CALTime 1 Year Anniversary on November 1st!
Thank you all for your hard work this past year in making sure employees are accurately paid and assisting employees & supervisors with their transition to online time reporting. The CalTime team collaborated with timekeepers, HR, and the technical team to implement over twenty system fixes addressing user feedback and improving accessibility, reporting, time tracking, and accuracy. The IT service desk and CalTime team responded to over 9,000 tickets submitted by the campus. Due to the team’s responsiveness and system improvements, help desk tickets submitted have steadily declined:
3,284 in November 2014 ➔ 736 in March 2015 ➔ 367 in October 2015.

NEW DAMAGE PAYMENT PROCESS
A new damage payment process form is now available on the payroll website. UC Office of the President is in the process of creating a description of service (DOS) code to track the damage payments processed in PPS. We will inform you when this new DOS code is available.

Electronic W-2 Sign Up
Central Payroll will reach out to employees who are not signed up for an electronic W-2. E-W2 is the best way for employees to access their W-2 in late January 2016. Employees have until December 31, 2015 to sign-up for an electronic W-2 and update their home addresses. Please promote this valuable service to employees.

Affordable Care Act
"In 2010, President Obama signed in law the Affordable Care Act (ACA), also known as health care reform." There are several impacts to UC which are being spearheaded by UC Office of the President and UCB Human Resources. As a result, a new BYH DOS code has been created to attribute hours associated with By Agreement Payments. The BYH transaction is for tracking purposes only; it does not produce pay or appear on the employee’s paycheck. In early November, Central Payroll will upload a corresponding BYH tracking transaction for every By Agreement Payment that was made during October 2014 to October 2015. It will be used for HR reporting purposes to identify employees eligible for healthcare. For more information, please visit UCNET.

Pay Increases
UC Berkeley recently implemented several pay increases. Please be cautious when processing late pay or adjustments: make sure you use the correct pay rate. Central Payroll will be handling retro merit and equity payments for PPSM employees (FAQ). Any manual merit or equity adjustments made in HCM after 10/22 will require the timekeeper to process the retro pay (check with your timekeeping lead). For retro pay processing questions, email payhelp@berkeley.edu. For pay increase information, email compdesk@berkeley.edu.

December Earnings | Pay Date January 4th
Please be aware the pay date for December 2015 earnings for monthly paid employees is January 4, 2016. An email will be sent to employees to announce this information. For employees who receive paper checks, their checks will be delivered to the USPS on January 2nd to ensure employees receive their paycheck on January 4th. Direct Deposits will be available on January 4th. Please note some banks release payment early and we do not control their process.
Due to the holidays in November and December, the Payroll processing deadlines are shorter to ensure employees are paid by their primary pay date. December 2015 deadlines are now available on the payroll website. An email will be sent to supervisors and employees to inform them of the early CalTime approval deadlines.

<table>
<thead>
<tr>
<th>Deadline Date</th>
<th>Task</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues., Nov. 10, 2015</td>
<td>B1 CalTime Timekeeper Sign-off</td>
<td>5:00 pm</td>
<td>Timekeeper sign-off must be completed by 5:00pm. Remember sign-off cannot be removed, so it is best to wait until later in the day to ensure all adjustments are made.</td>
</tr>
<tr>
<td>Thurs., Nov. 12, 2015</td>
<td>B1 OPTRS Deadline</td>
<td>5:00 pm</td>
<td>OPTRS final deadline for biweekly (B1) paid employees (November 18th pay date).</td>
</tr>
<tr>
<td>Mon., Nov. 23, 2015</td>
<td>B2 CalTime Timekeeper Sign-off</td>
<td>(Not before 12pm) By 5:00 pm</td>
<td>Supervisors have until NOON to approve timecards on this day. Timekeeper sign-off must be completed by 5:00pm. Remember sign-off cannot be removed, so it is best to wait until later in the day to ensure all adjustments are made.</td>
</tr>
<tr>
<td>Tues., Nov. 24, 2015</td>
<td>B2 OPTRS Deadline</td>
<td>5:00 pm</td>
<td>OPTRS final deadline for biweekly (B2) paid employees (December 2nd pay date).</td>
</tr>
</tbody>
</table>

In order to meet the biweekly pay OPTRS deadline of 12/18/15 and ensure CalTime hours are submitted in time for payroll processing, biweekly anytime employees and supervisors of real-time employees will be asked to project hours in advance for 12/17-12/19/15. (CalTime curtailment communications will be released in early December with additional information.) If an adjustment to pay or hours is needed after a pay cycle has closed, please process an adjustment in PPS or a historical edit in CalTime if necessary. Paying employees late instead of projecting time in December is not permitted.

STAY TUNED FOR JANUARY – JUNE 2016 CALENDAR