CalTime

FOR UAW MEMBERS

QUICK REFERENCE GUIDE FOR MONTHLY PAID EMPLOYEES

Login into CalTime
To access CalTime, visit the CalTime web page and select the ACCESS button located at the right of the webpage (do not create a bookmark). You will need to CalNet authenticate using your CalNet ID and passphrase. You can verify your user name and password using Calnet Account Manager.

What do you need to do?
- Record leave taken as needed each month starting 09/01 for pay period 09/01-09/30
- Approve their timecard on the 1st of each month starting 10/01
- Your supervisor will approve your timecard approximately on the 5th of each month

Videos, Training, Job aids
For detailed instructions on how to use CalTime, please review the exempt employee job aid. You may also watch a brief video.

Access issues and system support
If you are experiencing issues logging into CalTime and are unable to perform a function in CalTime as expected, you may email caltime@berkeley.edu

Questions regarding my pay
For questions regarding your paycheck or hours included on your paycheck. Please contact the appropriate Regional HR Payroll/Timekeeping Team in Berkeley Regional Services (BRS), and a timekeeper may be able to assist you. If you don't know what region supports you/your department, use this Region Finder.

Accessibility If you are having difficulty accessing any of the information and/or content on our application, or if you have an accessibility related question or comment, please email caltime@berkeley.edu or you may call 510 664 9000, Press option 1 for CalTime (711 CA Relay Service). We are actively and continuously working to increase the accessibility and usability of our application and digital content.

Pay code, what is that?
When you report leave taken, you must select from a list of pay codes which describe the type of leave you're taking. Here are some examples depending on your appointment.
- GSI Bereavement Leave
- GSI Short Term PTO
- GSR Bereavement Leave
- GSR Personal Time Off
- GSR Short Term PTO

Please reference the UAW contract for eligibility and usage. All monthly exempt employees must report their leave usage in an hour's format.

Timecard Approval Deadlines
Time cards must be approved (approval deadlines) even when there is no leave to record for the month. If you miss the deadline and need to submit late time please contact the appropriate Regional HR Payroll/Timekeeping Team in Berkeley Regional Services (BRS), and a timekeeper may be able to assist you. If you don't know what region supports you/your department, use this Region Finder.
Note: When your supervisor approves your timecard, it prevents you from making further edits.

Helpful reminders
You will receive an email reminder from caltime@berkeley.edu to approve your timecard on the 1st of the month. Subscribe to the CalTime calendar on bCal

Quick Tips
- Frequently Asked Questions
- CalTime informational website
- Locked out of CalTime? Follow these steps
- Google Chrome is the recommended browser however you may refer to additional instructions for use with other browsers.
- If you are later appointed a concurrent student assistant position and hold multiple jobs, you may be required to report time on a biweekly basis