# CalTime Custom Fields Profile

### For newly appointed Bi-Weekly Employees or changes to existing settings

Use this form to change CalTime's default settings for shift length, shift type, automatic meal deduction, and whether overtime worked gets paid out or banked as Comp Time.

All changes affect the entire biweekly pay period.

Supervisor: Email the completed form to ERSO/CSS Team 2 Payroll Services at **ersopayroll@erso.berkeley.edu**.

**Employee Name:** _____

**Employee ID # :** _____

**Supervisor Name:** _____

**Supervisor Contact Info:** _____

**Date:** _____

## Indicate changes to CalTime default settings below:

Shift Length:  ___ 8 hours (default)   ___ 10 Hours   ___ 12 Hours

Shift Type:  ___ Day (default)   ___ Night

Meal Period:  ___ 60 Minutes (default)   ___ 30 Minutes

Overtime/Comp Time Election:  ___ Pay out all Overtime (default)   ___ Bank all overtime hours as Comp Time

Payroll Use Only:

| Processor Name | Effective Date of Change in CalTime | Date Changes Processed in CalTime | OT/CT Election form confirmation received from HR Ops (if union employee)? |
|---|---|---|---|
|  |  |  |  |