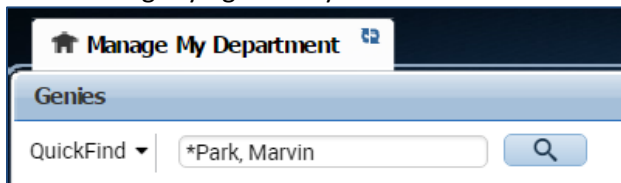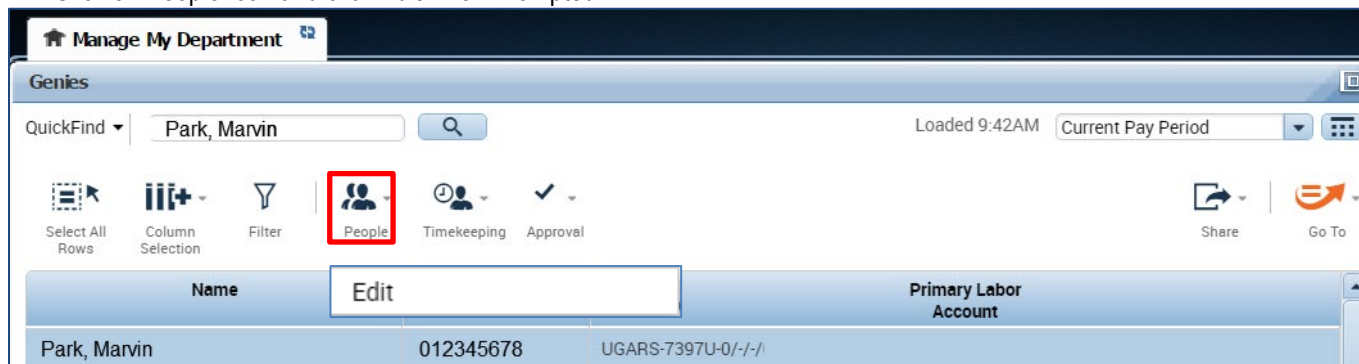# CalTime: Type S Employee Setup

Employees such as those that work in multiple locations (i.e. RSSP) are often setup as a Type S (friendly name). Type S employees are linked to a special Friendly name table within the HR system (HCM). However in order to ensure these employees are setup correctly as a Type S employee. Their Location (Labor Level 2) must be entered into their Primary Labor Account. A timekeeper must rebuild the employees Primary Labor Account.
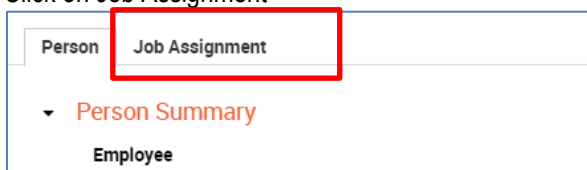
Access the employee

1. In the QuickFind field, search for the employees Last Name, First name or employee id (EID)
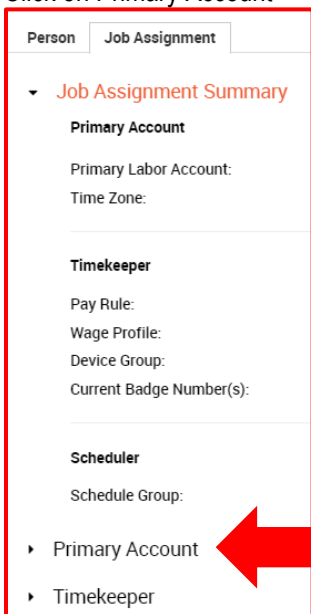2. Click on Magnifying Glass symbol

3. Click on employees name (it will highlight in blue)
4. Click on People Icon and click Edit when Prompted.

5. A new tab will open "People Editor"
6. Click on Job Assignment

7. Click on Primary Account

8. Click in the blank field under the Primary labor Account Column and click search (a Transfer window will appear).

9. The first five labor levels are combined to create the Primary Labor Account. **Only Type S employees will have an entry in the Location field.**
10. Enter the same data in the Job; Supervisor ID; and Employee ID into the appropriate row in the Select Primary Labor Account window as currently in the Primary Labor Account. All fields: Job, Location, Project, Supervisor ID, Employee ID, LL6, and LL7 must be completed. If Project, LL6, and LL7 are not applicable to the employee, you can select the first row which displays dashes. See example below.

11. Click on the Location drop down arrow and select the appropriate location from the available entries options.
12. Click Apply

13. This is an example of a rebuilt Primary Labor Account. The Job; Location; Supervisor ID; Employee ID, have been completed

14. Insert effective date by clicking in effective date field

				Effective Date*

9/01/2014

◄		March 2017				►
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

15. Click the **Save** button in the **People Editor** window. .The Type S Labor Level Setup has been completed.

Refresh	Save	Go To

The location you just entered will now be the default charge location for sick leave, vacation etc.