

MANUAL TIMESHEET PROCESS AND INSTRUCTIONS

<p>Overview</p>	<p>Manual (PDF) timesheets are typically used by employees who are unable to access Berkeley's CalTime system to record their time worked/leave taken or others who have the need to submit a manual timesheet. Berkeley Regional Services (BRS) will process the timesheet information on behalf of the employee.</p>
<p>Accessing the timesheet</p>	<p>The biweekly and monthly manual timesheets can be found on the Lawrence Staff website.</p> <ul style="list-style-type: none"> • Biweekly Timesheet • Monthly Timesheet <i>(Reporting Leave Only)</i> <p>Example of a timesheet:</p> <div data-bbox="781 552 1398 1052" data-label="Form"> </div>
<p>Instructions for completing the timesheet</p>	<p>-ALL EMPLOYEES AND SUPERVISORS:</p> <ol style="list-style-type: none"> Employees should complete their information at the top (their legal name, their title, UC Berkeley Employee ID <i>(which can be found in UCPath)</i>, their department name and the specific pay period dates). <div data-bbox="448 1285 1398 1346" data-label="Form"> </div> <ol style="list-style-type: none"> The employee is required to sign and date their timesheet. Supervisors are also required to do the same as it certifies that the information is accurate and complete. This may be done electronically. Supervisors are also required to sign and date their employees timesheet(s) to certify the information is accurate and complete. This may also be done electronically. <div data-bbox="532 1572 1268 1682" data-label="Form"> </div> <p>-BI-WEEKLY (BW) or MONTHLY (MO) PAID EMPLOYEES WHO REPORT HOURS:</p> <ol style="list-style-type: none"> Should indicate the: <ol style="list-style-type: none"> Date worked (MM/DD/YYYY) Day of Week (Sunday, Monday, etc.) Pay Code (select Pay Code based on hours worked or leave taken, see below)

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PAY CODES
LOA: LEAVE OF ABSENCE (UNPAID)
LOP: LEAVE WITHOUT PAY
PTO: PAID TIME OFF TAKEN
REG: REGULAR
SDF: SHIFT DIFFERENTIAL
SKL: SICK LEAVE TAKEN
VAC: VACATION LEAVE TAKEN
CV19: PAID ADMIN LEAVE (COVID-19)
Emergency Paid Sick Leave EE: (EPSL)- Reasons 1-3
Emergency Paid Sick Leave Family: (EPSL) Reasons 4-6
EFML - See CalTime Guidance

- iv. Indicate **# of hours worked or leave taken** (e.g., vacation or sick leave) within the biweekly pay period by recording the **Hours** and the **START** and **END** times for **each day**. Time must be recorded in **15 minute increments** (e.g., .25 = 15 mins; .50 = 30 mins; .75 = 45 mins; 1.0 = 1 hr, etc.).
- v. **Total Daily Hours** per day (e.g., 4, 8, 12)

Note: Recording overtime is not needed as it will be automatically calculated by the system.

DATE	DAY OF WEEK	PAY CODE	HOURS	OTHER	START TIME	END TIME	TOTAL DAILY HOURS

-BI-WEEKLY (BW) EMPLOYEES WITH MULTIPLE JOBS OR APPOINTMENTS:

- a. Must indicate the appropriate **“friendly name*”** in the “Other” column.

*- Those with multiple jobs have a “friendly name” identified in CalTime for **each job** which connects a specific pay rate and where time for each job **should be charged to**.*

-MONTHLY (MO) PAID EMPLOYEES WHO (ONLY) NEED TO REPORT LEAVE TAKEN:

- a. Record **leave hours** (e.g., vacation or sick time taken) in **full day** increments (i.e., 1 day = 8 hours) using the appropriate **PAY CODE**.

Submitting the timesheet(s) to Berkeley Regional Services (BRS)

THE SUPERVISOR:

- a. Sends the completed/signed timesheet to the Lawrence Human Resources Team at lopezj@berkeley.edu

THE LAWRENCE HUMAN RESOURCES:

- a. Reviews timesheet for completeness and sends the timesheet to Berkeley Regional Services for processing

BIWEEKLY EMPLOYEES: LATE TIMESHEETS MAY NOT BE PROCESSED FOR ON TIME PAY. Most late timesheets will be processed on the next available bi-weekly pay date. Off-cycle requests may be requested for instances when no hours were input in CalTime for the pay period, but there may still be a delay in pay. We cannot guarantee pay dates, but Lawrence HR will provide you with an update as soon as possible

EXEMPT EMPLOYEES: Pay will not be impacted by the submission of manual timesheets. These employees are paid based on their appointment information in UCPath. Exempt employees may experience a delay in vacation/sick leave balance updates as these balances are only updated once a month