CalTime: Components of the Terminal for "Realtime" Employees

Introduction to the Terminal

As a RealTime Terminal employee, you will use a Terminal to punch in and out and access other information. The picture below shows the key components of the CalTime terminal along with a description.

1. **Badge Reader** – Employee swipes their Cal1 Card through the badge reader to punch in and out, as well as to authenticate themselves for other actions.

2. **Indicator Lights** – Indicator light will flash to green to indicate that the card was read successfully. The light will flash red if the card read is unsuccessful.

3. **Soft Keys** – Touch the icon on the screen to view information:

   - **View My Timecard** - Displays time and leave entered on your timecard, as wells as job transfers
   - **View My Schedule** - Displays your schedule, including start and end times for upcoming shifts. *Note:* Not all employees have schedules. Creation of schedules is a departmental decision.
   - **View My Total Hours** - Provides a summary of the various hours worked (Regular Time, Overtime, Shift Differential)
   - **View My Leave Balances** - Displays totals of accrued leave balances (Vacation, Sick, Comp Time, etc.)
   - **Transfer** – Used to transfer your time entered to another job (if you have more than one), contract or grant.
   - **Type S Transfer (only available to specific departments)** – Special transfer type that is used charge hours based on location, event or some other criteria.
   - **Approve My Timecard** - Will not be used.

4. **Home Button** – Use to return to the main terminal screen shown above.

5. **Languages** – Allows you to display information in other languages. Supported languages include English, Spanish, Cantonese, and Mandarin.