BerkeleyLaw
UNIVERSITY OF CALIFORNIA

Payroll Information for Employees

This flyer provides a convenient summary of basic payroll-related information for the Berkeley Law community. More complete information is also available on the central campus Payroll Office and Human Resources websites.

Time Reporting	What you need to know:
Employees are assigned to one of these two categories depending on their appointment type: **exception time** or **positive time** reporting.	Exception time employees are automatically paid a fixed % time each month and must turn in a timesheet that supports their fixed % time. Positive time employees are not paid automatically and must submit a timesheet each month showing their time worked.
Timesheets	**What you need to know:**
A timesheet is a legal document that must be retained for five years after the pay period, per University policy. Timesheets should be completed legibly and in pen, not pencil. It is important that timesheets be submitted each month by the appropriate deadline. The Payroll Specialist will prepare and distribute individualized monthly timesheets to staff and faculty who are eligible to accrue vacation and sick leave. These timesheets are produced after the current SM payroll cycle has closed, usually around mid month, and distributed to staff shortly thereafter in advance of the MO payroll cycle (see "Pay Days" below). Timesheets are due according to the calendars posted on the Law School's Payroll page.	**Academic Monthly Absence Report** - for individuals with academic appointments. **Staff Monthly Timesheet** – for all staff with career or limited appointments who are not academics, students, or in graduate student positions. Select represented or non-represented, as appropriate. **Student Monthly Timesheet** – for employees with student and/or work-study positions. **GSI-GSR-Tutor Monthly Timesheet** – for individuals with GSR, GSI and Tutor appointments. For employees who do not receive individualized monthly timesheets, generic templates are available on the Law School's Payroll page.
Pay Days	**What you need to know:**
The campus manages its large employee population by dividing pay production into four monthly cycles: MO, MA, SM and XX, each with a separate payday. The timesheet calendars for these cycles are posted on the Law School's Payroll page. The XX cycle is a "catch up" cycle for late timesheets and pay adjustments. There are 12 paydays in each calendar year. December paychecks are available on or after January 1 of the next calendar year.	**1st of the month** – pay day for hours worked in the previous month for individuals with academic, career and limited appointments who have been assigned a "primary pay cycle" of MO (monthly, can be used in conjunction with exception or positive time reporting). **8th of the month** – pay day for hours worked in the previous month for student employees who have been assigned a "primary pay cycle" of MA (monthly arrears, always used in conjunction with positive time reporting). If a payday falls on a weekend or holiday, the payday then becomes the last business day before the regular payday.
Direct-Deposit Paychecks	**What you need to know:**
All campus employees are encouraged to have their paychecks deposited directly into a personal checking account. This process reduces administrative costs and allows employees to have immediate access to their pay.	To establish direct deposit of your paychecks, use your CalNet ID to log on to UC Berkeley's **blu** business portal. Click on **Direct Deposit** in the Self Service box located in the top left corner of the blu homepage. Click on the **?** button for instructions.
Paper Paychecks	**What you need to know:**
Paper paychecks are delivered to Business Services by 2 pm each payday and processed immediately by the Payroll Specialist.	Faculty paychecks are delivered to mailboxes in the Faculty Lounge by close of business each payday. Staff and student paychecks are placed in the US Mail, delivered to supervisors for distribution to employees, or held for personal pick-up, depending on instructions on file with the Payroll Specialist.
Earnings Statements	**What you need to know:**
Earnings statements ("pay stubs") are available in electronic format. You will receive an email each payday from the campus Payroll Office when your statement is available to view or print.	Earnings statements are available at the UC Office of the President's At Your Service website: https://atyourserviceonline.ucop.edu/ayso/. Contact UC Customer Service at customer.service@ucop.edu if you have problems accessing At Your Service.

W-2 Forms	What you need to know:
Each January, paper W-2 tax forms summarizing earnings for the previous year are mailed to employees to the address of record in the payroll system. W-2 forms are also available in electronic format.	Use your CalNet ID to log on to UC Berkeley's **blu** business portal. Click on **W-2 Online** in the Self Service box located in the top left corner of the blu homepage. Click on the **?** button for instructions.
Overtime	**What you need to know:**
Only employees designated as "non-exempt" are eligible for overtime pay which must be approved in advance by your supervisor, or in accordance with the terms of the bargaining agreement that applies to your employment.	Overtime is typically paid in the first open pay cycle after receipt of the approved timesheet. An employee must be on pay status for 40 hours in the week in order to earn premium overtime (1.5 times hourly pay rate). "Pay status" does not include leave or holiday hours taken in the same week.
Compensatory Time	**What you need to know:**
Only employees designated as "non-exempt" are eligible to accrue and use compensatory ("comp") time. Comp time must be approved in advance by your supervisor, or in accordance with the terms of the bargaining agreement that applies to your employment.	Comp time usage and/or accrual are recorded in the official record each month in the SM pay cycle. Eligible employees may elect to accrue comp time in lieu of payment by completing the appropriate election form available on the Contracts page of the Human Resources website.
Paid and Unpaid Leaves	**What you need to know:**
Eligible employees receive paid vacation, as well as paid sick, administrative, and professional development leaves. Employees may also take unpaid leaves by prior agreement with their supervisors. Sick leave may not be used in lieu of available vacation leave or in advance of accrual. Vacation leave may be used in advance of accrual only during December curtailment (between Winter Break and New Year's Day).	Paid leave usage is recorded in the official record each month in the SM pay cycle. Vacation and sick leave accruals are automatically calculated each month according to the accrual rate and the number of hours or % time on pay status for each eligible employee. Unpaid leaves are processed as pay reductions by the Payroll Specialist in the primary pay cycle or, if the timesheet is late, in first open pay cycle after receipt of the approved timesheet.
Retroactive Rate Adjustments	**What you need to know:**
Retroactive changes to pay rates are approved at the level of the Dean's Office or campus Payroll Office.	Retroactive pay rate changes are processed by the Payroll Specialist in the first open pay cycle after receipt of authorized instructions.
"By Agreement" Pay	**What you need to know:**
"By agreement" pay is approved at the level of the Dean's Office.	"By agreement" pay is processed by the Payroll Specialist in the first open pay cycle after receipt of instructions from Boalt's Academic Personnel or Human Resources office.
Holiday Pay	**What you need to know:**
The University provides 13 paid holidays each calendar year. Holiday pay is calculated according to the terms of the appropriate bargaining unit agreement or contract covering the employee.	Visit the campus Human Resources website for more information about holidays and the holiday pay table.
Bargaining Agreements	**What you need to know:**
Employees in the Law School are covered under bargaining agreements based on job title code. Employees not covered under a bargaining agreement, and all student employees (except graduate student positions), are automatically covered under Personnel Policies for Staff Members (PPSM).	Visit the campus Human Resources website for the full text of the various bargaining agreements and covered job code titles.
Payroll-Related Questions and Comments	**What you need to know:**
Your payroll-related questions and comments should be directed to the Law School's Payroll Specialist. Email is preferred since this provides a valuable written record.	**Tanis Cowlah**, Payroll Specialist 312 Boalt Hall Ph: 510-643-9504, Fax: 510-642-7615, tcowlah@law.berkeley.edu
HRMS – Human Resources Management System	Electronic personnel profile – feeds information to PPS
PPS – Personnel Payroll System	Used by all UC campuses for consistent reporting to the UC Office of the President
OPTRS – Online Pay and Time Reporting System	Subsystem of PPS, used to report hours or % time worked, leave and compensatory time usage, and pay adjustments.