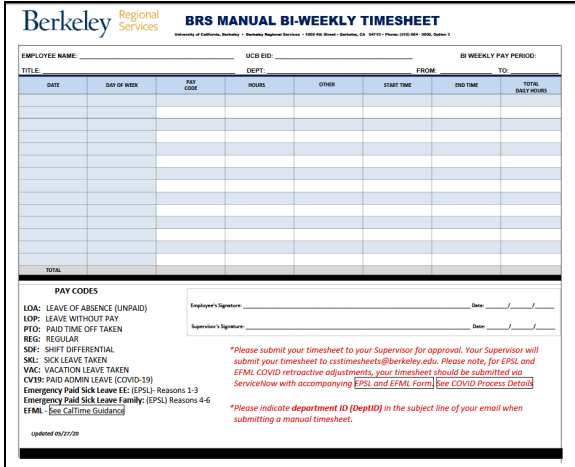


MANUAL TIMESHEET PROCESS AND INSTRUCTIONS

<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> 
<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="451 1234 1398 1289" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>EMPLOYEE NAME: _____ UCB EID: _____ BI WEEKLY PAY PERIOD: _____ TITLE: _____ DEPT: _____ FROM: _____ TO: _____</p> </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 1520 1268 1625" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Employee's Signature: _____ Date: ____/____/____ Supervisor's Signature: _____ Date: ____/____/____</p> </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
A1N: ADMIN LEAVE WITH PAY
CON: COMP TIME OFF (Non exempt)
LOA: LEAVE OF ABSENCE (Unpaid)
LOP: LEAVE WITHOUT PAY
PTO: PAID TIME OFF (Post Docs & GSRs only)
SKL: SICK LEAVE TAKEN
VAC: VACATION LEAVE TAKEN

- 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 the **applicable BRS Regional team**:
 - i. **BEARS** Payroll (including I-House): bears_payroll@berkeley.edu
 - ii. **BEST** Payroll: best_payroll@berkeley.edu
 - iii. **ERSO**: Refer to the ERSO Payroll webpage for **specific directions** at: <https://www.erso.berkeley.edu/web/payroll>.
 - iv. **ProS** Payroll: pros.payroll@berkeley.edu
 - v. **SHARE** Payroll: share_payroll@berkeley.edu
 - vi. **Cal Performances**: mdebellis@berkeley.edu or ofelia@berkeley.edu

If you do not know which BRS Region supports you/your campus department, use [this Region Finder tool](#).

- 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.