ERSO/Team 2 CalTime General Information

In October 2012 as part of the Operational Excellence (OE) initiative, the CalTime timekeeping system was launched for ERSO and its clients.

CalTime is a web-based, campus timekeeping system that has electronic approval and routing capability. The system replaces paper timesheets.

Beginning 11/1/2014, all Exempt, Non-Exempt and non-academic Student employees must use CalTime to report time and/or leave. Supervisors must also use CalTime to approve employees’ timecards.

In CalTime, the supervisor of record in the campus HR System (HCM) is the supervisor who is expected to review and approve timecards in CalTime.

CalTime Approval Deadlines

Non-Exempt Employees & Student Assistants (not Readers, Tutors, GSRs or GSIs)
The following student job codes are required to use CalTime: 4919, 4920, 4921, 4922. Failure to complete your timecard (or clock in if Real-Time employee) by published deadlines will result in NO PAY. Beginning January 10th, 2015, normal CalTime approval deadlines for bi-weekly pay apply; see Bi-Weekly Pay Calendar here; in general deadlines are by 11:59 pm on:

Saturday after bi-weekly period ends – Employee approval due
Monday after bi-weekly period ends – Supervisor approval due
Tuesday after bi-weekly period ends – Timecards locked; no further changes allowed.

Exempt Employees – no change to CalTime approval deadlines
1st - Employee approval of own timecard due
5th – Manager approval of employee time cards due
10th - Timecards are locked by Payroll (Sign-Off); no further changes can be made.

Best Practices:
Employees approve timecards before managers. Employees are unable to make changes to timecards after manager approval because it locks the timecard.

Submit and approve timecards by posted deadlines in order to be paid and/or avoid inaccurate leave balances, effects on funding or timecard fraud.

Installation, Training, and Further Information:
Installation instructions, updates, training, FAQs, and support are available on the CalTime website:
http://caltime.berkeley.edu

Updated 12/19/14 clw
The CalTime application is supported on either PC, MC or HTML; please choose appropriately. For assistance please email caltimehelp@berkeley.edu or call 510-664-9000 (option 5).

**Training for Non-Exempt Employees and Student Assistants** (see link above)
**Training for Exempt Employees** (see link above)
**Training for Supervisors** (see link above)

**Contact Information:**

Please contact your Payroll Coordinator (by letter group) for assistance with prior months or for questions about CalTime. (Link to ERSO website: Tools & Services/Payroll...for Payroll Services contact page) Payroll Contacts