

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

CalTime: Time Entry For "RealTime" Employees

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, 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, STDT1-LIB-CLLAW, STDT1-LIB-CLLAW, TDT2-ADMTEL-CLLAW, TDT2-ADMTEL-CLLAW

Supervisor ID: [Dropdown]

Employee ID: [Dropdown]

LL6: None

LL7: None

WORK RULE

None

OK Cancel Primary Account

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

TIME STAMP 5

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Record Time Stamp Primary Account

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

Transfer LIBRARIAN-DOE///// 4

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

TIME STAMP

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Record Time Stamp Primary Account

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

Transfer LIBRARIAN-DOE/////