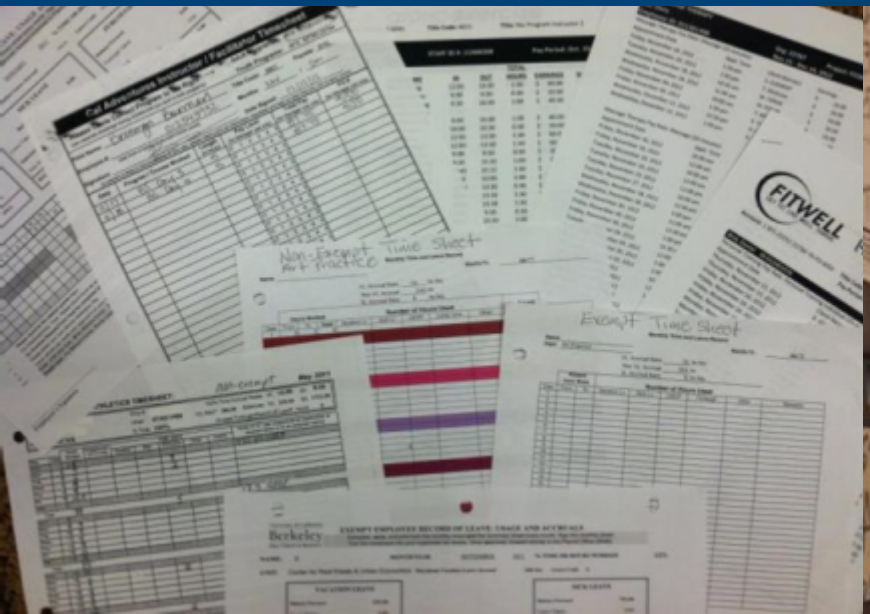
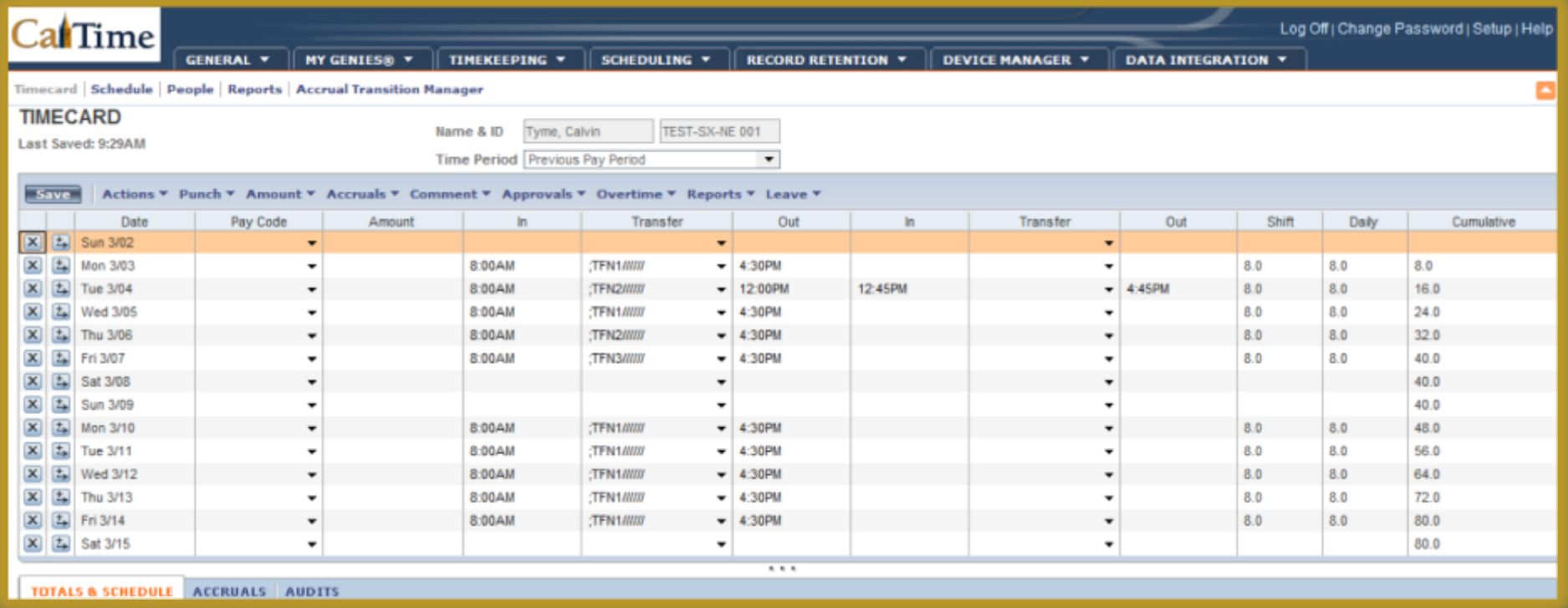
FROM MANY…



…TO ONE


CalTime
Log Off | Change Password | Setup | Help
GENERAL
MY GENIES®
TIMEKEEPING
SCHEDULING
RECORD RETENTION
DEVICE MANAGER
DATA INTEGRATION
Timecard | Schedule | People | Reports | Accrual Transition Manager
TIMECARD
Last Saved: 9:29AM
Name & ID
Tyme, Calvin
TEST-SX-NE 001
Time Period
Previous Pay Period
Save
Actions
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Amount
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Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative
Sun 3/02
Mon 3/03 | 8:00AM | ;TFN1/////// | 4:30PM | | | | | 8.0 | 8.0 | 8.0
Tue 3/04 | 8:00AM | ;TFN2/////// | 12:00PM | 12:45PM | | 4:45PM | 8.0 | 8.0 | 16.0
Wed 3/05 | 8:00AM | ;TFN1/////// | 4:30PM | | | | 8.0 | 8.0 | 24.0
Thu 3/06 | 8:00AM | ;TFN2/////// | 4:30PM | | | | 8.0 | 8.0 | 32.0
Fri 3/07 | 8:00AM | ;TFN3/////// | 4:30PM | | | | 8.0 | 8.0 | 40.0
Sat 3/08 | | | | | | | | | | 40.0
Sun 3/09 | | | | | | | | | | 40.0
Mon 3/10 | 8:00AM | ;TFN1/////// | 4:30PM | | | | 8.0 | 8.0 | 48.0
Tue 3/11 | 8:00AM | ;TFN1/////// | 4:30PM | | | | 8.0 | 8.0 | 56.0
Wed 3/12 | 8:00AM | ;TFN1/////// | 4:30PM | | | | 8.0 | 8.0 | 64.0
Thu 3/13 | 8:00AM | ;TFN1/////// | 4:30PM | | | | 8.0 | 8.0 | 72.0
Fri 3/14 | 8:00AM | ;TFN1/////// | 4:30PM | | | | 8.0 | 8.0 | 80.0
Sat 3/15 | | | | | | | | | | 80.0
TOTALS & SCHEDULE
ACCRUALS
AUDITS

Berkeley
UNIVERSITY OF CALIFORNIA

Introducing CalTime

AFLG Meeting

Monday April 21, 2014

Jeannine Miles, CalTime Engagement Lead

What are the presentation goals?

- Inform University leadership about the upcoming changes and their impact on Berkeley's employees
- Request leadership's help in sharing the Town Hall information within your areas
- Once scheduled, promote the upcoming open CalTime Town Hall sessions to your non-exempt employees

CalTime Project Sponsors

- Jeannine Raymond, Assistant Vice Chancellor - Human Resources
- Delphine Regalia, Assistant Vice Chancellor - Controller
- Lyle Nevels, Assistant Vice Chancellor - IT & Deputy Chief Information Officer

What does the CalTime project include?

Standardized, electronic timekeeping system

Biweekly pay cycle

Positive pay

Factor leave accrual

CalTime is part of a larger set of Operational Excellence initiatives to preserve Berkeley's long-term financial security and maintain the accessibility of our world-class public institution.

Why CalTime… and why now?

- To prepare for UC Office of the President's decision to implement a single payroll system across UC's 10 campuses and five medical centers (UCPath)
- To enable the transition to biweekly pay
- To maintain compliance with state and federal pay and leave rules, university policies and goals, and labor contracts
- To enable tracking of time worked against multiple jobs, events, and funding sources

Are there additional benefits?

- CalTime ensures that all Berkeley employees are paid accurately, fairly, and on a more timely basis.
- Eliminates a multitude of outdated, mostly paper-based timekeeping processes
- Reduces errors resulting from manual entries

Who's affected by these changes?

EXEMPT EMPLOYEES

- Not eligible for overtime
- Report leave in whole-day increments
- Paid monthly

- **Factor leave accrual**
- **CalTime** (VCRE, Police, Parking & Transportation, Rec Sports and Intercollegiate Athletics)

NON-EXEMPT EMPLOYEES

- Eligible for overtime, shift, and on-call pay
- Report time worked as well as sick time, vacation time, comp time, and other leave, all to the nearest quarter-hour

- **CalTime**
- **Biweekly pay cycle**
- **Positive pay**
- **Factor leave accrual**

ARE YOU EXEMPT OR NON-EXEMPT? LOG IN TO BLU AND FIND OUT!

What software does CalTime use?

- Kronos, a leading software platform for recording the time of a diverse staff with hundreds of pay rule variations
- Used by other UC campuses and many peer universities, including:
  - UCLA
  - University of California, Riverside
  - University of California, Santa Barbara
  - George Washington University
  - Northwestern University
  - Cornell University
  - University of Illinois at Chicago
  - University of Wisconsin
  - Yale University

What is CalTime's implementation roadmap?

Fall 2012
CalTime implemented for most exempt employees to record their leave usage.

August 31, 2014
Non-exempt employees transition to:
- CalTime
- Positive pay
- Biweekly pay cycle
- Factor leave accrual

September 1, 2014
- Exempt employees transition to factor leave accrual
- Remaining exempts begin using CalTime

Future
UCPATH implementation

What will biweekly pay mean for non-exempt employees?

Non-exempt employees will:

- Report time on a biweekly basis
- Receive their regular pay as well as overtime pay every other Wednesday
- Consistently have an 80-hour pay period

Additional information and tools, including a Biweekly Pay Conversion Calculator, are available online.

Biweekly tools at http://controller.berkeley.edu/biweekly-pay-

What does factor leave accrual mean to employees?

- Factor leave accrual uses a factor rate (based on union contract or policy) multiplied by the hours on pay status (i.e., regular time worked, vacation) to produce a vacation or sick leave accrual.

Factor rate x number of hours worked = Leave accrual

- Non-exempt staff will transition to factor leave accrual on 8/31/14.
- Exempt employees (excluding academic appointments) will transition on 9/1/14.

Look up factor rates in the toolkit on the Controller's Office website.

DOWNLOAD

Toolkit available at http://controller.berkeley.edu/biweekly-pay-

Who's in CalTime now?

EXEMPT EMPLOYEES

- Most exempt employees are already reporting their leave taken using CalTime.
- Supervisors of these exempt employees are also using CalTime to approve their staff's timecards.

Additional exempts will start using CalTime on 9/1/14.

ARE YOU EXEMPT OR NON-EXEMPT? LOG IN TO BLU AND FIND OUT!

How do exempt employees record leave time in CalTime?

1. Exempts access CalTime using the web (HTML) or a RDP (Remote Desktop Protocol).

2. They enter leave taken on their timecard and approve it by the 1st of the following month.

3. Supervisors (or their delegates) review and approve their staff's timecards by the 5th of the month.

4. Departmental or CSS timekeepers review and sign off on what supervisors approve by the 10th of the month.

5. CalTime automatically feeds timecard data to Payroll.

When are non-exempt employees going to CalTime?

On 8/31/14, most non-exempt employees* will:

- Begin using CalTime to record time worked and leave taken
- Transition to biweekly pay
- Move to factor leave accrual

* excluding academic-year appointments

ARE YOU EXEMPT OR NON-EXEMPT? LOG IN TO BLU AND FIND OUT!

How do non-exempts record time in CalTime?

REALTIME employees record starts, stops and transfers as they happen.

Includes Skilled Craft Unit (KB), Services Unit (SX), student workers

By swiping their Cal ID at terminal

OR

Online, using PC or Mac

ANYTIME employees record starts, stops, and transfers by updating their timecard anytime during and prior to the end of the biweekly cycle.

Online, using PC or Mac

What resources are available?

SUPPORT (now)

- caltime.berkeley.edu
- Help Desk: caltime@berkeley.edu
- Local Implementation Leaders
- Biweekly Transition Assistance Program
  http://controller.berkeley.edu/biweekly-pay-conversion
- CSS IT CalTime Knowledge Base
  https://kb.berkeley.edu
- Blu (find out if you're exempt or non-exempt)

TRAINING (starting in July)

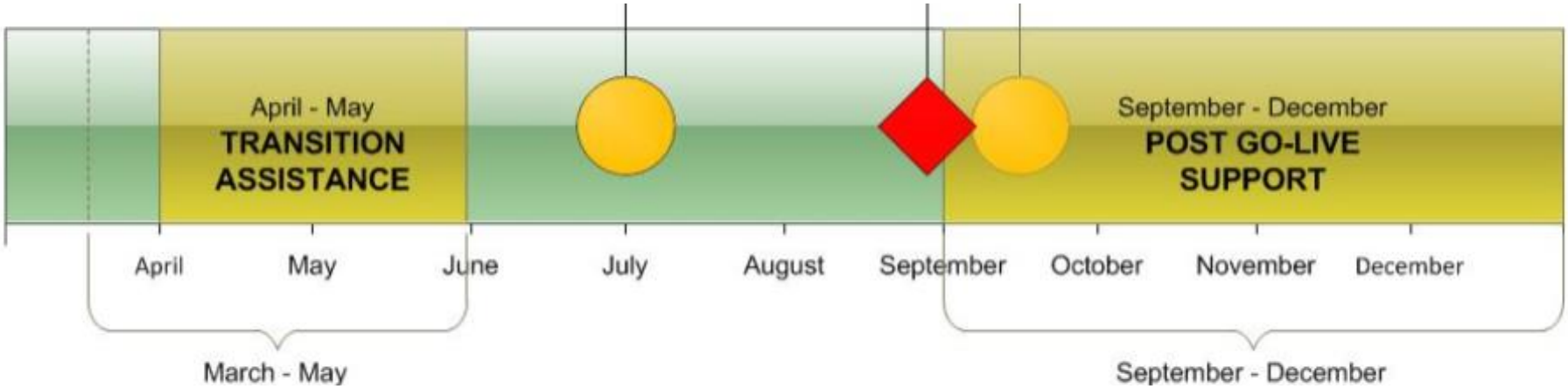
- Instructor-led training sessions
- Role-specific demonstrations
- Online tutorials and videos
- Job aids, procedures, guides

AUGUST 31, 2014: GO-LIVE!

August 31
Go-Live

July 1
CalTime training sessions and showcases begin.

September 16
Completion of first biweekly pay cycle



CalTime Town Halls
Biweekly Information sessions

Additional training support through initial biweekly pay cycles

We Include and Excel, Together!

How you can support your staff with these changes

- Review the deck and become informed
- Reach out to the CalTime team with your questions

Reimagine your world

Questions?

Thank you!

- CalTime timekeeping information: http://caltime.berkeley.edu/
- Biweekly pay and factor leave accrual information: http://controller.berkeley.edu/biweekly-pay-conversion
- Questions/feedback email: caltime@berkeley.edu