

# CalTime is here, and as of November 1, 2014...

All Library employees must use the CalTime timekeeping system.

Our timeclocks are upgraded, and there's a new web client.

*Do not use that old Kronos URL!*

**Access CalTime at <https://caltimprod.berkeley.edu/>**

Non-exempt employees use CalTime to:

- Report your hours worked everyday
- Report your leave usage and view your leave balances
- Approve your timecard on a biweekly schedule

Exempt employees use CalTime to:

- Report and approve your leave usage monthly as you have already been doing
- View your leave balances

**All Timecard Supervisors must approve their employees' timecards in CalTime.  
Pay attention to approval deadlines!**

**Student timecard supervisors:**

- At the start of every shift, your students should **transfer** into your job by choosing your designated **friendly name** when they clock in. If they do not do this, then you will not be able to see your student's timecard, and students with multiple jobs may get their hours charged to the wrong department.
- Instruct your **dual-rated students** to choose the friendly name *without* the "-L" suffix to be paid the regular \$10.60 rate for the shift. You are responsible for transferring their hours to their workleader (\$12.00 rate) friendly name with the "-L" suffix (e.g. LIB-ACCS-GRANT-L).
- Your students have access to the **web version** of CalTime to punch in and out and view their balances, but they will not be allowed to edit their timecards.
- If your student has accrued **sick leave** and calls in sick, you must enter the sick leave usage for them.
- You will be approving their timecards on a **biweekly** basis. If you will be unavailable to approve your students' timecards, inform your delegate to approve them for you.
- Your students transitioned to the **biweekly schedule**. They will receive their final skewed cycle paychecks on November 7<sup>th</sup> and 14<sup>th</sup>. *They will receive 3 paychecks in November!*

**Staff timecard supervisors:**

- You must approve your **exempt** employees' timecards on a **monthly** schedule.
- You must approve your **non-exempt** employees' timecards on a **biweekly** schedule.
- If you will be unavailable to approve your staff's timecards, inform your delegate to approve them for you.

**For guides and a calendar of approval deadlines, visit**

**<http://www.lib.berkeley.edu/Staff/Payroll/>**

**Email [libpay@lists.berkeley.edu](mailto:libpay@lists.berkeley.edu) for assistance.**