

# CalTime: Time Entry For "RealTime" Employees

The purpose of this job aid is to provide instructions on how a "RealTime" Employee records time within CalTime. "RealTime" employees record their start times and end times at the time they occur in real time.

## Entering Time

1. Once the employee has successfully logged on, CalTime presents the Time Stamp screen.

Use this screen to record your "In" and "Out" times by clicking on the "Record Time Stamp" button.

**TIME STAMP**

Thursday, September 25, 2014 3:08PM (GMT -08:00) Pacific Time

Transfer

2. After recording the time stamp, CalTime shows you the Time Stamp Results, including the Recorded Time.

**TIME STAMP RESULTS**

**Recorded Time** 3:08PM (GMT -08:00) Pacific Time

## Entering Time If You Work Multiple Jobs, or work on a Contract, or Grant

As a non-exempt employee, (if you have more than one job or if you work on contracts or grants) you will need to charge your time to different jobs, contracts or grants. Each could be tied to a different punch in.

1. Click on the "Search" icon.

**TIME STAMP**

Tuesday, September 30, 2014 1:18PM (GMT -08:00) Pacific Time

Transfer

2. Select the drop list arrow for Job.

*You do not need to select a job when punching out for lunch or the end of your shift, simply swipe your badge.*

**TRANSFER SELECTION**

**ACCOUNT**

**Job** None

**Location** None

**Project** None

**Supervisor ID** None

**Search for Employee ID**

**Employee ID** Too many entries ...  
Try limiting search.

**Training** None

**LL7** None

**WORK RULE**

None

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## Entering Time

3. Select the job, contract or grant for the job shift that you are starting. Click "OK".

**Note:** If you are unclear on which entry on the list to select for your job, contract or grant, complete your time entry first. Then, work with your supervisor to resolve the issue of selecting from the list.

**TRANSFER SELECTION**

**ACCOUNT**

Job:  None

Location: LIBRARIAN-DOE, LIBRARIAN-DOE

Project: LIBRARIAN-MOFFIT, LIBRARIAN-MOFFIT  
STDT 1-CRRJ-CLLAW, STDT 1-CRRJ-CLLAW

Supervisor ID: STDT 2-LIB-CLLAW, STDT 2-LIB-CLLAW  
STDT 2-MEDIA-CLLAW, STDT 2-MEDIA-CLLAW  
STDT 3-LIB-CLLAW, STDT 3-LIB-CLLAW  
STDT 3-MEDIA-CLLAW, STDT 3-MEDIA-CLLAW

Employee ID: STDT1-LIB-CLLAW, STDT1-LIB-CLLAW  
TDT2-ADMTEL-CLLAW, TDT2-ADMTEL-CLLAW

LL6:

LL7:

**WORK RULE**

4. The job, contract or grant will appear in the "Transfer" field.
5. Then click on the "Record Time Stamp" button.

**TIME STAMP** < Home

Tuesday, September 30, 2014 1:21PM (GMT -08:00) Pacific Time

Transfer: LIBRARIAN-DOE/////

6. CalTime displays the Time Stamp Results: the recorded time and the job associated to that time.

**TIME STAMP** < Home

Tuesday, September 30, 2014 1:21PM (GMT -08:00) Pacific Time

Transfer: LIBRARIAN-DOE/////