CallTime Process: FRIENDLY NAMES

Process for capturing hours worked by an Employee and mapping it to the appropriate general ledger for proper cost accounting and distribution of labor expenditures. A Friendly Name [20-character alpha-numeric abbreviation] is displayed in CallTime and selected by the Employee when recording hours worked in a specific job.

1. **Employee is Hired**
   - CallTime
     - Employee profile created

2. **Determine Employee labor type**
   - Type A
   - Type B
   - Type C
   - Type S

3. **Determine associated labor cost accounting code**
   - CallTime
     - Employee profile created

4. **Create Employee profile**
   - CallTime
     - Employee profile created

5. **Notify HR**
   - CallTime
     - Employee profile created

6. **Determine department code for tracking labor expenses to the General Ledger**
   - CallTime
     - Employee profile created

7. **Identify 'friendly' Friendly Name**
   - CallTime
     - Employee profile created

8. **Create 'personalized' Friendly Name**
   - CallTime
     - Employee profile created

9. **End of the weekly Pay Cycle [Before 12 noon Monday]**
   - Payroll process
     - Issuance Paycheck

10. **Receive Paycheck**
    - Payroll process
     - Issuance Paycheck

11. **End**
    - Close