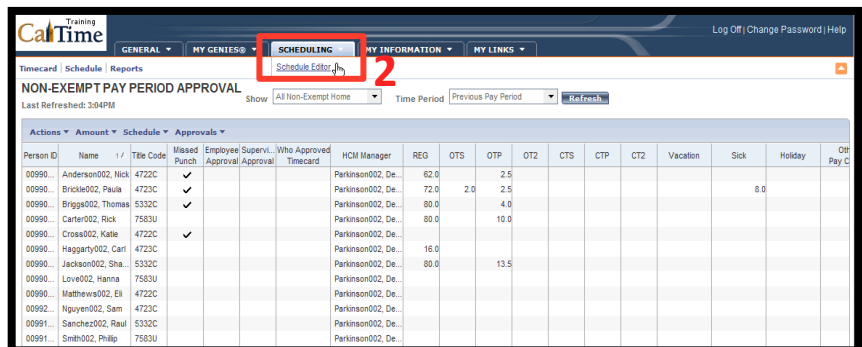


Once you have created and assigned a schedule to an employee, you may need to edit it to accommodate short-term changes to his/her schedule (say, 4 or fewer days that are not part of a pattern). For this, you will edit individual shifts.

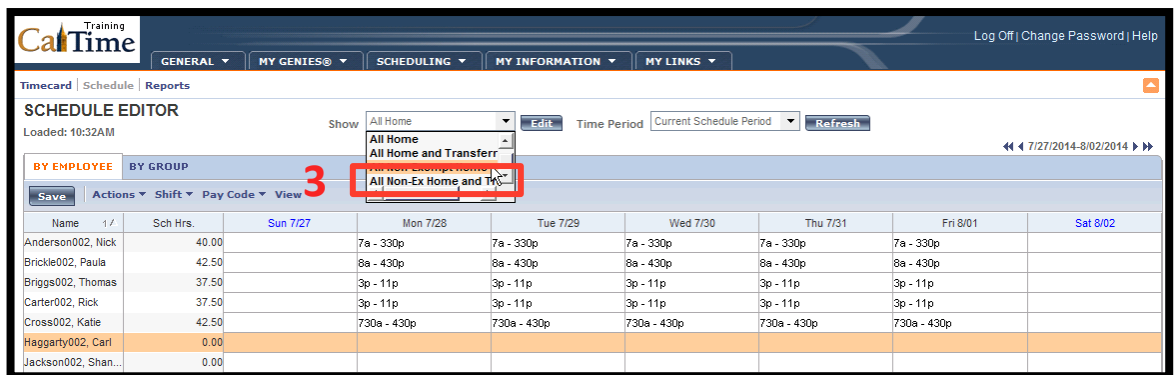
The following example modifies a schedule for non-exempt employee, Carl Haggerty, to accommodate a two days of short shifts on which he has doctor's appointments.

1. Log in to CalTime using RDP. (See instructions on how to log in via RDP at <http://caltime.berkeley.edu/access.>)

2. Click the **Scheduling** tab, and then click **Schedule Editor**.

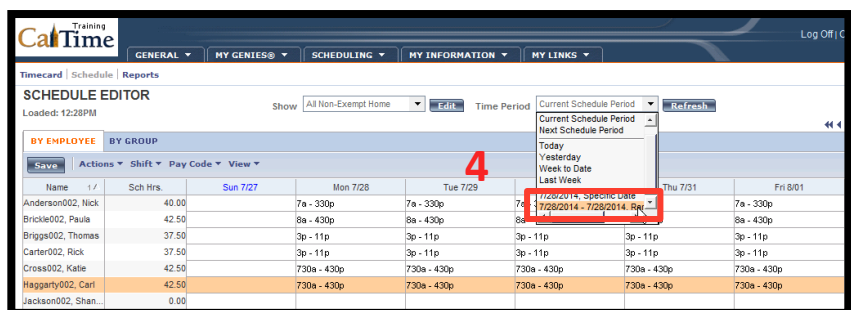


3. If it isn't visible in the **Show** field, click the **Show** field drop-list arrow and choose **All Non-Exempt Home**.

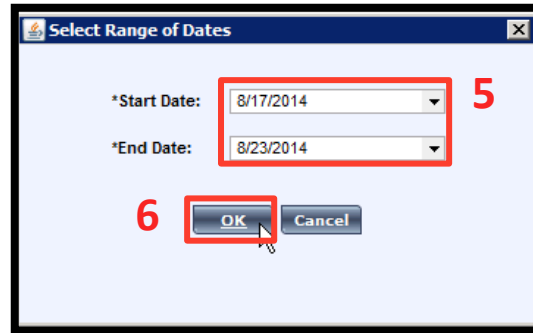


4. From the **Time Period** drop list, choose the last option, "**Range of Dates**".

Make sure you view a range of dates that displays the time frame in which Carl's short shifts fall.

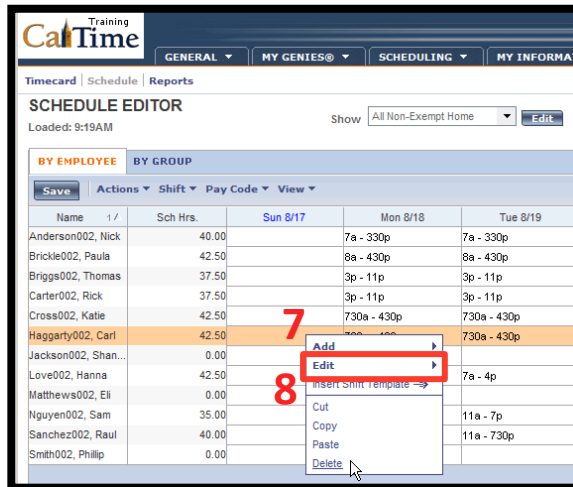


- For this example, the **Start Date** should be **8/17/2014** with an **End Date** of **8/23/2014**.
- Click **OK**.



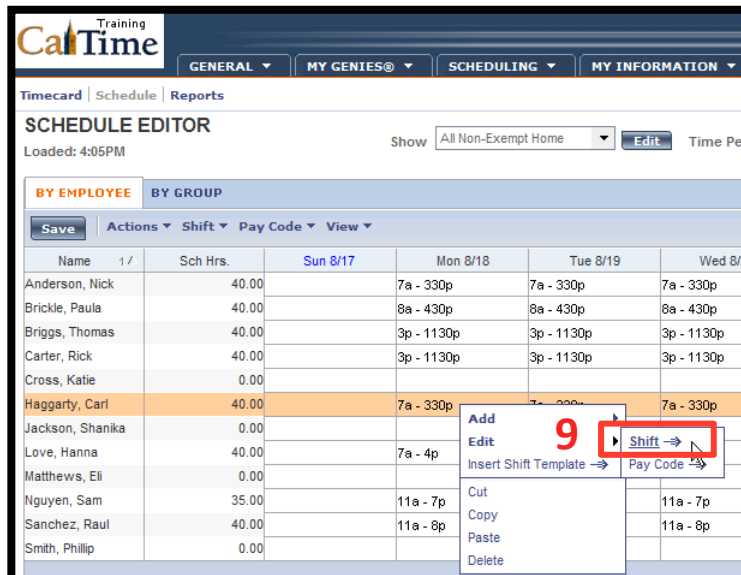
Schedule Editor opens to the range of dates you entered.

- Right-click in the cell for the first day of Carl's short shift (in this example, **8/18**).

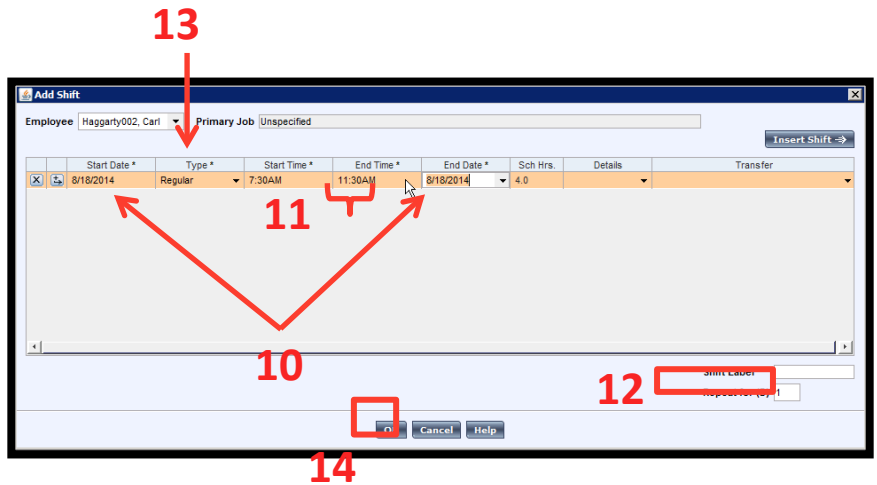


- Click **Edit**.

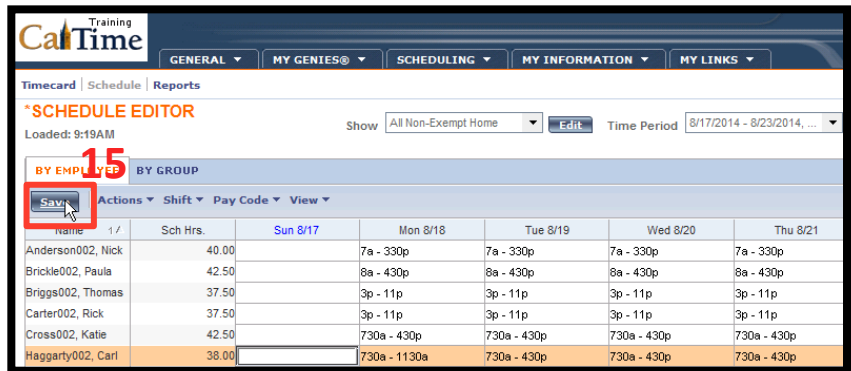
- Click **Shift**.



10. Make sure the **Start** and **End Dates** are **8/18/2014**.
11. Select the **End Time**, and type **1130a**.
12. The shift should only **Repeat for 1 day**.
13. The **Type** of shift is **Regular**.
14. Click **OK**.
15. Click **Save** to store your changes.

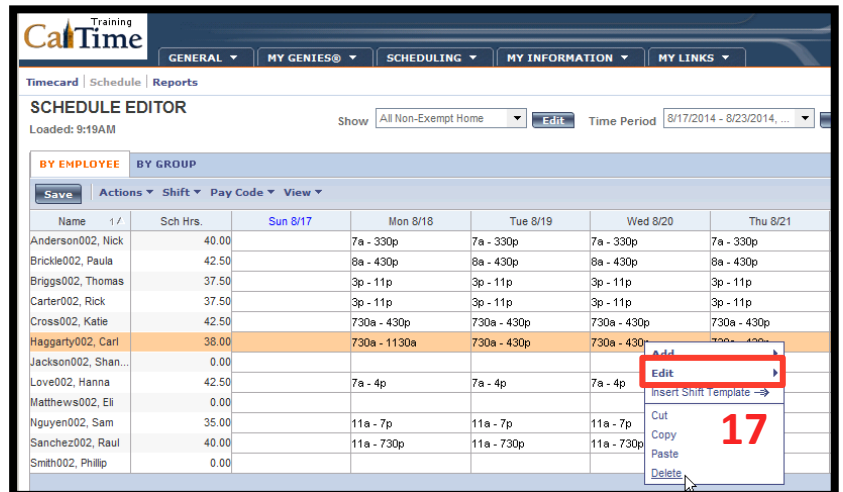


**NOTE:** The words, **Schedule Editor**, change from orange to black, once the schedule changes have been saved.

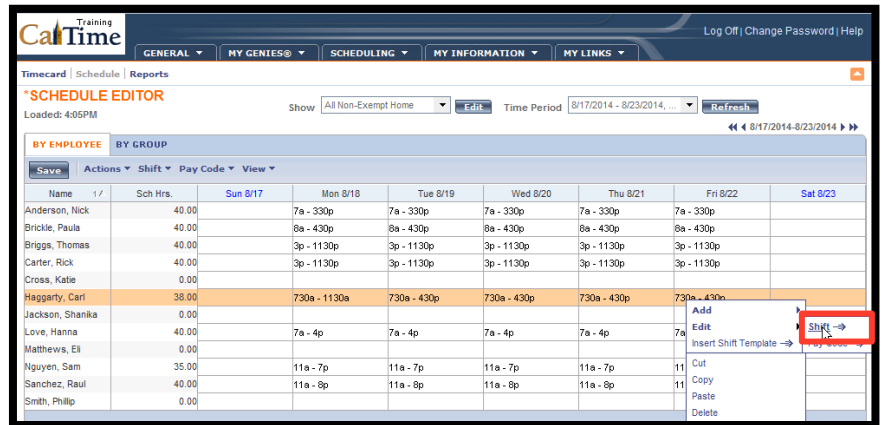


The second doctor's appointment is on **Fri 8/22**

16. Right-click in Carl Haggarty's cell for **Fri 8/22**.
17. Left-click **Edit**.



18. Click **Shift**.



18

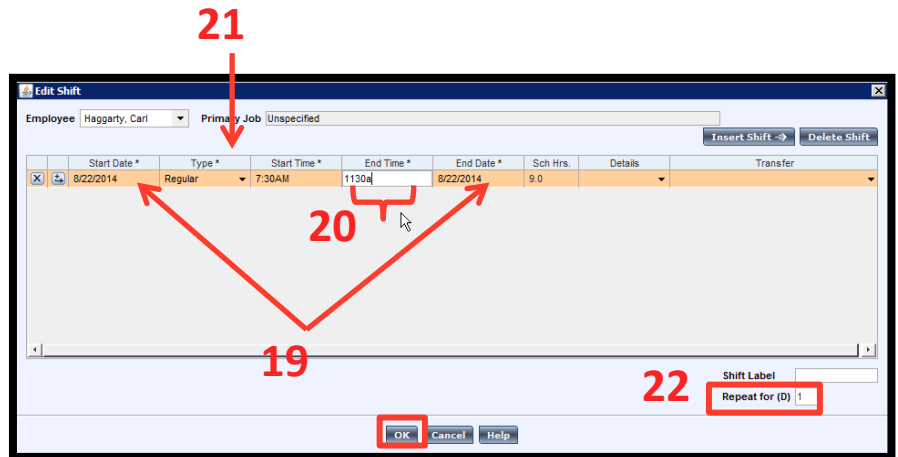
19. Make sure the **Start and End Dates** are the date for that Friday.

20. Input the **Start Time and End Time** of the shift.

21. The **Type** of shift is **Regular**.

22. **Repeat** for 1 days.

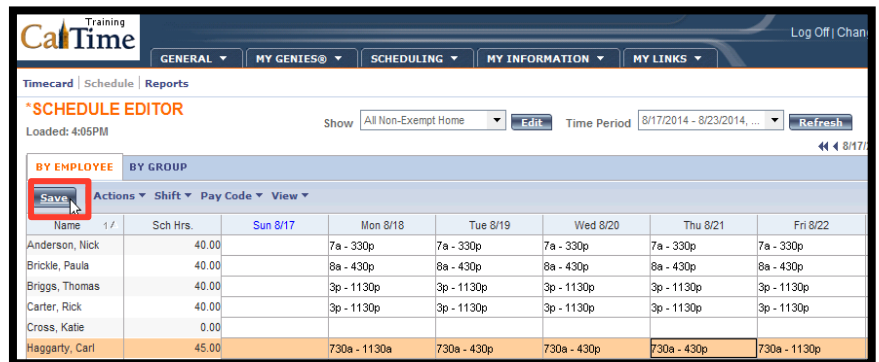
23. Click **OK**.



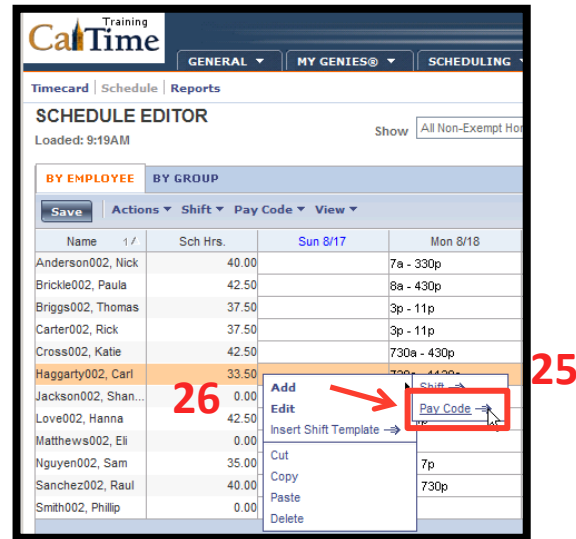
23

24. Click **Save** to store your changes.

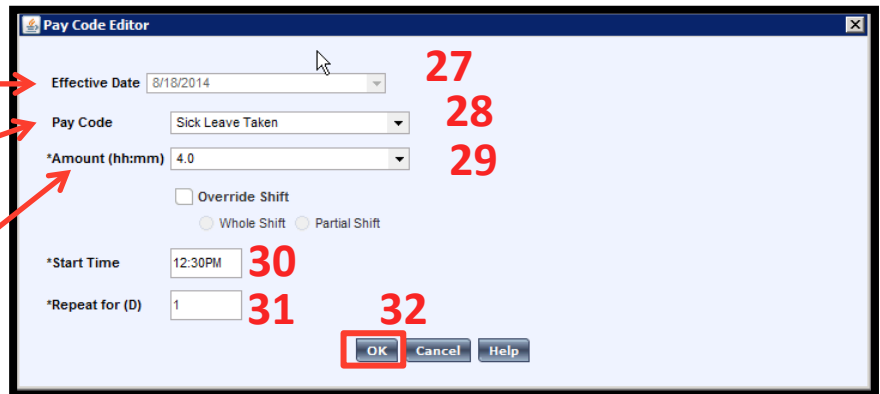
**NOTE:** The words, **Schedule Editor**, change from orange to black, once the schedule changes have been saved.



- 25. Return to **Mon 8/18**, and right-click.
- 26. Left click on **Add > Pay Code**.



- 27. Verify the **Effective Date** is the date for that Monday.
- 28. Select **Sick Leave Taken** from the **Pay Code** drop list.
- 29. Type **4.0** in the **Amount** text box.



- 30. Set the **Start Time** to **12:30**. *(His shift normally lasts 8.0 hours with a one-hour lunch break. His shift would then resume and continue until 4:30.)*
- 31. **Repeat for 1** day.
- 32. Click **OK**.

**NOTE:** It is not necessary to override any part of the shift, since the shift has been shortened to 7:30a–11:30a

33. Click **Save**.

33

CalTime Training  
GENERAL MY GENIES SCHEDULING MY INFORMATION

Timecard | Schedule | Reports  
\*SCHEDULE EDITOR  
Loaded: 9:19AM Show All Non-Exempt Home Edit

BY EMPLOYEE BY GROUP

Save Actions Shift Pay Code View

Name	1/	Sch Hrs.	Sun 8/17	Mon 8/18	Tue 8/19
Anderson002, Nick		40.00		7a - 330p	7a - 330p
Brickle002, Paula		42.50		8a - 430p	8a - 430p
Briggs002, Thomas		37.50		3p - 11p	3p - 11p
Carter002, Rick		37.50		3p - 11p	3p - 11p
Cross002, Katie		42.50		730a - 430p	730a - 430p
Haggarty002, Carl		37.50		730a - 1130a Sick Leave Taken ...	730a - 430p
Jackson002, Shan...		0.00			

34. Return to **Fri 8/22**.

35. Repeat **Steps 26–33**, making sure that in the **Pay Code Editor**, the **Effective Date** is **8/22**.

The finished result is shown at right:

CalTime Training  
GENERAL MY GENIES SCHEDULING MY INFORMATION MY LINKS Log Off | Change Password | Help

Timecard | Schedule | Reports  
\*SCHEDULE EDITOR  
Loaded: 4:05PM Show All Non-Exempt Home Edit Time Period 8/17/2014 - 8/23/2014 Refresh

BY EMPLOYEE BY GROUP

Save Actions Shift Pay Code View

Name	1/	Sch Hrs.	Sun 8/17	Mon 8/18	Tue 8/19	Wed 8/20	Thu 8/21	Fri 8/22	Sat 8/23
Anderson, Nick		40.00		7a - 330p	7a - 330p	7a - 330p	7a - 330p	7a - 330p	
Brickle, Paula		40.00		8a - 430p	8a - 430p	8a - 430p	8a - 430p	8a - 430p	
Briggs, Thomas		40.00		3p - 1130p	3p - 1130p	3p - 1130p	3p - 1130p	3p - 1130p	
Carter, Rick		40.00		3p - 1130p	3p - 1130p	3p - 1130p	3p - 1130p	3p - 1130p	
Cross, Katie		0.00							
Haggarty, Carl		53.00		730a - 1130a Sick Leave Taken 4.0	730a - 430p	730a - 430p	730a - 430p	730a - 1130p Sick Leave Taken ...	

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

CalTime Training  
GENERAL MY GENIES SCHEDULING MY INFORMATION MY LINKS Log Off Chan

Timecard | Schedule | Reports  
\*SCHEDULE EDITOR  
Loaded: 4:05PM Show All Non-Exempt Home Edit Time Period 8/17/2014 - 8/23/2014 Refresh

BY EMPLOYEE BY GROUP

Save Actions Shift Pay Code View

Name	1/	Sch Hrs.	Sun 8/17	Mon 8/18	Tue 8/19	Wed 8/20	Thu 8/21	Fri 8/22
Anderson, Nick		40.00		7a - 330p	7a - 330p	7a - 330p	7a - 330p	7a - 330p
Brickle, Paula		40.00		8a - 430p	8a - 430p	8a - 430p	8a - 430p	8a - 430p
Briggs, Thomas		40.00		3p - 1130p	3p - 1130p	3p - 1130p	3p - 1130p	3p - 1130p
Carter, Rick		40.00		3p - 1130p	3p - 1130p	3p - 1130p	3p - 1130p	3p - 1130p
Cross, Katie		0.00						
Haggarty, Carl		53.00		730a - 1130a Sick Leave Taken 4.0	730a - 430p	730a - 430p	730a - 430p	730a - 1130p Sick Leave Taken 4.0