## CalTime

If you find that a schedule does not reflect an employee's actual work day, you may choose to delete his/her assigned schedule. This job aid includes two sections: *Deleting a Schedule from a Given Point Forward* and *Deleting a Schedule Altogether* (see page 3).

## Deleting a Schedule from a Given Point, Forward\_\_\_

- Log in to CalTime using RDP. (See instructions on how to log in via RDP at http://caltime.berkeley.edu/access.
- 2. Click Scheduling tab, and then click Schedule Editor.

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mecard	Schedule Repo	orts			Schedule Edito	чы <b>7</b>											
ION-E ast Refre	XEMPT PAY	PERIO	D APP	ROVAL	w All Non-Exempt	t Home 🔹 Tir	me Perioc	Previou	s Pay Peric	d	▼ Ref	resh					
Actions	▼ Amount ▼ S	chedule 🔻	Approv	vals ▼													
Person ID	Name 17	Title Code	Missed Punch	Employee Supe Approval Appr	rvi Who Approved oval Timecard	HCM Manager	REG	OTS	OTP	OT2	CTS	CTP	CT2	Vacation	Sick	Holiday	
09900	Anderson002, Nick	4722C	~			Parkinson002, De	62.0		2.5								
00900	Brickle002, Paula	4723C	~			Parkinson002, De	72.0	2.0	2.5						8.0		
09900	Briggs002, Thomas	5332C	~			Parkinson002, De	80.0		4.0								
09900	Carter002, Rick	7583U				Parkinson002, De	80.0		10.0								
00990	Cross002, Katie	4722C	~			Parkinson002, De											
00900	Haggarty002, Carl	4723C				Parkinson002, De	16.0										
00990	Jackson002, Sha	5332C				Parkinson002, De	80.0		13.5								
00900	Love002, Hanna	7583U				Parkinson002, De											
00990	Matthews002, Eli	4722C				Parkinson002, De											
00992	Nguyen002, Sam	4723C				Parkinson002, De											
00991	Sanchez002, Raul	5332C				Parkinson002, De											

3. Choose All Non-Exempt Home from the Show drop list.

CalTim	P						Log Off   Change P	assword   Setup	Help
	GENERAL		se 🔹 🛛 sche		MY INFORMATION -	MY LINKS -			
Timecard Schedu	le People Repo	orts							
SCHEDULE E Loaded: 9:54AM	EDITOR		Show All Hom	mpt Home	Edit Time Perio	d Current Schedule	Period <b>Refr</b>	esh 01/2014-7/31/2014	<b>}</b>
BY EMPLOYEE Save Action	BY GROUP ns ▼ Shift ▼ Pay	r Code ▼ View ▼	3 All Nor	ne n-Exempt Home I-Ex nome and		/			
Name 1/	Sch Hrs.	Tue 7/01	W New		Independence Day Fri 704	/ Sat 7/05	Sun 7/06	Mon 7/07	
Anderson002, Nick	184.00	7a - 330p	7a - 330 Edit Ad	I Hoc	7a - 330			7a - 330p	-
Baylor002, Ed	0.00								
Bostock002, Lymon	0.00								
Brickle002, Paula	195.50	8a - 430p	8a - 430p	8a - 430p	5a - 430p			8a - 430p	
Briggs002, Thomas	172.50	3p - 11p	3p - 11p	3p - 11p	3p - 11p			3p - 11p	
Carter002, Rick	172.50	3p - 11p	3p - 11p	3p - 11p	3p - 11p			3p - 11p	

 Ensure that the Time Period selected includes the dates to be deleted. Use the Time Period drop list to select the appropriate timeframe: Current Schedule Period, Next Schedule Period, or Range of Dates.



 Right-click on the employee's name. (In this case, it is Carl Haggarty.)

	CalTime					
		GENERAL - M	Y GENIES® 🔻	SCHEDULING -	MY INFORMATION -	MY LINKS -
	Timecard Schedule	Reports				
	SCHEDULE EI	DITOR	Show	All Non-Exempt Home	Edit Time Perio	8/13/2014 - 8/17/2014,
	BY EMPLOYEE	BY GROUP				
	Save Actions	s ▼ Shift ▼ Pay Code ▼	View 🔻			
	Name 1 A	Sch Hrs.	Wed 8/13	Thu 8/14	Fri 8/15	Sat 8/16
	Anderson002, Nick	24.00 7a - 330	)	7a - 330p	7a - 330p	
	Brickle002, Paula	25.50 8a - 430;	)	8a - 430p	8a - 430p	
	Briggs002, Thomas	22.50 3p - 11p		3p - 11p	3p - 11p	
	Carter002, Rick	22.50 3p - 11p		3p - 11p	3p - 11p	
	Cross002, Katie	25.50 730a - 43	30p	730a - 430p	730a - 430p	
	Hannarty002 Carl	25.50 730a - 43	30p	730a - 430p	730a - 430p	
Edit Pa	ittern <b>β</b> <u>Snift or</u>	7a - 4p		7a - 4p	7a - 4p	
Delete	Pattern Pours	216.00	72		72	72
Sch av di	le Outline → mplo	12	9		9	9
Audits -	⇒					
Timecare	d>				•	
Reports						

- Left-click Edit Pattern > Shift or Pay Code.
- 7. Click the End Date option button.
- Click in the End Date text box, and type the last day of the schedule you want to be in effect. (In this case, it is 8/12/2014.)
- 9. Click OK. -

Observe that Carl no longer has a schedule after 8/12/2014:

 When you are done with Schedule Editor, click on one of the Genies, click Reports, or click Log Off to end your CalTime session.

Pattern Editor											
	HaggartyC	002, Carl				_					
	Effectiv	e Dates: art Date:	7/28/20	4	-	/					
	- HOIK 30	art bate.	1120/20				Forever			Over	ride other patterns
	* Pattern	Start Date	: 7/28/20	114	•	• •	End Date	8/12/2014	•	0	
	Recurrin	1g 1	• Wee	ks 🔿 Days	730a - 4	430p	4		Find		Insert Shift 🔿
		No.	Sun	Mon	Tue		Wed	Thu	Fri	Sat	Insert Pattern ->
	× ±	1		730a - 430p	730a - 4	30p 73	30a - 430p	730a - 430p	730a - 430p		
	XL	2									Shift Editor →
											Pay Code Editor →
											Delete
				<b>_</b>	7		_				
				7.		01	Cance	Help			

**NOTE:** From 8/13/2014 on, Carl will no longer have a schedule.







## Deleting a Schedule Altogether\_\_\_\_

 After logging in to CalTime, click the Scheduling tab, and then click Schedule Editor.

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Timecard	Schedule Repo	rts				Schedule Editor	տ 1											
NON-EX	NON-EXEMPT PAY PERIOD APPROVAL Show Al Non-Exempt Home  Time Period Previous Pay Period Refree h																	
Last Refre	Last Refreshed: 304PM Show Conversion intervences in reference in the period in the conversion of the																	
Actions	Actions * Amount * Schedule * Approvals *																	
Person ID	Name 17	Title Code	Missed Punch	Employee Approval	Supervi Approval	Who Approved Timecard	HCM Manager	REG	OTS	OTP	OT2	CTS	СТР	CT2	Vacation	Sick	Holiday	Oth Pay C
00990 /	Anderson002, Nick	4722C	~				Parkinson002, De	62.0		2.5								
00990 8	Brickle002, Paula	4723C	~				Parkinson002, De	72.0	2.0	2.5						8.0		
00990 8	Briggs002, Thomas	5332C	~				Parkinson002, De	80.0		4.0								
00990 0	Carter002, Rick	7583U					Parkinson002, De	80.0		10.0								
00990 (	Cross002, Katie	4722C	~				Parkinson002, De											
00990 I	Haggarty002, Carl	4723C					Parkinson002, De	16.0										
00990 1	Jackson002, Sha	5332C					Parkinson002, De	80.0		13.5								
00990 1	Love002, Hanna	7583U					Parkinson002, De											
00990 1	Matthews002, Eli	4722C					Parkinson002, De											
00992 1	Nguyen002, Sam	4723C					Parkinson002, De											
00991 9	Sanchez002, Raul	5332C					Parkinson002, De											
00991 5	Smith002, Phillip	7583U					Parkinson002, De											

- Choose All Non-Exempt Home from the Show drop list.
- Right-click on the employee's name. (In this case, it is Carl Haggarty.)
- 4. Click Delete Pattern > Shift or Pay Code.
- Select the pattern to be deleted (if more than one pattern is present), and click Delete.

	Timecard	Schedu	le   Reports							
	SCHE	DULE E	DITOR		2[	Show All Non-Exen	npt Home 🔻	dit Time Period	Current Schedule P	eriod 🔻
	BY EM	PLOYEE	BY GROUP							
	Save	Actio	ns 🔻 Shift 🔻	Pay	Code 🔻 View 🔻					
	Nam	ne 1A	Sch Hrs.		Sun 7/27	Mon 7/28	Tue 7/29	Wed 7/30	Thu 7/31	Fri 8
	Cross002	, Katie		42.50		730a - 430p	730a - 430p	730a - 430p	730a - 430p	730a - 430
Add Dates		02, Carl		42.50		730a - 430p	730a - 430p	730a - 430p	730a - 430p	730a - 430
Aug Patte		02. Shan		0.00						
Delete Pa	ttern 🕨	Shift or Pa	v Code>	42.50		7a - 4p	7a - 4p	7a - 4p	7a - 4p	7a - 4p
Sahadula ()	utling ->			0.00						
	uume	2, Sam	<b>^</b>	35.00		11a - 7p	11a - 7p	11a - 7p	11a - 7p	11a - 7p
		02, Raul 💧	4	40.00		11a - 730p	11a - 730p	11a - 730p	11a - 730p	11a - 730p
Timecard -	•	Phillip	-	0.00						
Reports -⇒		d Hours	3	60.00	0	72	72	72	72	





CalTime



## Supervisor of Non-Exempt Employee (Web): Deleting Schedules

Observe that Carl's schedule no longer exists:

CalTime	GENERAL		s® ▼ Schedu		IFORMATION -	MY LINKS 🔻	Log Off   Chi
Timecard Schedul	e Reports						
*SCHEDULE I Loaded: 11:31AM	EDITOR		Show All Non-Exe	empt Home 🔻	Edit Time Perio	Dd Current Schedule	Period  Refre
BY EMPLOYEE	BY GROUP						
Save Action	s▼ Shift▼ Pay	Code 🔻 View 🔻					
Name 1 A	Sch Hrs.	Sun 7/27	Mon 7/28	Tue 7/29	Wed 7/30	Thu 7/31	Fri 8/01
Cross002 Katie	42.50		730a _ 430n	730a 430n	730a 430n	730a 430n	730a _ 430n
Haggarty002, Carl	0.00						

 When you are done with Schedule Editor, click on one of the Genies, click Reports, or click Log Off to end your CalTime session.

CalTim	GENERAL		S® ▼ SCHEDU		FORMATION -	MY LINKS •	Log Off Ch:						
Timecard Schedu	Reports			6									
*SCHEDULE EDITOR Loaded: 11:31AM Show All Non-Exempt Home V Edit Time Period Current Schedule Period V Refr 44 4 7/7													
BY EMPLOYEE	BY GROUP												
Save	Save Actions ▼ Shift ▼ Pay Code ▼ View ▼												
Name 14	Sch Hrs.	Sun 7/27	Mon 7/28	Tue 7/29	Wed 7/30	Thu 7/31	Fri 8/01						
Cross002, Katie	42.50	42.50		730a - 430p	730a - 430p	730a - 430p	730a - 430p						
Haggarty002, Carl	0.00												