

**CalTime**

Use

Approve

Get Paid

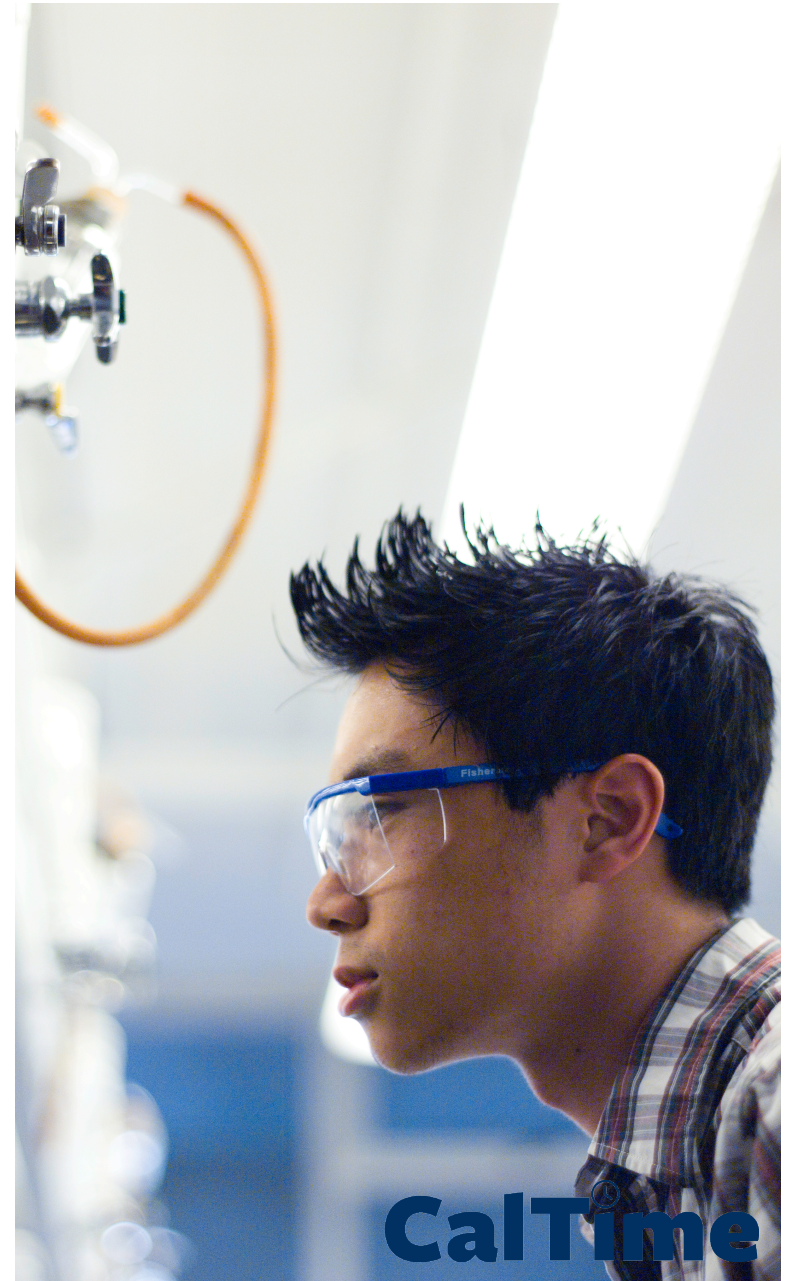
# Friendly Name Overview for CalTime Process Training

(Non-Timekeepers and Non-HCM Staff)

# WHAT ARE CALTIME FRIENDLY NAMES?

# Why Friendly Names?

Because some employees have multiple jobs and/or multiple funding sources (chartstrings) they need to track hours to.



# How Friendly Names work

**CalTime Friendly Names** help employees who have multiple jobs and/or multiple funding sources select a transfer that directs the time to be charged to the appropriate department job and/or chartstring.



**HOW ARE  
FRIENDLY NAMES  
USED?**

# How employees use Friendly Names

Friendly Names display as a drop-down menu in the CalTime timecard of employees who have multiple jobs and/or chartstrings.

Non-exempt employees choose and track hours worked to the appropriate job and/or chartstring.

# How supervisors use Friendly Names

Friendly Names allow supervisors/“fund approvers” of non-exempt employees with multiple jobs to review hours and approve only the hours the employee worked for them (e.g., grants, projects, other funding sources).

Friendly Names can be created in order to support reporting on the number of hours worked by:

- **Appointment**
- **Chartstring**
- **Location**
- **Event**
- **Project (not to be confused with Project Tracking, which is recharge instead of direct charge)**

Friendly Names are a field in HCM that will be input by the Departmental HCM user. It will download into CalTime, and employees will select which Friendly Name to charge their hours to.

# 3 TYPES OF FRIENDLY NAMES



# **There are three types of Friendly Names:**

**Type A – Appointment**

**Type C – Chartstring**

**Type S – Special (Location / Event)**

Friendly Names are chosen depending on the department's needs and funding method.

# Friendly Name Type A - APPOINTMENT

Type A Friendly Name is recorded at the Appointment/Job level. Pay for the job is generated based on the existing chartstring percentages entered in HCM.

Work Location Job Information Payroll Salary Plan Compensation

Sherlock Holmes EMP ID: 012714942 Empl Rcd #: 0

Payroll Information

Payroll System: Payroll Interface

Payroll Interface

Pay Group: PSN PSS Non-exempt

Tax Location Code: CA California

**\*Cal Time Type Code: A**

**Cal Time Job FN: AZCSS-4723C-0**

Job Data Employment Data Earnings Distribution

The majority of departments will use Type A Friendly Names.

Job Earnings Distribution

Sherlock Holmes EMP ID: 012714942 Empl Rcd #: 0

Earnings Distribution Type

Effective Date: 11/01/2014 Effective Sequence: 0 Job Category: Principal

Action: Data Chg Reason: Time Code Change

Standard Hours: 40.00 Work Period: W Weekly

Pay Rate/Amount: 18.870000 Comp Freq: UH UCB Hourly

FTE: 1.000000

Job Earnings Distribution

Begin Date End Date \*Earn Code Regular Distrib % Pay Rate/Amount

11/01/2014 REG 60.0000 18.870000

Budgeted FTE Work Study Program Speed Type: GL BU

00011717 1

Earnings Chartfields

Account Fund Dept Program Chartfield 1 Chartfield 2

51210 19900 32488 72

Staff-Regular (Default) GENERAL FUNDS AZCSS Business Services Inst Support & General Admin

CTPPS Flag

Begin Date End Date \*Earn Code Regular Distrib % Pay Rate/Amount

11/01/2014 REG 40.0000 18.870000

Budgeted FTE Work Study Program Speed Type: GL BU

00011717 1

Earnings Chartfields

Account Fund Dept Program Chartfield 1 Chartfield 2

51210 69799 32488 72

Staff-Regular (Default) Unrestricted Misc Income AZCSS Business Services Inst Support & General Admin

CTPPS Flag

# Friendly Name Type C – CHARTSTRING

- Requires a Friendly Name to be recorded for each REG distribution chartstring.
- The employee uses the appropriate Friendly Name to match the time worked with the appropriate funding source.
- Payroll will use this information to calculate pay, based on the hours recorded to each Friendly Name on the timecard, which translates to a specific chartstring to be charged.
- Type C also allows a different “approver” to be added for each chartstring.

Work Location | Job Information | Payroll | Salary Plan | Compensation

Agatha Christie EMP ID: 012714959 Empl Rcd #: 0

Payroll Information

Payroll System: Payroll Interface

Payroll Interface

Pay Group: PSS Non-exempt

Tax Location Code: CA California

\*Cal Time Type Code: C

Job Data | Employment Data | Earnings Distribution

Departments and academic groups that use Type C Friendly Names typically have multiple funding sources or projects.

Job Earnings Distribution

Begin Date: 11/01/2014 End Date: 01/31/2015 \*Earn Code: REG Regular Distrib %: 50.0000 Pay Rate/Amount: 18.870000

Budgeted FTE: Work Study Program: Speed Type: 00011717 GL BU: 1

Earnings Chartfields

Account: 51232 Fund: 20000 Dept: 32488 Program: 72 Chartfield 1: Chartfield 2:

STUDENT SERVICES FEE AZCSS Business Services Inst Support & General Admin

Cal Time (CT): C

CT Supv ID: 012714959 Suzy Supervisor CTPPS Flag:

---

Begin Date: 11/01/2014 End Date: 01/31/2015 \*Earn Code: REG Regular Distrib %: 50.0000 Pay Rate/Amount: 18.870000

Budgeted FTE: Work Study Program: Speed Type: 00011717 GL BU: 1

Earnings Chartfields

Account: 51232 Fund: 69799 Dept: 32488 Program: 72 Chartfield 1: Chartfield 2:

Unrestricted Misc Income AZCSS Business Services Inst Support & General Admin

Cal Time (CT): C

CT Supv ID: 012714959 Suzy Supervisor CTPPS Flag:



# Friendly Name Type S – SPECIAL (LOCATION/EVENT)

Used by a few departments to create a hybrid of Type A Friendly Name + specific location/event. These pre-defined locations and events are kept in a table in HCM.

The screenshot displays a payroll system interface with the following details:

- Employee Information:** Stephen King, EMP, ID: 012731348, Empl Rcd #: 0
- Payroll Information:** Payroll System: Payroll Interface
- Payroll Interface Section:**
  - Pay Group: PSN (PSS Non-exempt)
  - \*Cal Time Type Code: S (highlighted in a red box)
  - Tax Location Code: CA (California)
  - Cal Time Job FN: VCUGA-5523C-COOK
- Navigation:** Find, First, 1 of 1, Last
- Footer:** Job Data, [Employment Data](#), [Earnings Distribution](#)

Departments that use Type S Friendly Names are UCPD, RSSP, Intercollegiate Athletics, and Cal Performances.

# CREATING FRIENDLY NAMES

# Friendly Name Default

Default Friendly Name in HCM is Type A.

Combination of:

Job Department Code (e.g., AZCSS)	Job/Title Code (e.g., 4921U)	HCM Employee Record #
--------------------------------------	---------------------------------	-----------------------



**Department Code–Job Code–HCM Record#**

Examples:

- EAEDU–4921U–0 School of Education, Student Asst 2
- AZCSS–7397U–0 Campus Shared Services, HR Analyst 2

# Customizing the Friendly Name

- Friendly Names can be created as “on the fly” or added to the HCM lookup tables.
- Once a Friendly Name is entered into the HCM lookup tables, it is available for assigning to future appointments.
- Customize using 20-character limit, combination of alphanumeric characters, hyphens, and/or spaces.
- A unique ID must be the first part of the Friendly Name and should be the Department ID at the job level.
- While Type A can be left with the default setting, Type C requires customization.



**WHO CREATES  
AND MAINTAINS  
FRIENDLY NAMES?**

Friendly Names are created by a **local department team** who can identify which Friendly Name type should be associated with each appointment.

# For departments supported by CSS

TASK	WHO IS RESPONSIBLE?
Creates Friendly Names for department and submits Friendly Name information to CSS	Local Department Team
Works as liaison between department and HRIM team and Payroll & Timekeeping team	Service Delivery (including HR Partners, HR Generalists, and First Contact Resolution Team)
Enters Friendly Names into HCM	Departmental HCM user
Audits Friendly Names in CalTime	Employees and supervisors are accountable for ensuring hours have been charged to the correct Friendly Name.