How to Submit Time Via Paper and Electronically

Non-Exempt Biweekly

Submit via Caltime: (see link) https://caltime.berkeley.edu/

Instructions on how to record time in Caltime:

https://caltime.berkeley.edu/training/nonexempt

Submit via manual/paper timesheet: (see link)
https://regionalservices.berkeley.edu/sites/default/files/brs-manual-timesheet-instructions.pdf

Monthly Hourly Reader/Tutors

Submit time using Timekeeping App (see link) https://time.berkeley.edu/

Reader/Tutor Timekeeping App Job Aid

https://regionalservices.berkeley.edu/sites/default/files/reader-tutor-timekeeping-guide.pdf

GSR's and Student Assistants that are Monthly Hourly

Please submit time via paper timesheet for Monthly employees (see link)

https://regionalservices.berkeley.edu/sites/default/files/manual-monthly-timesheet.pdf

Teacher's Special Program

Submit timesheet manually for Monthly Hourly Employees

https://regionalservices.berkeley.edu/sites/default/files/manual-monthly-timesheet.pdf

<u>Salaried Employees</u>

Should submit timesheets only to record usage that needs to be recorded

After a paycycle has closed in Caltime. (see link)

https://regionalservices.berkeley.edu/sites/default/files/manual-monthly-timesheet.pdf