

Overview

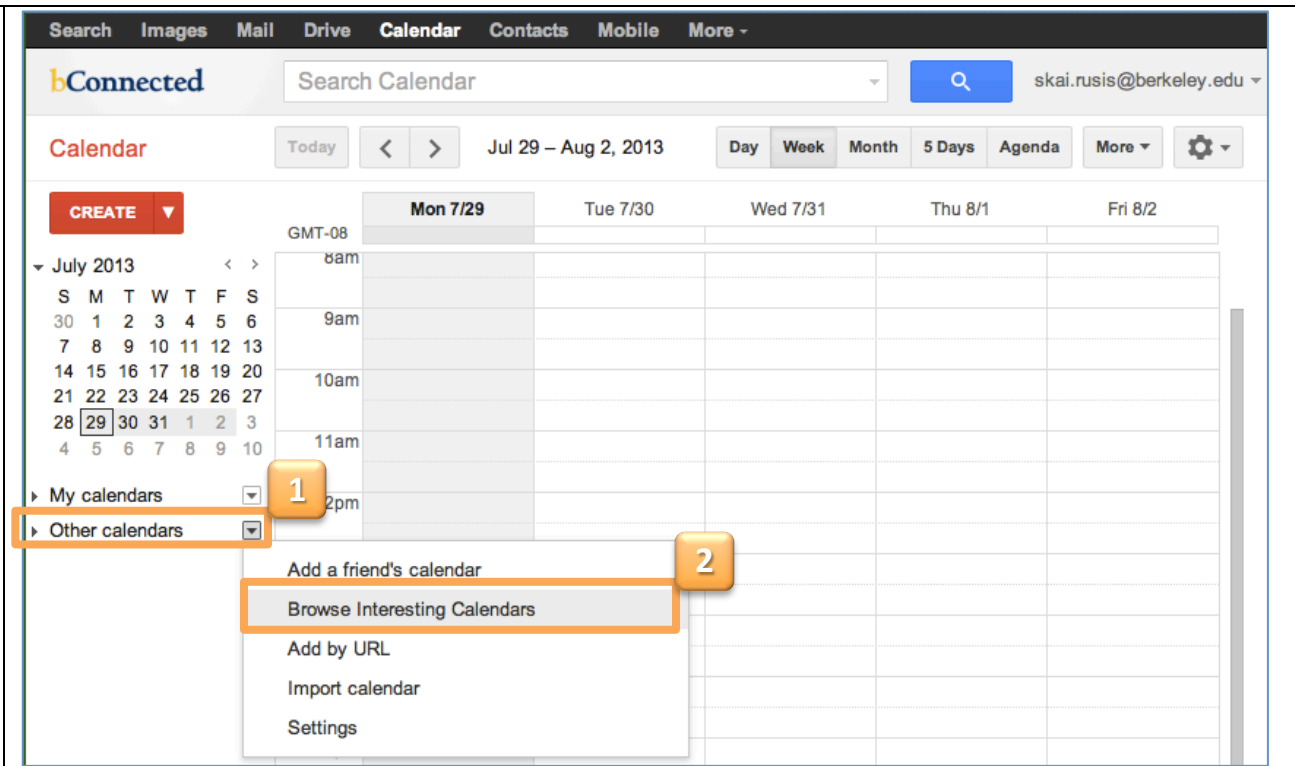
You can subscribe to a CalTime calendar in bCal to quickly and easily see when timecard approvals are due.

There are three CalTime calendars available in bCal:

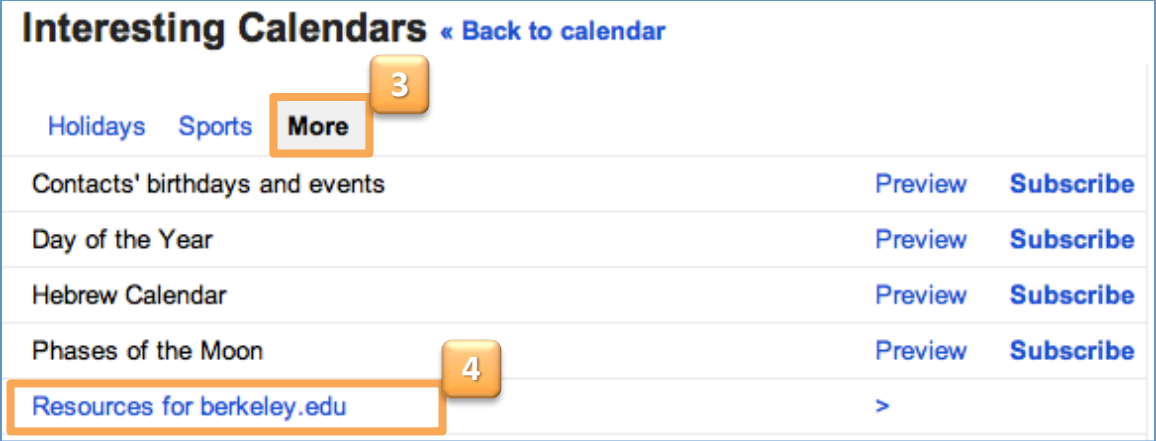
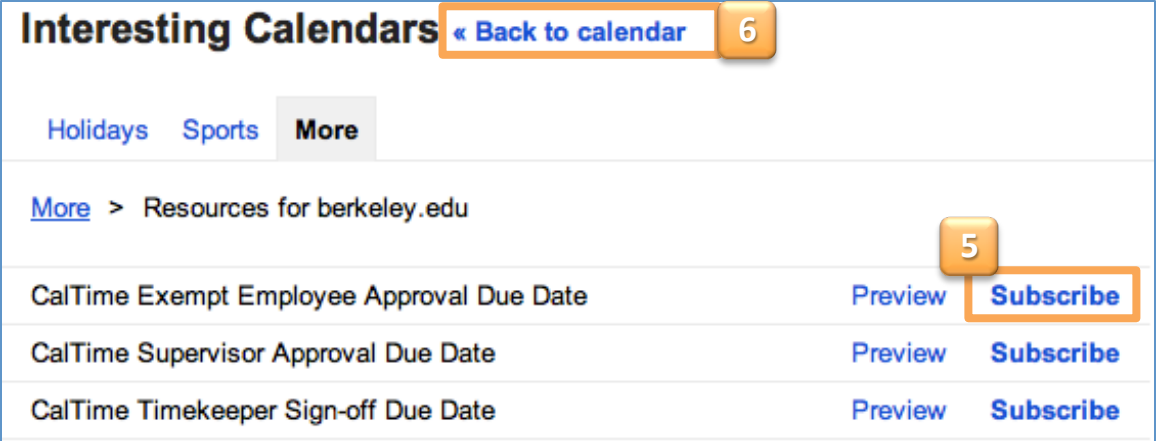
1. CalTime Exempt Employee Approval Due Date
2. CalTime Supervisor Approval Due Date
3. CalTime Timekeeper Sign-Off Due Date

Steps

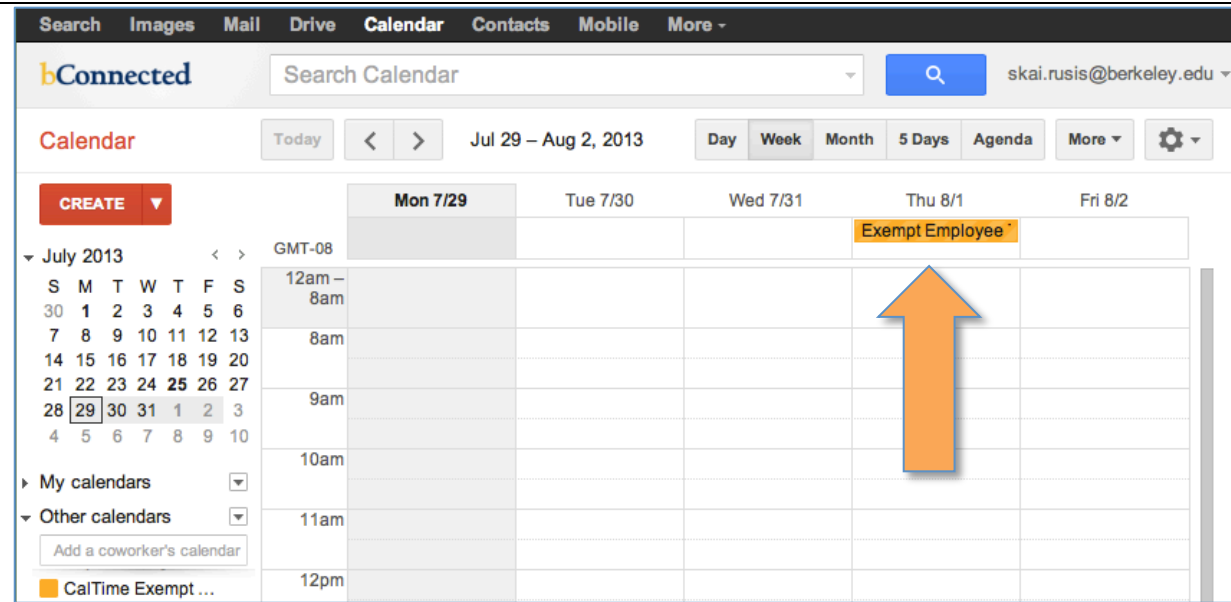
1. Click the **Other calendars** drop-down arrow
2. Select **Browse Interesting Calendars**



The screenshot shows the bConnected calendar interface. At the top, there is a navigation bar with 'Search', 'Images', 'Mail', 'Drive', 'Calendar', 'Contacts', 'Mobile', and 'More'. Below this is the 'bConnected' logo and a search bar. The main calendar view is for 'Jul 29 - Aug 2, 2013'. On the left side, there is a calendar grid for July 2013. Below the grid, there are two dropdown menus: 'My calendars' and 'Other calendars'. The 'Other calendars' dropdown is open, showing a list of options: 'Add a friend's calendar', 'Browse Interesting Calendars', 'Add by URL', 'Import calendar', and 'Settings'. The 'Browse Interesting Calendars' option is highlighted. There are two orange callout boxes with numbers '1' and '2' pointing to the 'Other calendars' dropdown and the 'Browse Interesting Calendars' option, respectively.

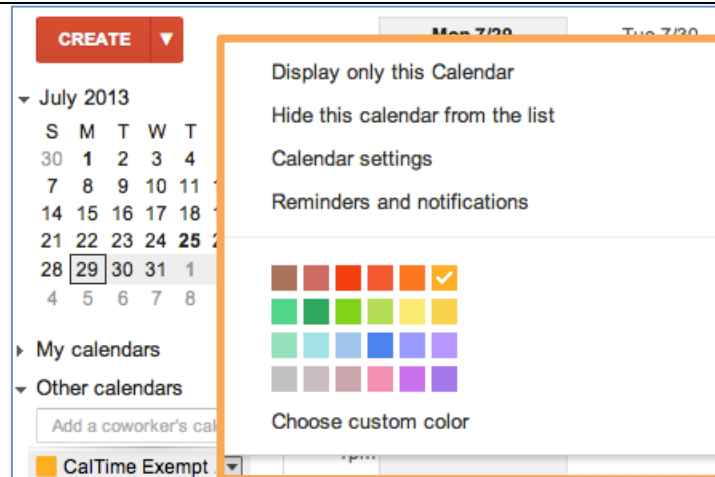
<p>3. Click the More tab</p> <p>4. Select Resources for berkeley.edu</p>	 <p>Interesting Calendars « Back to calendar</p> <p>Holidays Sports More 3</p> <table border="1"> <tr> <td>Contacts' birthdays and events</td> <td>Preview</td> <td>Subscribe</td> </tr> <tr> <td>Day of the Year</td> <td>Preview</td> <td>Subscribe</td> </tr> <tr> <td>Hebrew Calendar</td> <td>Preview</td> <td>Subscribe</td> </tr> <tr> <td>Phases of the Moon</td> <td>Preview</td> <td>Subscribe</td> </tr> <tr> <td>Resources for berkeley.edu</td> <td>></td> <td></td> </tr> </table>	Contacts' birthdays and events	Preview	Subscribe	Day of the Year	Preview	Subscribe	Hebrew Calendar	Preview	Subscribe	Phases of the Moon	Preview	Subscribe	Resources for berkeley.edu	>	
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Hebrew Calendar	Preview	Subscribe														
Phases of the Moon	Preview	Subscribe														
Resources for berkeley.edu	>															
<p>Scroll down until you see the CalTime calendars.</p> <p>5. Click Subscribe to right of the calendar you want to add</p> <p>6. Click the Back to calendar link on the top of the page when finished</p>	 <p>Interesting Calendars « Back to calendar 6</p> <p>Holidays Sports More</p> <p>More > Resources for berkeley.edu</p> <table border="1"> <tr> <td>CalTime Exempt Employee Approval Due Date</td> <td>Preview</td> <td>Subscribe 5</td> </tr> <tr> <td>CalTime Supervisor Approval Due Date</td> <td>Preview</td> <td>Subscribe</td> </tr> <tr> <td>CalTime Timekeeper Sign-off Due Date</td> <td>Preview</td> <td>Subscribe</td> </tr> </table>	CalTime Exempt Employee Approval Due Date	Preview	Subscribe 5	CalTime Supervisor Approval Due Date	Preview	Subscribe	CalTime Timekeeper Sign-off Due Date	Preview	Subscribe						
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CalTime Timekeeper Sign-off Due Date	Preview	Subscribe														

You'll now see the CalTime due date appear on your calendar view.



The screenshot shows the bConnected calendar interface. At the top, there are navigation tabs for Search, Images, Mail, Drive, Calendar, Contacts, Mobile, and More. Below this is the bConnected logo and a search bar. The main calendar view shows the week of July 29 to August 2, 2013. A calendar entry for Thursday, August 1st, is highlighted in yellow and labeled 'Exempt Employee'. An orange arrow points to this entry. On the left side, there is a 'CREATE' button and a calendar for July 2013. Below the calendar, there are sections for 'My calendars' and 'Other calendars', with a 'CalTime Exempt...' entry selected.

If you want to change the color of the calendar or hide it from view, click the **drop-down arrow** to the right of the calendar to change those options.



The screenshot shows the calendar settings menu for the 'CalTime Exempt...' calendar. The menu is open, showing options to 'Display only this Calendar', 'Hide this calendar from the list', 'Calendar settings', and 'Reminders and notifications'. Below these options is a color selection grid with a checkmark next to the orange color. At the bottom, there is a 'Choose custom color' option.