

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 Berkeley Regional Services website on the right side menu as a PDF.</p> <ul style="list-style-type: none"> • Biweekly Timesheet • Monthly Timesheet (Reporting Leave Only) • Monthly Timesheet (Reporting Hours Worked) <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="537 1577 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. To find your specific friendly name for multiple jobs, use the friendly name finder at: <https://fn.berkeley.edu/>.

**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: csstimesheets@berkeley.edu.
- b. In the **subject line of the email**, include the **Department Name, Department ID/Org Node, and the name of the employee**.
 - i. For example, a supervisor for an employee named John Doe in the English Dept. would put “English - HENGL - John Doe”.
 - ii. For **Summer Session instruction**, employees who need to submit a manual timesheet, includes **“Summer Sessions - (dept. name) (e.g., “Summer Sessions-English Dept.”) in the subject line** of the submission email in addition to the Department ID/Org Node, and Employee Name.

-SUBMITTING MANUAL TIMESHEETS FOR COVID-19 RELATED RETROACTIVE LEAVE ADJUSTMENTS:

- a. Those timesheets should instead be submitted via a [ServiceNow/Timekeeping ticket](#) with accompanying Emergency Paid Sick Leave (**EPSL**) and/or Expanded Family and Medical Leave (**EFML**) Forms. See these [COVID-19 Process Details](#).