HR information for RES Managers, Supervisors, and Employees

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**Time Off to Vote for staff covered by Personnel Policies for Staff Members (PPSM)**

Under the [Absence From Work Policy](#), a non-exempt employee covered by PPSM may take up to two (2) hours of paid leave at the beginning or end of a workday to vote in local, state, or national general elections or primaries. Any additional time off that is taken for this purpose is without pay. To be eligible for two hours of paid leave to vote, an employee must be scheduled to work at least eight (8) hours that day and not have enough time to vote outside of the employees normal working hours.

Voting leave is not considered time worked for purposes of computing overtime pay for non-exempt employees. Employees who know or have reason to believe that time off to vote will be necessary must inform their supervisors as soon as possible and no later than two (2) working days before Election Day.

For employees covered by collective bargaining agreements, please consult the applicable contract or email [RES-staff.employment@lists.berkeley.edu](mailto:RES-staff.employment@lists.berkeley.edu) for assistance.

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**CalTime**

CalTime is an [Operational Excellence](#) (OE) project that will automate and standardize our timekeeping processes. Already used by more than 3,000 campus employees in both academic and non-academic units, the CalTime team is successfully transitioning exempt employees (those not eligible to earn overtime) to the new system. In addition to providing our campus with an efficient, easy-to-use timekeeping system, CalTime supports our transition to [Campus Shared Services](#) and alignment with the UC Office of the President's systemwide [UCPath](#) project.

**The CalTime Rollout Schedule**

The Units in the VC Research have been assigned to the November cohort of Phase 1 in the CalTime Rollout. This means that Exempt employees in your unit will begin reporting leave in CalTime on November 26th. Employees in the November cohort will not be able to access Caltime until November 26th.
Phase 1: Exempt employees - Exempt employees will start recording leave usage in the CalTime system on November 26, 2012. The definition of Exempt Employee is one who records leave usage in whole day increments and is not eligible to earn overtime under the Fair Labor Standards Act (FLSA).

Phase 2: Non-exempt employees - Non-Exempt employees will move to CalTime to record time worked and leave usage in January 2013. Please see the biweekly announcement below and at: http://hrweb.berkeley.edu/strategic-initiatives/caltime/biweekly-pay

The full rollout schedule is posted on the CalTime website: http://caltime.berkeley.edu/information.html

Key Dates

- **November 1st**: Emails are being sent to Exempt, Non Exempt and Supervisors with information on the rollout and training available.
- **November 26**: Exempt employees and supervisors will have access to CalTime and can begin to record any leave used during the month of November in CalTime.
- **December 1**: Exempt employees will need to have all November leave recorded in CalTime.
- **December 5th**: Supervisors will need to approve Exempt employee leave records in CalTime
- **December 10th**: Timekeeping staff will need to sign off on Exempt employee timecards in CalTime. *(Note: For a short period of time, timekeeping staff and supervisors will undertake two processes - one for Exempt employees recording leave and one for Non-exempt employees. We are confident that in spite of the short-term need for dual processes, the gain of this interim session is the ease implementation for your department.)*

Training and Support

Training for November cohort groups will begin during the week of November 5th and will continue throughout the month.

In-person courses are mandatory for Timekeepers. Supervisors and employees may access online training materials, or if they choose, may sign up to attend optional in-person training sessions scheduled during the week of November 12th. Online training tools are available on the CalTime website.

- Employees and supervisors: While it is not anticipated that employees and supervisors will need in-person training, classroom and lab training will be available. Employees and supervisors may view the training schedule caltime.berkeley.edu or sign up for optional training via UC Learning.
- Classroom Training:
Exempt employees may sign up for optional classroom training via UC Learning Center:
- Go to blu.
- Authenticate using your Calnet ID.
- Select UC Learning Center in the Self Service section.
- Enter "BECMT002" in the Search field.

We look forward to working with you on the successful launch of CalTime. Please contact respayroll@berkeley.edu if you have any questions.

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**Bi-weekly Pay Cycle for Non-exempt Employees**

To comply with recent decisions at the UC system-wide level, UC Berkeley is planning to move to a bi-weekly pay cycle for non-exempt employees (those eligible to earn overtime). These changes will result in an expedited roll-out of CalTime.

**Beginning January 20, 2013**, all non-exempt employees covered by the Personnel Policies for Staff Members (PPSM) will transition to a biweekly pay cycle, receive paychecks every other week, and use CalTime to report the hours they work, including overtime and any leave time taken. Exempt employees will continue to be paid on a monthly basis. We encourage managers and supervisors to work with their staff to ensure their questions are answered and that they receive the assistance they need during this transition to CalTime.

The CalTime team has been working with department timekeepers and key stakeholders to help them prepare for the changes in how employees report their time and submit their timesheets. In the next few days, the CalTime team will provide additional information on the many resources available to help all employees prepare for the change to an automated system and standardized processes. More information will be available at the CalTime website.

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**Position Management (information only, no action required)**

Position Management is a module within the PeopleSoft Human Capital Management (HCM) application. HCM Position Management will serve as UC Berkeleys new central repository for all institution-approved positions across all fund types/sources beginning in December 2012.

Using a single system to manage University positions will have immediate and direct positive benefits:

- Reduction or elimination of redundant data entry in Budget, HCM, and ancillary systems
- Position and Position Budget Distribution data available for reporting from HCM or EDW
- HCM data integration into CalPlanning for position Budgeting and Forecasting
• Smooth transition into the future state of UCPath through Position Management functionality adoption
• More informed decision making through Budgeting and Human Resources data alignment.

RES HR and Payroll staff are currently working with managers and supervisors to review proposed conversion data to confirm its accuracy in preparation of migration to both CalTime and CalPlanning.

More information:
For more information regarding HCM Position Management, please visit the Position Management website at: http://budget.berkeley.edu/positionmanagement/index.html.

Open Enrollment

October 29, 2012 through November 20, 2012 (ends on 11/20 at 5:00PM)

Open Enrollment is your annual opportunity to review your benefits and make any changes including changing your medical plan, enrolling in open plans, or adding or de-enrolling family members.

Even if you're satisfied with your UC benefits, it's a good idea to use the Open Enrollment period to review your benefits, the plan changes for 2013, and basic information like your address on record or your beneficiaries addresses.

New for 2013:

• Some copayments are increasing.
• Womens preventive services will be offered free of charge.
• The ARAG Legal Plan is open for enrollment this year.
• If you add family members to your plans, you will need to verify their eligibility. Watch for a mailing in January from Secova, Inc.
• Medical plan carriers are required to provide summaries of benefits and coverage in a standard format to help you more easily compare plans.
• The maximum contribution to the Health FSA will be $2,500 in 2012

During the Open Enrollment period, the HR Benefits Unit has scheduled several events to assist faculty, staff and retirees in making informed Open Enrollment choices.

In addition to attending the events (optional, but encouraged), faculty, staff and retirees should review their Open Enrollment booklet, which will arrive at their home addresses soon (if it has not already arrived). The Open Enrollment website (http://atyourservice.ucop.edu/open_enrollment) provides information about Open Enrollment plans, rates, medical plan networks, and so forth. Faculty, staff and retirees who take the time to inform themselves about the upcoming changes will have no surprises on their January 1, 2013
pay or retirement income statements/checks.

**Information Sessions**

*Faculty, Staff and Non-Medicare Retirees*

Location: 150 University Hall  
Dates and Times:

- Wednesday, October 31st, 10:00 a.m. to 11:30 a.m.  
- Tuesday, November 6th, 1:00 p.m. to 2:30 p.m.

*Medicare Retirees*

Location: 150 University Hall  
Dates and Times:

- Friday, October 26th, 10:00 a.m. to 11:30 a.m.  
- Tuesday, November 6th, 10:30 a.m. to 12:00 p.m.

**Individual Appointments**

Faculty, staff and retirees can call to schedule a personal 15-minute appointment to ask questions about the Open Enrollment for 2013.

Dates: Friday, November 2nd; Friday, November 9th; and Friday, November 16th  
Times: 8:00 a.m. to 5:00 p.m.  
Location: 2199 Addison Street (University Hall), Room 192, Berkeley  
How: Call 510-642-7053 to schedule a time  
Note: If you drop in, the HR Benefits Unit will try to assist you; however, those with appointments will have priority.

Additional information will be available soon at [http://hrweb.berkeley.edu/benefits/plans/open-enrollment](http://hrweb.berkeley.edu/benefits/plans/open-enrollment). If you have any questions, contact your RES Human Resources representative or email benefits@berkeley.edu or call 510-664-9831 beginning on Monday, October 29th. (This is a new phone system and will not be available before October 29th.)

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**Holiday Energy Curtailment - 2012-13**

The annual energy curtailment will occur this year between Monday, December 24, 2012 and Tuesday, January 1, 2013. In addition, managers and supervisors may want to consider employee requests to take leave time on January 2nd, 3rd, and 4th in order to have a full two-week break from campus job responsibilities.

The December holidays and closure days are:
Monday, December 24, 2012: Holiday
Tuesday, December 25, 2012: Holiday
Wednesday, December 26, 2012: Closure Day
Thursday, December 27, 2012: Closure Day
Friday, December 28, 2012: Closure Day
Monday, December 31, 2012: Holiday
Tuesday, January 1, 2013: Holiday

If departments require staff employees to work on any of the closure days (December 26, 2012, December 27, 2012 or December 28, 2012), the time should be counted as regular hours of work for that day.

There are different options available to staff employees during the closure period as listed below. Department managers with questions about the suitability of different alternatives are encouraged to contact their appropriate RES Human Resources representative for advice.

**Vacation leave.** All staff employees may use accrued vacation leave during the three closure days. Any employee who earns vacation leave, but does not have sufficient accrued vacation leave to cover the three-day closure period, may use up to three days of vacation leave in advance of accrual to cover the closure days.

- **Use of Accrued Compensatory Time Off (CTO).** Eligible non-exempt employees who have accrued CTO leave by working overtime may use such time to cover the three closure days. Information about CTO agreements for employees covered by labor agreements can be found at the following website address under the section for the relevant collective bargaining agreement: [http://hrweb.berkeley.edu/labor/contracts](http://hrweb.berkeley.edu/labor/contracts). Information about CTO for non-exempt employees in positions covered by the Personnel Policies for Staff Members (PPSM) program can be found at the following website address: [http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp32.html](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp32.html).

- **Leave Without Pay.** Employees may take Leave Without Pay. Managers will want to consider the impact of a Leave Without Pay, particularly for part-time employees. For example, an employee in a half-time appointment who takes a Leave Without Pay may lose eligibility for certain benefits and/or holiday pay.

- **Other Leaves.** Please note that, in most situations, Sick and Administrative Leave provisions are not intended for this purpose and should not be used to cover the closure period. An exception should be made for the employee who has been approved for extended sick leave due to serious illness or injury when the approved leave includes the closure period.

- **Voluntary Schedule Adjustment.** Departments may offer to adjust a schedule for a part-time, non-exempt employee so that the employee satisfies the working hours appropriate to the appointment level, prior to the closure period. For example, an employee with a half-time appointment who works four hours a day could work one eight-hour day earlier
in December. Please have employees confirm in writing that any such changes in schedule are voluntary.

Managers and supervisors are encouraged to check maximum vacation accrual leave balances to ensure that employees avoid reaching the allowable maximum. The holiday closure period is a convenient time for staff to use these hours.

Please feel free to contact your RES Human Resources representative if you have any questions about how to proceed with the suggested options provided above or if the circumstances in your department require special arrangements.

Supervisors: Please print and distribute this message to employees who do not use computers or e-mail at work.

Thank you,
Anita