

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.

CalTime

- 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.
- 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.

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| | | | | | | + Heb Ald Appro | re Employee Leave | | | |
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| Training | | | | | | | | | | hanne Password I |
| Cal Time | Reports | | | | | | | | Log Off C | Change Password < Home |
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| | | | 1 | Time Period | Today | | | ~ | Apply | | | |
| Refresh | Select an A | ction 🗸 | _д 5 | | | | | | | | | |
| Person ID | Name 24 | 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 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 | | | 4919U | 4 | FJPPS | FJPPS | Ν | 30 | 08 | D | |
| 009912002 | Smith002, Phillip | stu | dents | 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 | 80 | 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 | 7583U | 2 | FTRAN | FTRAN | N | 60 | 08 | D | |

Log Off I Change Password I Help-

CalTime

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.

| CalTime | | | | | | | | | | | |
|-------------|--|--------|----------------------------|----------------------|--------------|--------------|---------------------|-----------------------|--|--|--|
| Timecard Sc | Timecard Schedule Reports | | | | | | | | | | |
| CUSTOM | CUSTOM FIELDS SUMMARY Show All Non-Ex Home and Trans. In | | | | | | | | | | |
| | | | 1 | Time Period | Today | | | ~ | | | |
| Refresh | Select an Ad | tion | | | | | | | | | |
| Person ID | Approve Remove App Export to Ex | proval | Pay Rule | Title Code 1 / | Appt Type | Home Dept | Job Home Dept | Comp Time Elect | | | |
| 009901002 | And Storester, Nick | · | 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 | Ν | | | |

 Respond to the following dialog window by clicking Open.

| Do you want to open or save Custom-Fields-Summary.xls (6.50 KB) from caltimetrn | .berkeley.ed | du? | | × |
|--|--------------|------|--------|--------|
| | 7 | Oper | Save 🔻 | Cancel |

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

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|---|--|---------------------------|------------------------|----------------------|-----------------------|-------------------|-----------|---------------|--|--|--|
| I | File Home | Insert Page Layout | Formulas E | Data Review | View Acrobat | | | | | | |
| 6 | Protected View | This file originated from | n an Internet location | and might be unsafe. | Click for more detail | s. Enable Editing | 8 | | | | |
| | A1 | ▼ (| Person ID | | | | | | | | |
| | А | В | С | D | E | F | G | Н | | | |
| 1 | Person ID | Name | FLSA Status | Pay Rule | Title Code | Appt Type | Home Dept | Job Home Dept | | | |
| 2 | 009901002 | Anderson002, Nick | N | NX_NonEx_OTP 0 | 4722C | 2 | AZCSS | AZCSS | | | |
| 3 | 009905002 | Cross002, Katie | N | KB_NonEx_OTP 0 | 4722C | 2 | AZCSS | AZCSS | | | |
| 4 | 009909002 | Matthews002, Eli | N | EX_NonEx_OTP 0 | 4722C | 2 | AZCSS | AZCSS | | | |
| 5 | 009906002 | Haggarty002, Carl | N | CX_NonEx_OTP D | 4723C | 2 | FJPPS | FJPPS | | | |

When done, close Excel and return to CalTime.

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

