1. **PAPER TIME CARD PROCESS**
   a. This Paper Time Card is effective November 1, 2014 and should only be used campuswide for all employees who are in-scope for CalTime but cannot access the system to record their time worked or leave taken.

2. **TIMEKEEPING METHOD**
   a. *FOR BI-WEEKLY (BW) EMPLOYEES ONLY* - Indicate all hours worked within the biweekly pay period by inputting IN and OUT times for each day. You do not need to indicate overtime as it will be automatically calculated by the system.
   
   b. Indicate all leave hours within the period using the appropriate pay code for each day (for example, vacation or sick leave). Leave **MUST** be recorded in 15 minute increments (.25 = 15 mins, .50 = 30 mins, .75 = 45 mins, 1.0 = 1 hr) for bi-weekly non-exempt and full day increments (100% = 8.00, 50% = 4.00) for monthly exempt employees.
   
   c. Employees w/ multiple appointments must indicate the appropriate friendly name or job assignment for each shift. This can be noted under the "Other" column. To find your specific friendly name/job assignment please contact your Supervisor or Service Delivery team.
   
   d. The paper time card should be completed in its entirety prior to your supervisor’s approval.

3. **Employee Name & UC Berkeley ID#**
   a. Please record your **legal** name (retained on your hiring documents) and UC Berkeley **Employee** ID#.

4. **Employee signature**
   a. Your signature is **required**. Please remember to sign the paper timescard. Your signature certifies that the information is true and accurate.

5. **Supervisor signature**
   a. A supervisor is also **required** to sign the paper timescard. A supervisor's signature certifies that he/she approves the information as accurate and complete.
   
   b. Please indicate department ID **DeptID** in the subject line of your email when submitting a manual timesheet.

6. **Submit to CSS Payroll**
   a. All manual CalTime time cards must be submitted to csstimesheets@berkeley.edu.

7. **Administration and Records**
   a. The paper timecard information will be inputted into CalTime system on behalf of the employee and retained by CSS Payroll & Timekeeping for five years for audit purposes.