



# Supervisors of Non-Exempt Employees (Web): Responsibilities and Getting Started

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## Accessing CalTime\_\_\_\_\_

Web access to CalTime can be found at <http://caltime.berkeley.edu/access>.

If you have any problems accessing CalTime, please contact the CalTime Help Desk:

- ▶ [caltime@berkeley.edu](mailto:caltime@berkeley.edu), which will automatically enter your request into the CalTime ticketing system

## Training\_\_\_\_\_

It is highly recommended that supervisors of non-exempt employees attend training presentations. Also, training information can be found in the **Training** section of the CalTime website: <http://caltime.berkeley.edu/training/supervisors.html>

A variety of training resources are available, including:

- ▶ a video on CalTime for Supervisors of Non-Exempt Employees
- ▶ supervisor learning guides and job aids (*covering timecard approval, timecard exceptions, comments, work rules, adding a row, pay period approval, running reports, schedules, and meal deductions*)
- ▶ open lab schedules

## The Biweekly Pay Period\_\_\_\_\_

The biweekly pay period for non-exempt employees begins at 12:00 AM on Sunday and closes the following second Saturday at 11:59:59 PM.

## Supervisor's Responsibilities\_\_\_\_\_

### Timecard Approval

Supervisors are responsible for the accuracy of time reported on the timecards of the non-exempt employees' they supervise, so employees will be paid properly and on time.

As a supervisor, you are responsible for ensuring that all of your non-exempt employees:

- ▶ accurately enter the in and out times for the hours they have worked
- ▶ accurately enter leave
- ▶ approve their timecards by the pay cycle deadline, in keeping with department practice

You are then responsible for:

- ▶ reviewing every timecard for accuracy and completeness
- ▶ working with employees to resolve errors
- ▶ approving the timecard by the deadline for supervisor approval

In certain cases, you may need to submit a timecard on behalf of the employee (for example, if

the employee is sick when it's time to submit timecards).

**NOTE:** Supervisory approval in CalTime is certification that the information is a complete and accurate record of the non-exempt employee's hours worked and leave taken.



**ALERT:** If department practice require employee timecard approval, *the supervisor should not approve an employee's timecard if the employee has not approved it.* Time permitting, notify the employee to first complete and approve their timecard before adding your own approval. Even if you believe the timecard is correct, you want your employees to certify that it is correct.

## Deadlines for Timecard Approval

The deadline for **non-exempt employee approval** of a timecard is 11:59:59 PM on their last working day of the biweekly pay period.

The deadline for **supervisor approval** of a non-exempt employee's timecard is 11:59:59 PM the first Monday following the close of the biweekly pay period.

No employee timecard should be supervisor-approved prior to the deadline for non-exempt to approve their timecards, so that employees may review and approve their timecards.



**ALERT:** Once the supervisor approves the timecard, the employee is no longer able to edit his/her timecard, unless the supervisor removes approval. If you remove your approval to allow an employee to edit, make sure to reapprove the timecard when the employee has finished making edits.



**BEST PRACTICE:** Supervisors of many employees should review timecards regularly during the biweekly pay period.

## Delegating\_\_\_\_\_

CalTime allows supervisors to delegate the process of review and approval of the employee timecards for which they are responsible. For more information about delegating CalTime supervisory responsibilities, see the job aid, [Delegated Supervisors](#).

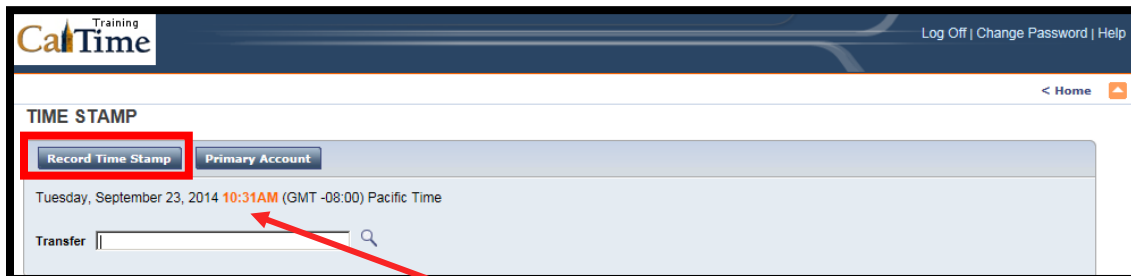
## Types of Non-Exempt Employees\_\_\_\_\_

There are two types of non-exempt employees: "Real Time" and "Anytime". Some Real Time employees clock in and out by swiping their ID badge at a terminal; some click a timestamp via the CalTime program running on a PC. All Real Time employees enter their start and stop times as they occur. "Anytime" employees all clock in and out using PCs and may enter their start and stop times, transfers, and leave at any time during the biweekly pay period.

Some Real Time employees will be recognized at terminals by swiping their UC ID cards; some will be recognized biometrically, with a swipe and a fingerprint. This is a terminal:



Some Real Time employees clock in (timestamp) on a PC, through a screen that looks like this:



Non-exempt employees click the “**Record Time Stamp**” button to clock in and out of a shift.

## Meal Deductions\_\_\_\_\_

Meal deductions are built into CalTime, so non-exempt employees do not have to clock out and back in again when they have meals on shifts where they have worked 5 hours or more. The default meal deduction is 60 minutes, so if a non-exempt employee has clocked in at 7:30 AM and clocked out at 4:30 PM, he/she will have worked eight hours and taken a 60-minute lunch.

By law, non-exempt employees should have a 30-minute meal break after five hours of work, so only rarely would the meal break deduction be waived. When it is necessary, the supervisor is responsible for applying the meal deduction waiver.

## Work Rules

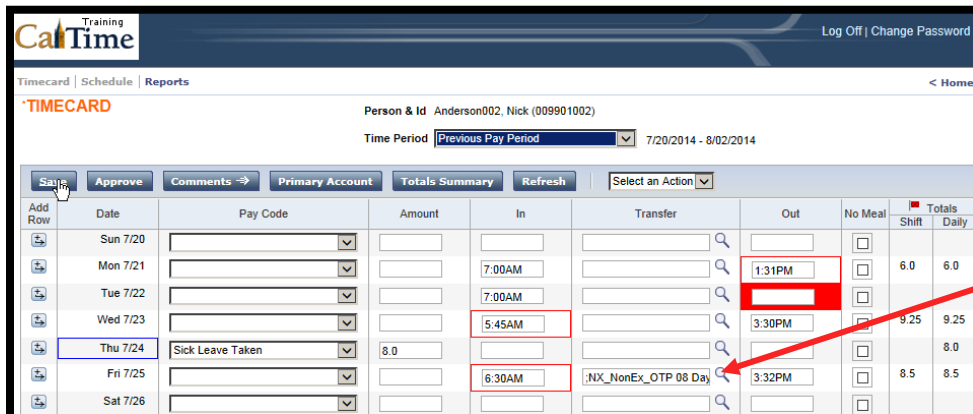
These are a compilation of union affiliation or uncommitted; non-exempt or exempt status; comp time or overtime elective; eight-, ten-, or twelve-hour workday; day, evening, or weekend shift worked; and thirty, sixty, or zero-minute meal deduction. The following are examples of work rules:

NX\_NonEx\_OTP 08 Day 30d

*union non-exempt Overtime Premium 8-hour workday Day shift 30-minute meal period*

NX\_NonEx\_CTP 10 Day 60d

The second example differs from the first in that it represents an NX union, non-exempt employee who is receiving comp time premium, has worked a ten-hour day shift, and has taken a sixty-minute meal period.



Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Totals Shift	Totals Daily
	Sun 7/20						<input type="checkbox"/>		
	Mon 7/21			7:00AM		1:31PM	<input type="checkbox"/>	6.0	6.0
	Tue 7/22			7:00AM			<input type="checkbox"/>		
	Wed 7/23			5:45AM		3:30PM	<input type="checkbox"/>	9.25	9.25
	Thu 7/24	Sick Leave Taken	8.0				<input type="checkbox"/>		8.0
	Fri 7/25			6:30AM	NX_NonEx_OTP 08 Day	3:32PM	<input type="checkbox"/>	8.5	8.5
	Sat 7/26						<input type="checkbox"/>		

An example of a work rule in a timecard

A work rule transfer should be applied when there is a change to an employee's standard work rule for a shift.

The supervisor is responsible for applying the work rule transfer.



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## CalTime Web-Access \_\_\_\_\_

The following gives supervisors an introduction to the CalTime software, through which they can:

- ▶ approve a single timecard or multiple timecards
- ▶ add, correct, and delete leave **Pay Codes** and leave hours
- ▶ add, correct, and delete punches
- ▶ perform work rule transfers
- ▶ perform job, contract, or grant transfers
- ▶ cancel meal deductions
- ▶ add and delete comments on timecards
- ▶ monitor regular hours worked and overtime
- ▶ remove timecard approval
- ▶ generate reports

Job aids for each of the above tasks may be found on CalTime's Supervisor Training web page: <http://caltime.berkeley.edu/training/supervisors.html>

A job aid for submitting your own timecard is found on CalTime's Exempt Employee Training web page: <http://caltime.berkeley.edu/training/exempt.html>

## Web-Access Home

Below you see your HTML-access **Home** page in CalTime.

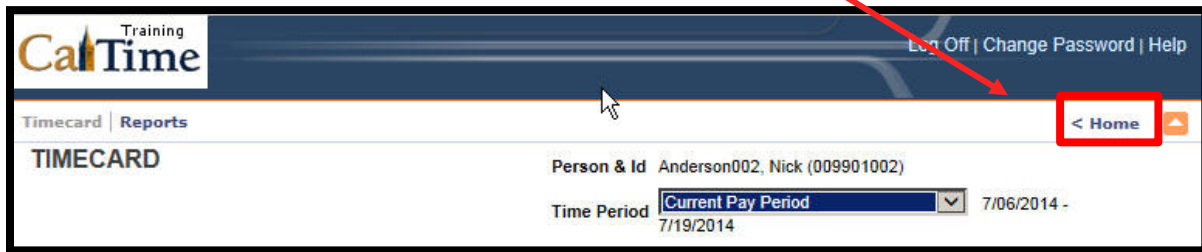
General	My Genies(R)	My Information
→ Reports	→ Non-Exempt Pay Period Approval	→ My Timecard
	→ Timecard Exceptions	→ My Reports
	→ Exempt Leave Usage Approval	
	→ Custom Fields Summary	
	→ QuickFind	

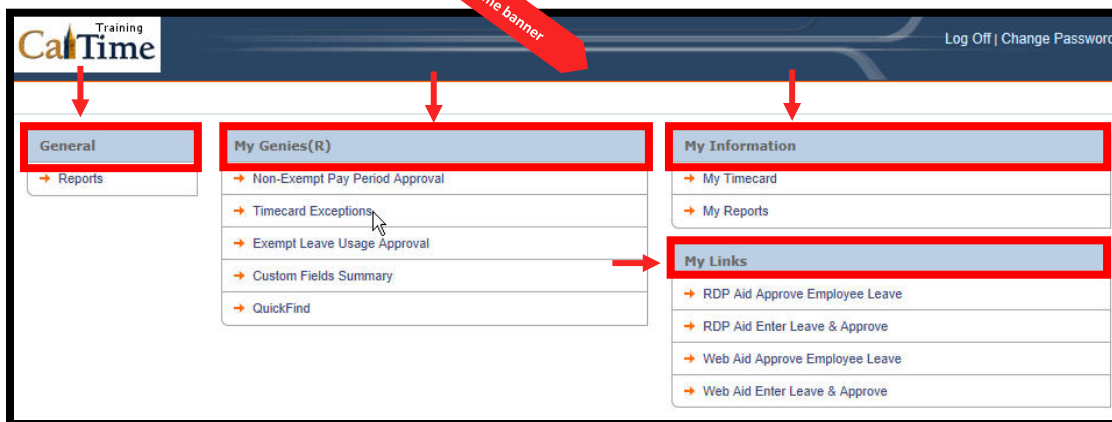
My Links
→ RDP Aid Approve Employee Leave
→ RDP Aid Enter Leave & Approve
→ Web Aid Approve Employee Leave
→ Web Aid Enter Leave & Approve

# Supervisors of Non-Exempt Employees (Web): Responsibilities and Getting Started

You can access it from any **Genie** by clicking on the **Home** link in the upper, right of the **Genie's** window.



## Web-Access Menus

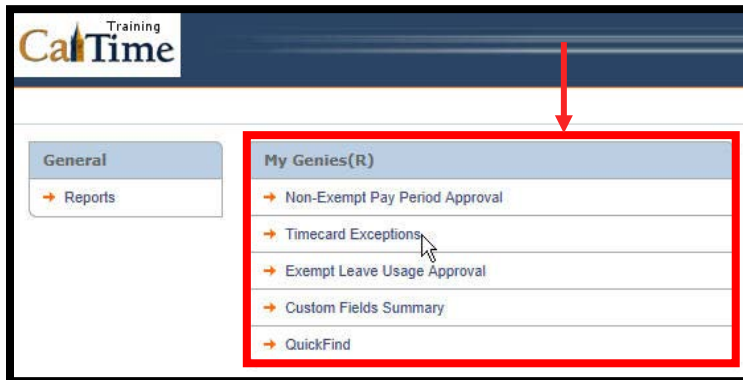


You can navigate to any timekeeping page using the menus below the CalTime banner. Each menu contains other supervisory timekeeping pages to which you have access.

The Web-access supervisor menus include:

- ▶ **General** tab with one link:
  - **Reports**
- ▶ **My Genies (R)** tab with five links:
  - **Non-Exempt Pay Period Approval**
  - **Timecard Exceptions**
  - **Exempt Leave Usage Approval**
  - **Custom Fields Summary**
  - **QuickFind**
- ▶ **My Information** tab with two links:
  - **My Timecard**
  - **My Reports**
- ▶ **My Links** tab with several links to job aids for supervisors

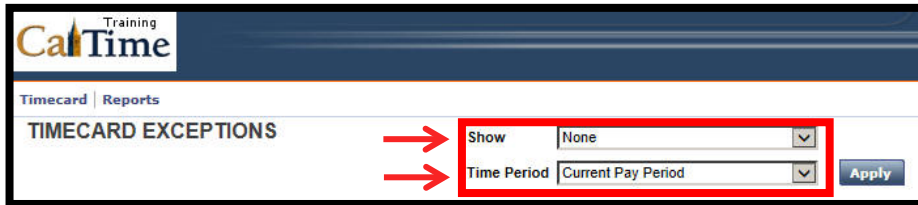
## Web-Access “My Genies”



CalTime uses **Genies** to locate employees and display leave, hours, and exceptions for one, multiple, or all employees. In addition, Genies can also be viewed as a reporting tool since the information they display is exportable to *Microsoft Excel*. There are five Genies for supervisors:

- ▶ **Non-Exempt Pay Period Approval** includes information about employee and supervisor approvals, **ID, Name, Title Code, Manager, Missed Punches**, amount of **Reg.** hours worked, amount of **Overtime/Comp Time, Holidays, Vacation** and **Sick Leave Taken**, and **Other Pay Codes**.
- ▶ **Timecard Exceptions** displays exceptions such as late and early ins, late and early outs, missed punches, missed shifts, and overtime.
- ▶ **Exempt Leave Usage Approval** shows a list of all exempt employees, the leave they have taken during the previous pay period (default, though this time frame can be changed), and whether or not they have approved their timecards.
- ▶ **Custom Fields Summary** provides information about the employee, such as **ID, Name, Title Code, Appt. Type, Home Dept., Comp Time Elect., Meal Length, Shift Length**, and **Shift Occurrence**.
- ▶ **QuickFind** allows you to search for and find individual employee information quickly and easily.

## Show and Time Period Drop Lists \_\_\_\_\_



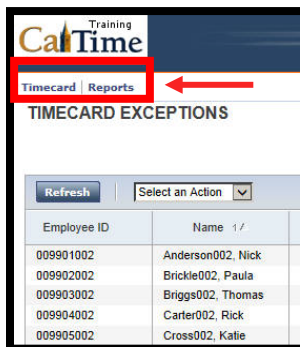
These appear at the top, center of all **Genies**. Use the **Show** drop list to select the group of employees you wish to display. When you choose the **Timecard Exceptions** and **Non-Exempt Pay Period Approval** Genies, the default setting for **Show** is “None”.

Use the **Time Period** drop list to specify the time frame you want to view, such as the **Current Pay Period** or **Previous Pay Period**. The time period you select determines which leave and hours reported will be displayed. The default setting for **Timecard Exceptions** is “Current Pay Period”; the default for **Non-Exempt Pay Period Close** is “Previous Pay Period”.

## Quick Links \_\_\_\_\_

**Quick Links** are located at the top of the workspace and allow you to access information specific to one or more employees. For example, you see the following **Quick Links** in *all* **Genies**:

- ▶ **Timecard**, which displays timecards for one or more selected employees
- ▶ **Reports**, which allows you to run reports for one or multiple selected employees, such as the **Accrual Detail**, **Exceptions**, or **Time Detail** reports



Employee ID	Name
009901002	Anderson002, Nick
009902002	Brickle002, Paula
009903002	Briggs002, Thomas
009904002	Carter002, Rick
009905002	Cross002, Katie

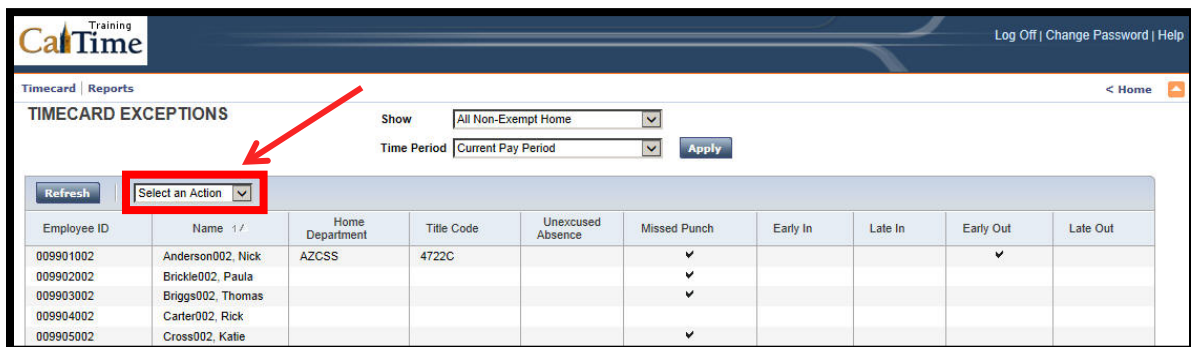
You can select one employee, and click the **Timecard** quick link to access his or her timecard. Or, you can select multiple employees and click the **Timecard** quick link to view timecards for just those employees whom you selected.



## Selecting Employees \_\_\_\_\_

Once in the **Leave Usage Genie**, there are various ways to select employees before using a quick link:

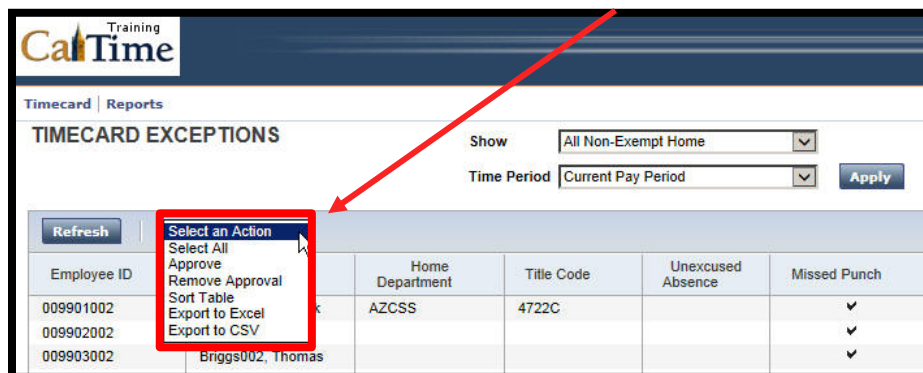
- Option 1:** In the workspace area, highlight the employees for whom you need to access data by clicking your cursor on a particular employee row.
- Option 2:** Click-and-drag the mouse to select multiple contiguous employees.
- Option 3:** Use the **Ctrl** key to select more than one employee not listed next to each other (**Command**-click on the Mac).
- Option 4:** Use the **Shift** key to select all employees listed between two employees, including the two employees.
- Option 5:** Use **Select All** in the **Select an Action** menu.



## Command Options \_\_\_\_\_

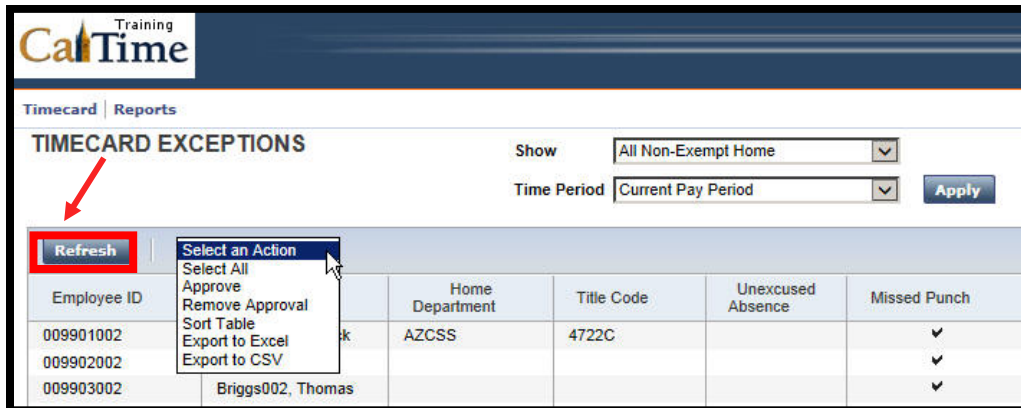
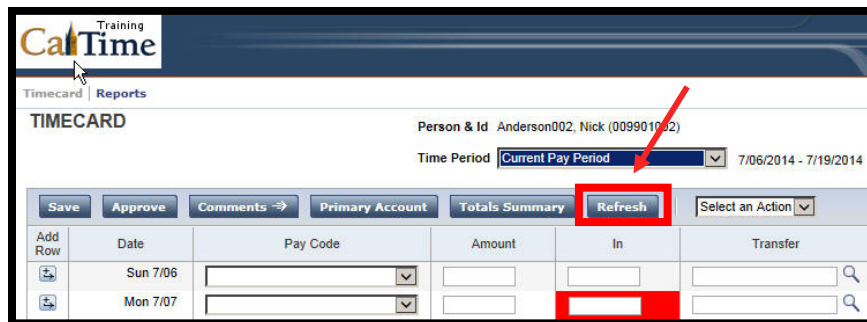
The **Command options** are button- and drop-list-based tasks that you can perform on the page. Each option is specific to the page you are currently viewing. The following illustration show two such options in Web-access view: **Refresh** and **Select an Action**.

**Select an Action** links to a drop-list menu, as you can see below:



## Refresh \_\_\_\_\_

If you take an action in CalTime and it does not display, click the **Refresh** button to see the results of your action. For example, if you approve an employee's timecard, the resulting number (usually "1") will not show in the **Supervisor Approval** column until you click **Refresh**. Also, when an employee makes an update to a timecard while you are logged into CalTime, your display might still show the employee's previous status. Refresh your screen to see the employee's new status.

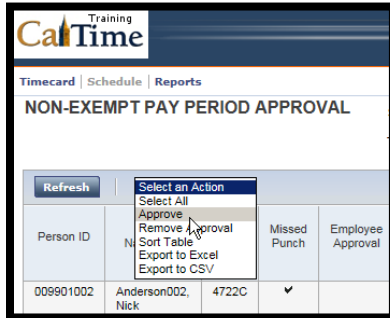
**Note:** There is a **Refresh** link in the command buttons bar on each employee's **Timecard** page.



**ALERT:** It is always good to refresh your screen to make sure you are looking at the most up-to-date information, especially if you have been on the same screen for an extended period.

## Actions Menu \_\_\_\_\_

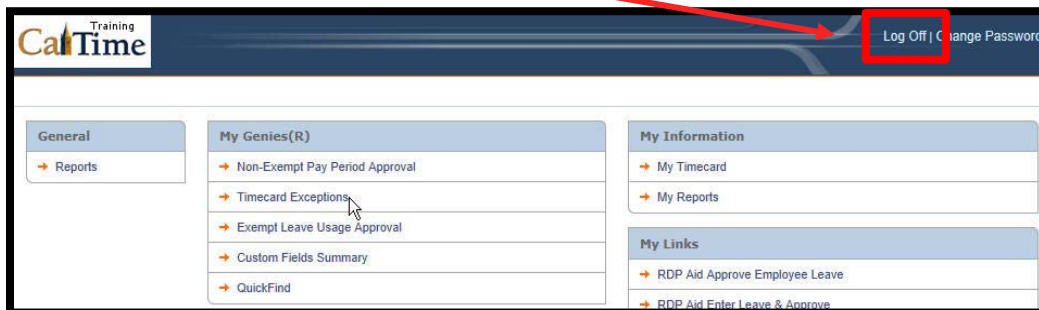
Use the Actions menu to select all employees, export data to *Microsoft Excel* or a CSV file, and approve timecard or remove timecard approval.



## Logging Off \_\_\_\_\_

Once your work is complete, use the **Log Off** link to exit CalTime and end your session.

The **Log Off** button is found in the same location, no matter where you are in CalTime. The following shows the **Log Off** link on the CalTime banner, from the CalTime supervisor's opening screen:



## Web- Access Timecards\_\_\_\_\_

A CalTime employee's **Web-access** timecard is shown below:





### Legend

- |  |   |
|--|---|
| 1 ..... Command buttons                                    | 2 ..... Time Period   |
| 3 ..... Employee Name and ID#                              | 4 ..... Home button   |
| 5 ..... Holiday  | 6 ..... In Punch  |
| 7 ..... Out Punch  | 8 ..... Comments  |
| 9 ..... Add a Row button                                   | 10 ..... Pay Codes  |
| 11 ..... Missed Shift ( <i>employee has a schedule *</i> ) | 12 ..... Early In Punch ( <i>employee has a schedule *</i> )  |
| 13 ..... Missed Punch                                      | 14 ..... Early Out Punch ( <i>employee has a schedule *</i> ) |

\* Employees can be assigned schedules in the RDP version of CalTime

## Exceptions and Actions

CalTime exceptions and actions for both Web and RDP include missed punches, early and late ins, early and late outs, missed shifts, excused absences, system-added data (e.g., holidays), and comments.

	Missed punch (in or out punch is missing)
	Early or late punch (early/late in-punch or out-punch)
	Excused absence ( <i>action</i> )
<b>Holiday</b>	System-added data (e.g., holidays)
	Comments ( <i>action</i> )
<b>*TIMECARD</b>	Changed data is not saved (orange "TIMECARD" or Genie name, <i>action</i> )

## Additional Responsibilities \_\_\_\_\_

Depending on your department, there are many variables for which you will be responsible. Check with your manager for additional information.