **Refresh** button to verify all necessary approvals have been made. Repeat steps 2 – 4 to approve additional timecards.



CalTime Log Off | Change Password | Help

Timecard | People | Reports

**LEAVE USAGE GENIE**

Show: All Home

Time Period: Current Pay Period Apply

**Refresh** Select an Action

| Person ID | Person Name    | Employee Approval | Supervisor Approval | Who Approved Timecard | HCM Supervisor  | Vacation Leave Taken | Sick Leave Taken | Leave without Pay | Other Pay Codes | Primary Labor Account |
|-----------|----------------|-------------------|---------------------|-----------------------|-----------------|----------------------|------------------|-------------------|-----------------|-----------------------|
| 905001    | Brooks, Thomas | ✓                 | 1                   | Frost1, Carolyn       | Frost1, Carolyn | 24.0                 |                  |                   |                 | TEST011-1111-901001L  |
| 902001    | Anderson, Nick |                   |                     |                       | Frost1, Carolyn |                      |                  |                   |                 | TEST011-1111-901001L  |
| 904001    | Brooks, Ginny  |                   |                     |                       | Frost1, Carolyn |                      |                  |                   |                 | TEST011-1111-901001L  |

## Log Out of CalTime:

For PC and Mac users:

**6** Click the **Log Off** link at the top-right of the application window.



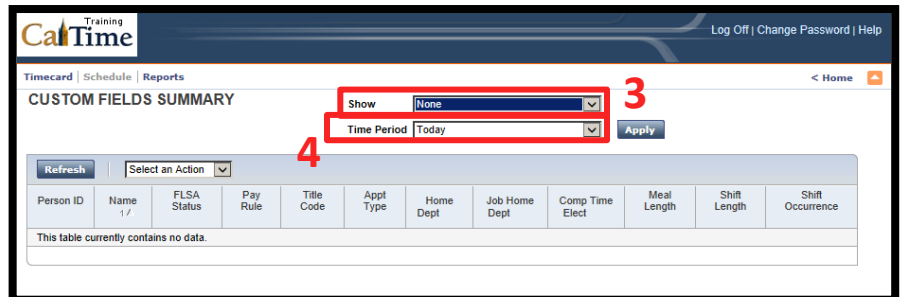
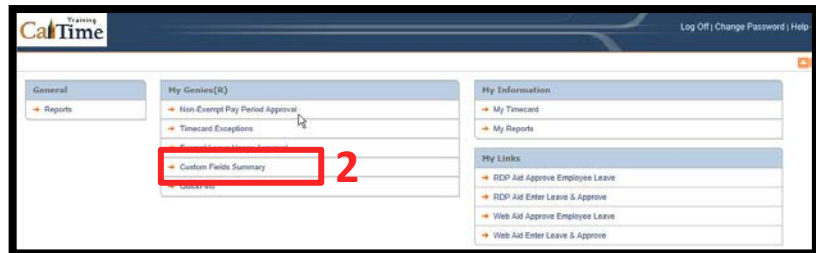
CalTime

**6** Log Off | Change Password | Help

< Home

The **Custom Fields Summary Genie** shows you the current **FLSA Status** (E=exempt, N=non-exempt), **Title Code**, **Appt Type**, **Home Dept**, **Job Home Dept**, **Comp Time Elect** choice, **Meal Length** for automatic meal deduction after 6 work hours, normal **Shift Length**, and **Shift Occurrence** for each of your non-exempt employees. This Genie can be helpful if an employee makes a query about any of the above or if a supervisor needs to request a change in any of the custom field settings, such as meal deduction.

1. Log in to CalTime.  
(See the job aid "All\_Logging In to CalTime" for log-in steps.
2. Choose the **Custom Fields Summary Genie**.
3. From the **Show** drop list, select **All Non-Exempt Home & Trans. In**.
4. **Time Period** defaults to **Today**, which is generally appropriate.



5. All columns in this Genie are sortable. For example, to group by **Title Code**, click once on the **Title Code** column heading. This moves the low title codes to the top of the list.

| Person ID | Name                | FLSA Status | Pay Rule                | Title Code | Appt Type | Home Dept | Job Home Dept | Comp Time Elect | Meal Length | Shift Length | Shift Occurrence |
|-----------|---------------------|-------------|-------------------------|------------|-----------|-----------|---------------|-----------------|-------------|--------------|------------------|
| 009901002 | Anderson002, Nick   | N           | NX_NonEx_OTP 08 Day 30d | 4722C      | 2         | AZCSS     | AZCSS         | N               | 30          | 08           | D                |
| 009905002 | Cross002, Katie     | N           | KB_NonEx_OTP 08 Day 60d | 4722C      | 2         | AZCSS     | AZCSS         | N               | 60          | 08           | D                |
| 009909002 | Matthews002, Eli    | N           | EX_NonEx_OTP 08 Day 60d | 4722C      | 2         | AZCSS     | AZCSS         | N               | 60          | 08           | D                |
| 009906002 | Haggarty002, Carl   | N           | CX_NonEx_OTP Day 30d    | 4723C      | 2         | FJPPS     | FJPPS         | N               | 30          | 08           | D                |
| 009926002 | Nguyen002, Sam      | N           | SX_NonEx_CTP 08 Day 60d | 4723C      | 2         | FJPPS     | FJPPS         | N               | 60          | 08           | D                |
| 009902002 | Brickle002, Paula   | N           | PPSM_NonEx_OTP Day 30d  | 4919U      | 4         | FJPPS     | FJPPS         | N               | 30          | 08           | D                |
| 009912002 | Smith002, Philip    | N           | PPSM_NonEx_OTP Day 30d  | 4920U      | 4         | FTRAN     | FTRAN         | N               | 60          | 08           | D                |
| 009903002 | Briggs002, Thomas   | N           | PPSM_NonEx_OTP Day 30d  | 5332C      | 2         | FOREC     | FOREC         | N               | 30          | 08           | D                |
| 009907002 | Jackson002, Shanika | N           | SX_NonEx_OTP 08 Day 30d | 5332C      | 2         | FOREC     | FOREC         | N               | 30          | 08           | D                |
| 009911002 | Sanchez002, Raul    | N           | RX_NonEx_OTP Day 60d    | 5332C      | 2         | FOREC     | FOREC         | N               | 60          | 08           | D                |
| 009904002 | Carter002, Rick     | N           | RX_NonEx_OTP Day 30d    | 7583U      | 2         | FTRAN     | FTRAN         | N               | 30          | 08           | D                |
| 009908002 | Love002, Hanna      | N           | HX_NonEx_OTP 08 Day 60d | 7583U      | 2         | FTRAN     | FTRAN         | N               | 60          | 08           | D                |

You can also export the contents of this Genie to Microsoft Excel or as a comma-separated-value (CSV) file.

6. From the **Select an Action** drop list, choose **Export to Excel**.

| Person ID | Name              | FLSA Status | Pay Rule                | Title Code | Appt Type | Home Dept | Job Home Dept | Comp Time Elect |
|-----------|-------------------|-------------|-------------------------|------------|-----------|-----------|---------------|-----------------|
| 009901002 | Anderson002, Nick | N           | NX_NonEx_OTP 08 Day 30d | 4722C      | 2         | AZCSS     | AZCSS         | N               |
| 009905002 | Cross002, Katie   | N           | KB_NonEx_OTP 08 Day 60d | 4722C      | 2         | AZCSS     | AZCSS         | N               |
| 009909002 | Matthews002, Eli  | N           | EX_NonEx_OTP 08 60d     | 4722C      | 2         | AZCSS     | AZCSS         | N               |

7. Respond to the following dialog window by clicking **Open**.

8. To save, print, or edit the *Excel* file, click **Enable Editing**.

| Person ID | Name              | FLSA Status | Pay Rule              | Title Code | Appt Type | Home Dept | Job Home Dept |
|-----------|-------------------|-------------|-----------------------|------------|-----------|-----------|---------------|
| 009901002 | Anderson002, Nick | N           | NX_NonEx_OTP 08 4722C | 2          | AZCSS     | AZCSS     |               |
| 009905002 | Cross002, Katie   | N           | KB_NonEx_OTP 08 4722C | 2          | AZCSS     | AZCSS     |               |
| 009909002 | Matthews002, Eli  | N           | EX_NonEx_OTP 08 4722C | 2          | AZCSS     | AZCSS     |               |
| 009906002 | Haggarty002, Carl | N           | CX_NonEx_OTP D 4723C  | 2          | FJPPS     | FJPPS     |               |

When done, close Excel and return to CalTime.

9. Click **Home** to return to access to the **Genies** and **Reports**, or click **Log Off** to end your CalTime session.

# Pay Codes

Vacation Leave Taken  
 Sick Leave Taken  
 Alternate Holiday Taken  
 Bereavement – Sick Leave Taken  
 Callback Worked\*  
 Comp Time Off  
 Court Time Worked  
 ERIT – Empl. Reduction In Time  
 FLMA – LWOP  
 FMLA – Sick  
 FMLA – Vacation  
 Jury Duty  
 Leave without Pay  
 Military Leave Not Paid  
 Military Leave Paid  
 Professional Development\*  
 PTO Taken\*  
 Shift Diff Lead\*  
 Time On Call Restricted  
 Time On Call Unrestricted  
 Travel Time Worked  
 Union Business Leave  
 Workers' Comp-Sick  
 Workers' Comp-Vacation  
 \*N/A for Library leave-reporting

- Select a Pay Code from the drop-down menu and enter your hours in the corresponding Amount field.

## TIMECARD

Person & Id Cross001, Katie (009905001)

Time Period Current Pay Period


Timecard successfully saved on: 6/18/2014 5:20PM

| Add Row | Date     | Pay Code             | Amount | In | Transfer |
|---------|----------|----------------------|--------|----|----------|
|         | Sun 6/08 |                      |        |    |          |
|         | Mon 6/09 |                      |        |    |          |
|         | Tue 6/10 |                      |        |    |          |
|         | Wed 6/11 |                      |        |    |          |
|         | Thu 6/12 |                      |        |    |          |
|         | Fri 6/13 |                      |        |    |          |
|         | Sat 6/14 |                      |        |    |          |
|         | Sun 6/15 |                      |        |    |          |
|         | Mon 6/16 | Vacation Leave Taken | 8:00   |    |          |
|         | Tue 6/17 |                      |        |    |          |
|         | Wed 6/18 |                      |        |    |          |
|         | Thu 6/19 |                      |        |    |          |

| Add Row | Date     | Pay Code             | Amount | In | Transfer |
|---------|----------|----------------------|--------|----|----------|
|         | Sun 6/08 |                      |        |    |          |
|         | Mon 6/09 |                      |        |    |          |
|         | Tue 6/10 |                      |        |    |          |
|         | Wed 6/11 |                      |        |    |          |
|         | Thu 6/12 |                      |        |    |          |
|         | Fri 6/13 |                      |        |    |          |
|         | Sat 6/14 |                      |        |    |          |
|         | Sun 6/15 |                      |        |    |          |
|         | Mon 6/16 | Vacation Leave Taken | 8:00   |    |          |
|         | Tue 6/17 |                      |        |    |          |

# Alternate Lunch Break

Meal deductions are built into CalTime. Each non-exempt employee profile is set up with a 30-minute or 60-minute automatic meal deduction, so if the employee works a regular shift they do not have to clock out for lunch.



Log Off |

< Home

TIMECARD

Person & Id Truppi, Danielle N (012345678)

Time Period Current Pay Period 10/12/2014 - 10/25/2014

Timecard successfully saved on: 10/24/2014 1:41PM

Save
















Approve

Comments →

Primary Account

Totals Summary

Refresh

| Add Row   | Date      | Pay Code | Amount | In     | Transfer | Out     | Totals      |       |
|---|-----------|----------|--------|--------|----------|---------|-------------|-------|
|   |           |          |        |        |          |         | Shift       | Daily |
|    | Sun 10/12 |          |        |        |          |         |             |       |
|    | Mon 10/13 |          |        | 8:00AM |          | 4:30PM  | 8.0         | 8.0   |
|    | Tue 10/14 |          |        | 8:00AM |          | 5:00PM  | 8.5         | 8.5   |
|    | Wed 10/15 |          |        | 8:00AM |          | 12:00PM |             |       |
|    | Wed 10/15 |          |        | 1:00PM |          | 5:00PM  | 8.0         | 8.0   |
|    | Thu 10/16 |          |        |        |          |         |             |       |
|    | Fri 10/17 |          |        |        |          |         |             |       |
|    | Sat 10/18 |          |        |        |          |         |             |       |
|    | Sun 10/19 |          |        |        |          |         |             |       |
|    | Mon 10/20 |          |        |        |          |         |             |       |
|    | Tue 10/21 |          |        |        |          |         |             |       |
|   | Wed 10/22 |          |        |        |          |         |             |       |
|  | Thu 10/23 |          |        |        |          |         |             |       |
|  | Fri 10/24 |          |        |        |          |         |             |       |
|  | Sat 10/25 |          |        |        |          |         |             |       |
|   |           |          |        |        |          |         | Total: 24.5 |       |

For example, if the employee usually works 8-4:30 with a 30-minute lunch, they will enter an 8:00AM In Punch and a 4:30PM Out Punch, and the system will subtract 30 minutes from the total hours for that day.


If the employee receives approval from their supervisor to take an hour lunch one day, they will NOT enter an 8:00AM to 5:00PM shift, because the system will only subtract 30 minutes, leaving the employee with 8.5 hours in their timecard for that day.

To accommodate alternative lunch breaks, the employee will need to clock out for lunch and clock back in to avoid the automatic deduction. When clocking back in, they will add an extra row using the button to the left.

**4** Click **Save**.

After you have saved, the word “TIMECARD” turns from orange to black, and a time-stamped confirmation message appears.

TIMECARD

 Timecard successfully saved on: 12/17/2013 3:02PM

Save

Approve

Primary Account

Totals

**5** Click the **Approve** button. \*

\*Please reference your CalTime Approval Deadlines & Pay Dates calendar for when to apply your approval.

**TIMECARD**

Person & Id Briggs, Thomas (905001)

Time Period Current Pay Period 12/01/2013 - 12/31/2013

5

Document successfully saved on: 12/19/2013 9:01AM

| Save Approve Primary Account Totals Summary Refresh |           |                      |                      |    |     |        |       |
|---|-----------|----------------------|----------------------|----|-----|--------|-------|
| Add Row   | Date      | Pay Code             | Amount               | In | Out | Totals |       |
|   |           |                      |                      |    |     | Shift  | Daily |
|   | Sun 12/01 | <input type="text"/> | <input type="text"/> |    |     |        |       |
|   | Mon 12/02 | Vacation Leave Taken | 8.0                  |    |     |        | 8.0   |
|   | Tue 12/03 | Vacation Leave Taken | 8.0                  |    |     |        | 8.0   |
|   | Wed 12/04 | <input type="text"/> | <input type="text"/> |    |     |        |       |



#### Enter Leave:

**1** Select **My Timecard**.

**2** Ensure the **Time Period** field is correct.

- **Current Pay Period** if entering leave during the month

- **Previous Pay Period** if entering leave on the 1<sup>st</sup> of the next month

For each day leave was taken, select the **Pay Code** and enter hours as follows:

**3** Select the correct **Pay Code** from the drop-down menu.

**4** Type the number of hours in the **Amount** field.

**5** Click **Save**.

**NOTE:** CalTime displays a warning above the **Save** button when you do not have enough leave to take.

**Employee View**

1. Select **My Timecard** under **My Information**.

OR

**Supervisor View**

1. Select **My Timecard** under **My Genies(R)**.

**TIMECARD**

2. **Person & Id** Briggs, Thomas (905001)

3. Select **Pay Code** from the drop-down menu.

4. Enter hours in the **Amount** field.

5. Click **Save**.

| Add Row | Date      | Pay Code                       | Amount | In | Out | Totals Shift | Totals Daily |
|---------|-----------|--------------------------------|--------|----|-----|--------------|--------------|
|         | Sun 12/01 |                                |        |    |     |              |              |
|         | Mon 12/02 | Vacation Leave Taken           |        |    |     |              |              |
|         | Tue 12/03 | Vacation Leave Taken           |        |    |     |              |              |
|         | Wed 12/04 | Sick Leave Taken               |        |    |     |              |              |
|         | Thu 12/05 | Leave without Pay              |        |    |     |              |              |
|         | Fri 12/06 | Jury Duty                      |        |    |     |              |              |
|         | Sat 12/07 | Bereavement - Sick Leave Taken |        |    |     |              |              |
|         |           | ERIT - Empl. Reduction in Time |        |    |     |              |              |
|         |           | FMLA - LWOP                    |        |    |     |              |              |
|         |           | FMLA - Sick                    |        |    |     |              |              |

After you have saved, the word "TIMECARD" turns from orange to black, and a time-stamped confirmation message appears.

**TIMECARD**

Timecard successfully saved on: 12/17/2013 3:02PM

Buttons: Save, Approve, Primary Account, Totals

#### Approve Your Timecard:

**6** Click the **Approve** button.

**Note:** You must approve your timecard by the first of the month following the pay period, even if you have no leave to report.

**TIMECARD**

Person & Id Briggs, Thomas (905001)

Time Period Current Pay Period 12/01/2013 - 12/31/2013

6. Click the **Approve** button.

Timecard successfully saved on: 12/19/2013 9:01AM

| Add Row | Date      | Pay Code             | Amount | In | Out | Totals Shift | Totals Daily |
|---------|-----------|----------------------|--------|----|-----|--------------|--------------|
|         | Sun 12/01 |                      |        |    |     |              |              |
|         | Mon 12/02 | Vacation Leave Taken | 8.0    |    |     |              | 8.0          |
|         | Tue 12/03 | Vacation Leave Taken | 8.0    |    |     |              | 8.0          |
|         | Wed 12/04 |                      |        |    |     |              |              |

After you have approved, the timecard appearance changes to read-only, and a date-stamped confirmation message appears.

TIMECARD
Person & Id Briggs, Thomas (905001)
Time Period Current Pay Period

**Approvals:**  
i Timecard Approval by Employee (tbriggs001): 12/31/2013

Remove Approval Primary Account Totals Summary Refresh

| Add Row | Date      | Pay Code             | Amount | In | Out | Totals |       |
|---------|-----------|----------------------|--------|----|-----|--------|-------|
|         |           |                      |        |    |     | Shift  | Daily |
|         | Sun 12/01 |                      |        |    |     |        |       |
|         | Mon 12/02 | Vacation Leave Taken | 8.0    |    |     |        | 8.0   |
|         | Tue 12/03 | Vacation Leave Taken | 8.0    |    |     |        | 8.0   |
|         | Wed 12/04 |                      |        |    |     |        |       |
|         | Thu 12/05 |                      |        |    |     |        |       |

If you need to edit your timecard for any reason, you must first remove approval.

#### To Remove Approval:

- Click the **Remove Approval** Button.

**Note:** You can not edit your timecard after it's approved by your Supervisor. If necessary, ask your Supervisor to remove his/her approval, remove your approval, then follow steps 3 – 5 above.

TIMECARD
Person & Id Briggs, Thomas (905001)
Time Period Current Pay Period

**Approvals:**  
i Timecard Approval by Employee (tbriggs001): 12/31/2013

Remove Approval Primary Account Totals Summary Refresh

| Add Row | Date      | Pay Code             | Amount | In | Out | Totals |       |
|---------|-----------|----------------------|--------|----|-----|--------|-------|
|         |           |                      |        |    |     | Shift  | Daily |
|         | Sun 12/01 |                      |        |    |     |        |       |
|         | Mon 12/02 | Vacation Leave Taken | 8.0    |    |     |        | 8.0   |
|         | Tue 12/03 | Vacation Leave Taken | 8.0    |    |     |        | 8.0   |
|         | Wed 12/04 |                      |        |    |     |        |       |
|         | Thu 12/05 |                      |        |    |     |        |       |

At any time, click the **Home** link in the upper-right corner of the page, to return to the main menu.

< Home

Person & Id Carter, Rick 908005
Time Period Previous Pay Period 11/01/2013 - 11/30/2013

## Log Out of CalTime:

For PC and Mac users:

- Click the **Log Off** link at the top-right of the application window.


Log Off | [Change Password](#) | [Help](#)

< Home

## Enter Leave:

- 1 Select My Timecard.
- 2 Ensure the Time Period field is correct.
  - **Current Pay Period** if entering leave during the month
  - **Previous Pay Period** if entering leave on the 1<sup>st</sup> of the next month

For each day leave was taken, select the **Pay Code** and enter hours as follows:

- 3 Select the correct **Pay Code** from the drop-down menu.
- 4 Type the number of hours in the **Amount** field.
- 5 Click **Save**.

**NOTE:** CalTime displays a warning above the **Save** button when you do not have enough leave to take.

OR

| Add Row | Date      | Pay Code                       | Amount | In | Out | Totals Shift | Totals Daily |
|---------|-----------|--------------------------------|--------|----|-----|--------------|--------------|
|         | Sun 12/01 |                                |        |    |     |              |              |
|         | Mon 12/02 | Vacation Leave Taken           |        |    |     |              |              |
|         | Tue 12/03 | Vacation Leave Taken           |        |    |     |              |              |
|         | Wed 12/04 | Sick Leave Taken               |        |    |     |              |              |
|         | Thu 12/05 | Leave without Pay              |        |    |     |              |              |
|         | Fri 12/06 | Jury Duty                      |        |    |     |              |              |
|         | Sat 12/07 | Bereavement - Sick Leave Taken |        |    |     |              |              |
|         |           | ERIT - Empl. Reduction In Time |        |    |     |              |              |
|         |           | FMLA - LWOP                    |        |    |     |              |              |
|         |           | FMLA - Sick                    |        |    |     |              |              |

After you have saved, the word "TIMECARD" turns from orange to black, and a time-stamped confirmation message appears.

## Approve Your Timecard:

- 6 Click the **Approve** button.

**Note:** You must approve your timecard by the first of the month following the pay period, even if you have no leave to report.

| Add Row | Date      | Pay Code             | Amount | In | Out | Totals Shift | Totals Daily |
|---------|-----------|----------------------|--------|----|-----|--------------|--------------|
|         | Sun 12/01 |                      |        |    |     |              |              |
|         | Mon 12/02 | Vacation Leave Taken | 8.0    |    |     |              | 8.0          |
|         | Tue 12/03 | Vacation Leave Taken | 8.0    |    |     |              | 8.0          |
|         | Wed 12/04 |                      |        |    |     |              |              |

After you have approved, the timecard appearance changes to read-only, and a date-stamped confirmation message appears.

TIMECARD

Person & Id Briggs, Thomas (905001)
Time Period Current Pay Period

Approvals:

Timecard Approval by Employee (tbriggs001): 12/31/2013

Remove Approval Primary Account Totals Summary Refresh

| Add Row | Date      | Pay Code             | Amount | In | Out | Totals |       |
|---------|-----------|----------------------|--------|----|-----|--------|-------|
|         |           |                      |        |    |     | Shift  | Daily |
|         | Sun 12/01 |                      |        |    |     |        |       |
|         | Mon 12/02 | Vacation Leave Taken | 8.0    |    |     |        | 8.0   |
|         | Tue 12/03 | Vacation Leave Taken | 8.0    |    |     |        | 8.0   |
|         | Wed 12/04 |                      |        |    |     |        |       |
|         | Thu 12/05 |                      |        |    |     |        |       |

If you need to edit your timecard for any reason, you must first remove approval.

#### To Remove Approval:

- Click the **Remove Approval** Button.

**Note:** You can not edit your timecard after it's approved by your Supervisor. If necessary, ask your Supervisor to remove his/her approval, remove your approval, then follow steps 3 – 5 above.

TIMECARD

Person & Id Briggs, Thomas (905001)
Time Period Current Pay Period

Approvals:

Timecard Approval by Employee (tbriggs001): 12/31/2013

Remove Approval Primary Account Totals Summary Refresh

| Add Row | Date      | Pay Code             | Amount | In | Out | Totals |       |
|---------|-----------|----------------------|--------|----|-----|--------|-------|
|         |           |                      |        |    |     | Shift  | Daily |
|         | Sun 12/01 |                      |        |    |     |        |       |
|         | Mon 12/02 | Vacation Leave Taken | 8.0    |    |     |        | 8.0   |
|         | Tue 12/03 | Vacation Leave Taken | 8.0    |    |     |        | 8.0   |
|         | Wed 12/04 |                      |        |    |     |        |       |
|         | Thu 12/05 |                      |        |    |     |        |       |

At any time, click the **Home** link in the upper-right corner of the page, to return to the main menu.

Person & Id Carter, Rick 908005
Time Period Previous Pay Period 11/01/2013 - 11/30/2013

Home

#### Log Out of CalTime:

For PC and Mac users:

- Click the **Log Off** link at the top-right of the application window.

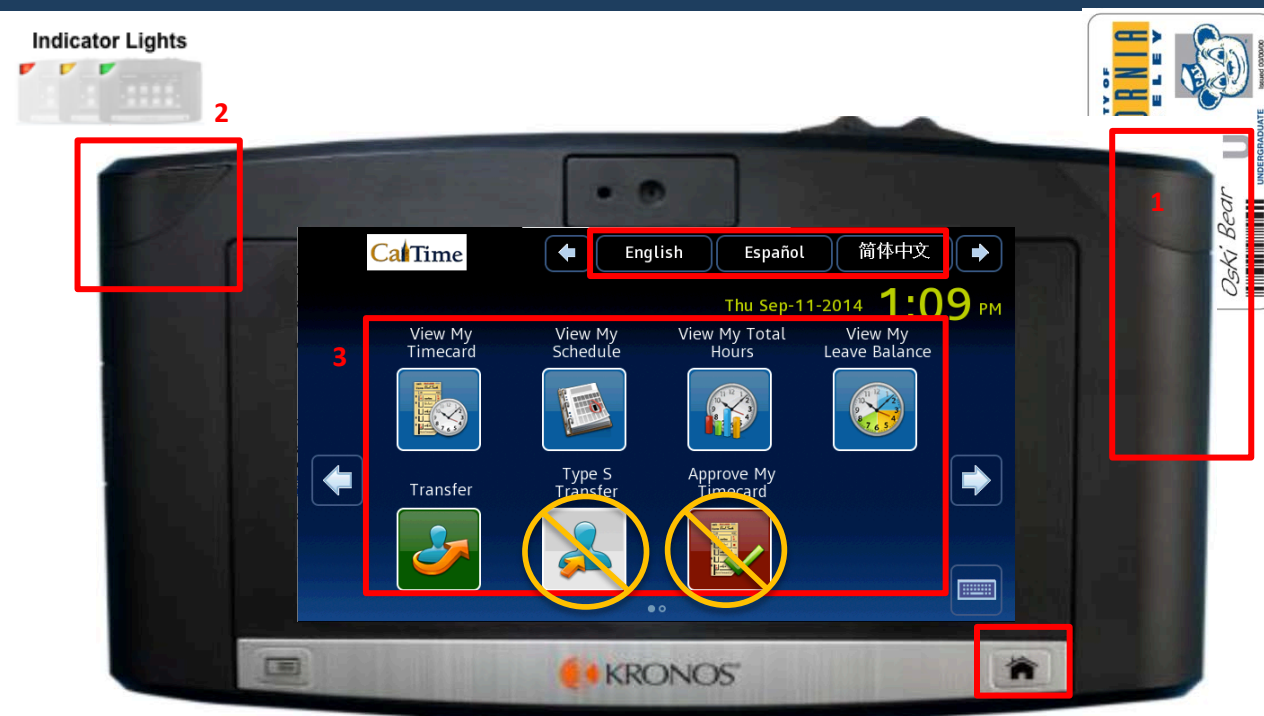
CalTime

Log Off Change Password Help

Home

# Real-Time Reporting

## Components of the CalTime Terminal



1. **Badge Reader** – Employee swipes their Cal1 Card through the badge reader to punch in and out, as well as to authenticate themselves for other actions.
2. **Indicator Lights** – Indicator light will flash to green to indicate that the card was read successfully. The light will flash red if the card read is unsuccessful.
3. **Soft Keys** – Touch the icon on the screen to view information:
  - **View My Timecard** - Displays time and leave entered on your timecard, as wells as job transfers
  - **View My Schedule** - Displays your schedule, including start and end times for upcoming shifts. *Note: Not all employees have schedules. Creation of schedules is a departmental decision.*
  - **View My Total Hours** - Provides a summary of the various hours worked (Regular Time, Overtime, Shift Differential)
  - **View My Leave Balances** - Displays totals of accrued leave balances (Vacation, Sick, Comp Time, etc.)
  - **Transfer** – Used to transfer your time entered to another job (if you have more than one), contract or grant.
  - **Type S Transfer (only available to specific departments)** – *Will not be used.*
  - **Approve My Timecard** - *Will not be used.*
4. **Home Button** – Use to return to the main terminal screen shown above.
5. **Languages** – Allows you to display information in other languages. Supported languages include English, Spanish, Cantonese, and Mandarin.

## Reporting Leave

1. Log-in at a PC into CalTime and select My Timecard

The screenshot shows the CalTime Sandbox interface. At the top, there's a header with the CalTime logo and 'Log Off | Help' link. Below the header, there are two main sections: 'My Information' and 'My Links'. In the 'My Information' section, there are three links: 'Time Stamp', 'My Timecard' (which is highlighted with a blue arrow), and 'My Reports'. The 'My Links' section contains two links: 'RDP Aid Enter Leave & Approve' and 'Web Aid Enter Leave & Approve'.

2. Select the appropriate Pay Code from the drop-down menu, and enter your hours in the corresponding Amount field.

The screenshot shows the CalTime TIMECARD interface. At the top, there's a header with the CalTime logo and 'Log Off | Help' link. Below the header, there's a section for 'TIMECARD' with a dropdown menu for 'Person & Id' (Employee, Library (012345678)) and a dropdown menu for 'Time Period' (Current Pay Period) with a date range of 10/12/2014 - 10/25/2014. Below this, there are tabs for 'Save', 'Approve', 'Comments', 'Primary Account', 'Totals Summary', and 'Refresh'. The main table has columns for 'Add Row', 'Date', 'Pay Code', 'Amount', 'In', 'Transfer', 'Out', and 'Totals' (Shift, Daily). The table shows entries for dates from Sun 10/12 to Sat 10/25. The entry for Tue 10/21 shows 'Vacation Leave Taken' as the Pay Code and '8.0' as the Amount, with a blue arrow pointing to the Amount field. The 'Totals' column shows a total of 32.0.

3. After reviewing your timecard, click Save and Approve.

The screenshot shows the CalTime TIMECARD interface, similar to the previous one. However, the 'Save' and 'Approve' buttons are highlighted with blue arrows, indicating the next steps in the process. The table shows entries for dates from Sun 10/12 to Tue 10/14.

# Student Supervisors

## Components of the CalTime Terminal



1. **Badge Reader** – Employee swipes their Cal1 Card through the badge reader to punch in and out, as well as to authenticate themselves for other actions.
2. **Indicator Lights** – Indicator light will flash to green to indicate that the card was read successfully. The light will flash red if the card read is unsuccessful.
3. **Soft Keys** – Touch the icon on the screen to view information:
  - **View My Timecard** - Displays time and leave entered on your timecard, as wells as job transfers
  - **View My Schedule** - Displays your schedule, including start and end times for upcoming shifts. *Note:* Not all employees have schedules. Creation of schedules is a departmental decision.
  - **View My Total Hours** - Provides a summary of the various hours worked (Regular Time, Overtime, Shift Differential)
  - **View My Leave Balances** - Displays totals of accrued leave balances (Vacation, Sick, Comp Time, etc.)
  - **Transfer** – Used to transfer your time entered to another job (if you have more than one), contract or grant.
  - **Type S Transfer (only available to specific departments)** – *Will not be used.*
  - **Approve My Timecard** - *Will not be used.*
4. **Home Button** – Use to return to the main terminal screen shown above.
5. **Languages** – Allows you to display information in other languages. Supported languages include English, Spanish, Cantonese, and Mandarin.



## Time Entry

### Student Employee Recording a Punch



#### ALERT:

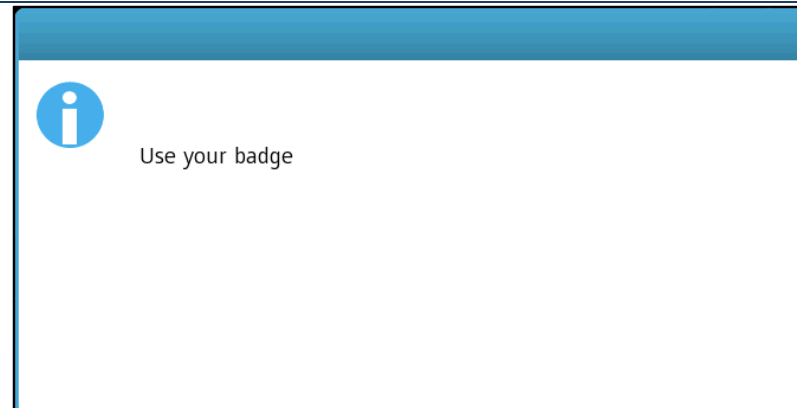
ALL student employees must select a Friendly Name transfer when they clock in at a terminal or PC, even if the student only works one job.

### Entering Time at the Terminals

1. Press the **Standard Transfer** soft key.



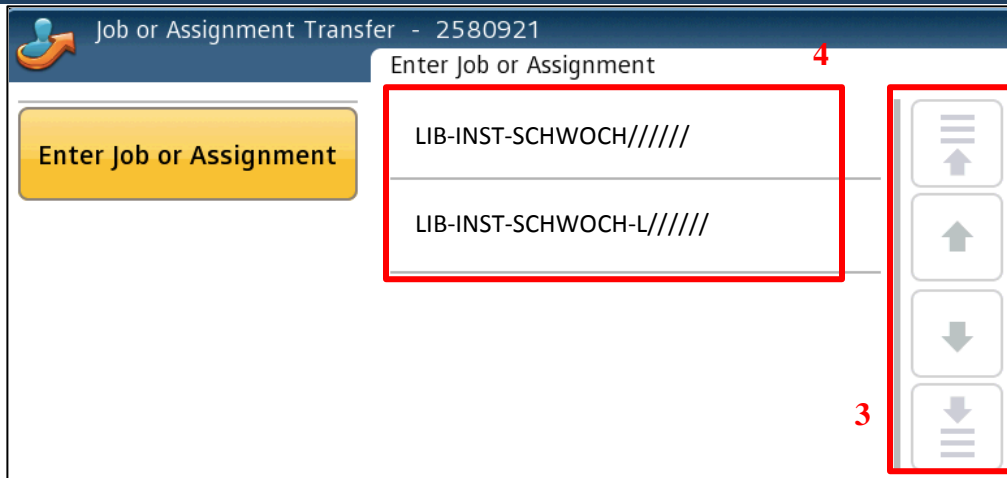
2. CalTime will instruct you to **Use your badge**.  
3. Swipe you ID Card.





## Entering Time at the Terminals

4. Students will only see friendly names linked to their account in the HR system. A student with one job that is eligible for the higher rate will see two friendly names. When clocking in, the student will select the friendly name that DOES NOT end with an -L. Friendly names that end in -L are used by supervisors in the students' timecards to assign the Workleader Rate.

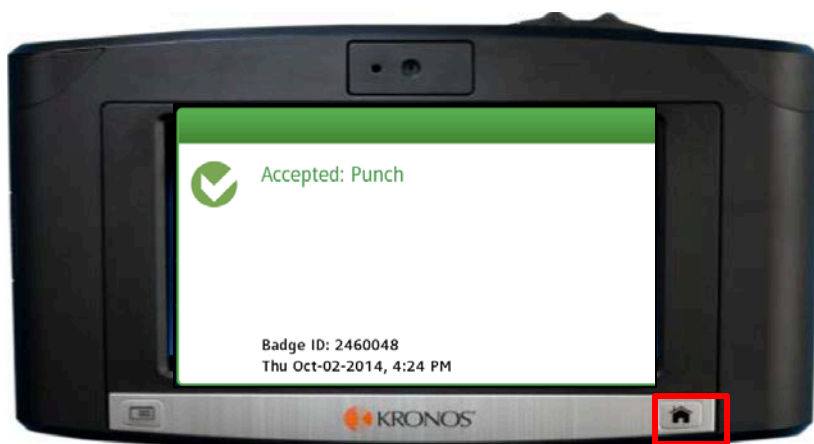


5. CalTime displays a message "Accepted: Job or Assignment Transfer."



### Other Actions:

- To punch out of the job, you can simply swipe your badge.
- To punch into a different job, repeat the Standard Transfer steps.
- Press the **Home** key to return to the main menu.





### Rounding and Grace Periods for Time Entered

For start and end of each day/shifts, all time stamps collected via CalTime are rounded according to a seven-minute grace period before and after each quarter hour mark. The grace period is 7 minutes before the quarter hour and 7 minutes after the quarter hour.

#### Examples:

If an employee punches in at 7:23am, the system records and displays the time in CalTime as 7:23am, but for the purposes of calculating the number of hours to be paid, the system will round the time (internally) to 7:30am. Similarly, if an employee punches out at 4:05pm, the system records and displays 4:05pm but will round the time internally to 4:00pm.

Here's a chart of how rounding and the grace period will be applied:

| Grace Period (Punch in or out time) | Quarter Hour (Time Used to Calculate Pay) |
|-------------------------------------|---|
| :53 to :07 (e.g., 6:53am to 7:07am) | 00 (e.g., 7:00am)                         |
| :08 to :22 (e.g., 7:08am to 7:22am) | 15 (e.g., 7:15am)                         |
| :23 to :37 (e.g., 7:23am to 7:37am) | 30 (e.g., 7:30am)                         |
| :38 to :52 (e.g., 7:38am to 7:52am) | 45 (e.g., 7:45am)                         |