



Reader / Tutor Timekeeping App

How-to-Guide

Reader/Tutors

- Uses the new app to record hours worked
- Discontinues using paper timesheet(s)

Supervisors

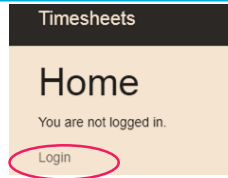
- Receives an email to approve the timesheet
- Approves the timesheet directly in app

UCPath Center

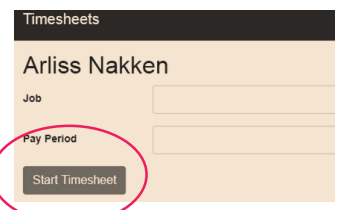
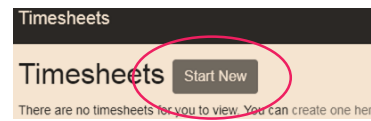
- Processes pay based on established timeline(s)

Using the app to record your time

1. Login at: time.Berkeley.edu and click on "Login" (you'll authenticate using your CalNet credentials).



1. Create a new timesheet by clicking "Start New" or "create one here".
2. Choose Job and Pay Period from drop-down menu(s).
3. Click "Start Timesheet".



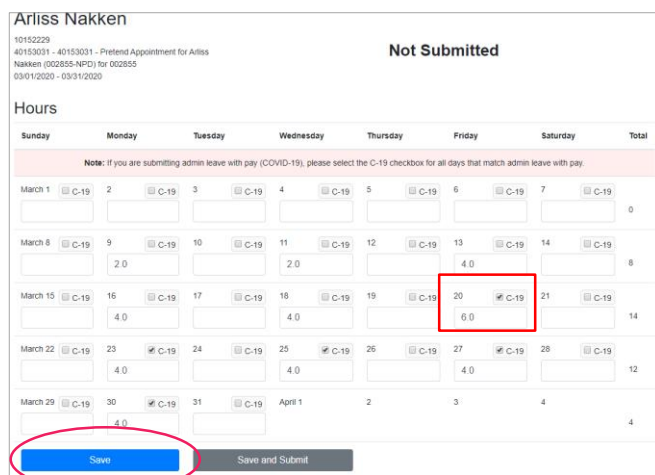
1. Enter the number of hours at the end of each day worked (to the nearest quarter hour) in the calendar-based timesheet.
2. **(NEW!) A C-19 checkbox has now been added. If using COVID-19 Paid Administrative Leave, click the box for hours those applicable days. Note: Hours cannot be mixed on any single day; must all be C-19 or regular hours.**

3. Click "Save".

The status will show "Not Submitted".

TIP! Refrain from clicking "Save and Submit" until the last hours have been entered at the end of the pay period (though you can reverse the submission and make edits in the same pay period).

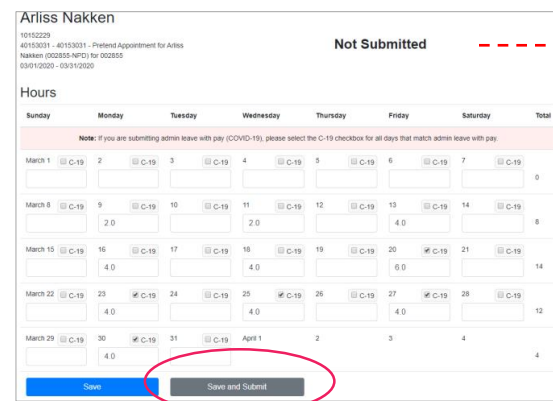
Zeros are not needed for days not worked.



Enlarged image of 3/20 (C-19)

1. At the end of the pay period, ensure hours worked are accurate.
2. Click "Save and Submit".

Once submitted, the status will then change from "Not Submitted" to "Awaiting Approval".

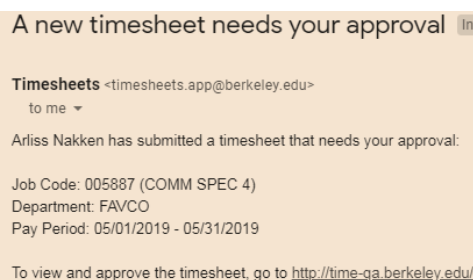


Awaiting Approval

1. The Supervisor (based on UCPath records) then receives an automatic email with the link to approve the timesheet.

Making corrections:

- Reader/Tutors can save/edit their timesheet anytime until the due date for the period.
- If the status is "Awaiting Approval" – use the "Remove Timesheet Submission" button, make the edits and then click "Save and Submit" again. Supervisors may also return a submitted timesheet to the Reader/Tutor to edit and re-submit.



Remove Timesheet Submission

Quick tips ~

- Only one (1) timesheet can be created for each pay period.
- Supervisors/Managers can always refer to their monthly ledgers to ensure pay accuracy.
- Employees & supervisors are responsible for tracking COVID-19 Paid Admin Leave usage based on the assignment eligibility.

Here is the link to [payroll/timesheet deadlines](#) featured on the [Berkeley Regional Services \(BRS\) website](#).

If you encounter any issues or have questions, contact your BRS regional HR/APS team.



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- Processes pay based on established timeline(s)

Using the app to approve a Reader/Tutor timesheet

1. From the automatic email you receive, click on the link at the bottom to go to: **time.Berkeley.edu**.
2. From the Timesheets "Home" page, click "**Login**" (you'll authenticate using your CalNet credentials).

A new timesheet needs your approval [In]

Timesheets <timesheets.app@berkeley.edu> to me ▾

Arliss Nakken has submitted a timesheet that needs your approval:

Job Code: 005887 (COMM SPEC 4)
 Department: FAVCO
 Pay Period: 05/01/2019 - 05/31/2019

To view and approve the timesheet, go to <http://time-qa.berkeley.edu/>

Timesheets

Home

You are not logged in.

Login

1. From the Timesheets page, use the blue "**Approve Timesheet**" button at the bottom left once daily hours have been reviewed.
2. If changes are needed, supervisors can use the red "**Remove Timesheet Submission**" button at the bottom right.

Important: Be sure to instruct the Reader/Tutor that they **MUST** then make the appropriate changes and "save and (re) submit" again in order to be paid. Only the Reader/Tutor can make changes to their timesheet(s).

Awaiting Approval

40153031 - 40153031 - Pretend Appointment for Arliss Nakken (002855-NPD) for 002855
 03/01/2020 - 03/31/2020

Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total						
Note: If you are submitting admin leave with pay (COVID-19), please select the C-19 checkbox for all days that match admin leave with pay.														
March 1	<input type="checkbox"/> C-19	2	<input type="checkbox"/> C-19	3	<input type="checkbox"/> C-19	4	<input type="checkbox"/> C-19	5	<input type="checkbox"/> C-19	6	<input type="checkbox"/> C-19	7	<input type="checkbox"/> C-19	0
March 8	<input type="checkbox"/> C-19	9	<input type="checkbox"/> C-19	10	<input type="checkbox"/> C-19	11	<input type="checkbox"/> C-19	12	<input type="checkbox"/> C-19	13	<input type="checkbox"/> C-19	14	<input type="checkbox"/> C-19	8
March 15	<input type="checkbox"/> C-19	16	<input type="checkbox"/> C-19	17	<input type="checkbox"/> C-19	18	<input type="checkbox"/> C-19	19	<input type="checkbox"/> C-19	20	<input type="checkbox"/> C-19	21	<input type="checkbox"/> C-19	14
March 22	<input type="checkbox"/> C-19	23	<input checked="" type="checkbox"/> C-19	24	<input type="checkbox"/> C-19	25	<input type="checkbox"/> C-19	26	<input type="checkbox"/> C-19	27	<input checked="" type="checkbox"/> C-19	28	<input type="checkbox"/> C-19	12
March 29	<input type="checkbox"/> C-19	30	<input checked="" type="checkbox"/> C-19	31	<input type="checkbox"/> C-19	April 1	2	3	4					4

Approve Timesheet (1)

Remove Timesheet Submission (2)

- The activity "Log" section at the bottom of each timesheet reflects the chronological order of activity for that specific timesheet.
- This activity can be viewed by the Reader/Tutor and/or the supervisor.

Log

Date	Activity
3/31/2020 10:56 am	William Reichle (12345678) approved the timesheet.
3/31/2020 4:04 pm	Arliss Nakken (10152229) submitted the timesheet for approval.
3/31/2020 3:59 pm	Arliss Nakken (10152229) unsubmitted the timesheet.
3/31/2020 3:59 pm	Arliss Nakken (10152229) submitted the timesheet for approval.
3/31/2020 3:41 pm	Arliss Nakken (10152229) created the timesheet.

Quick tip ~

- If a supervisor is unable to review/approve the timesheet, they can simply forward their approval email (that contains the approval link) to an appropriate designee.
- It's important to know that employees and their supervisors are **responsible for tracking COVID-19 Paid Admin Leave usage** based on the eligibility of the Reader/Tutor assignment. [Read more Guidance for Supervisors.](#)

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