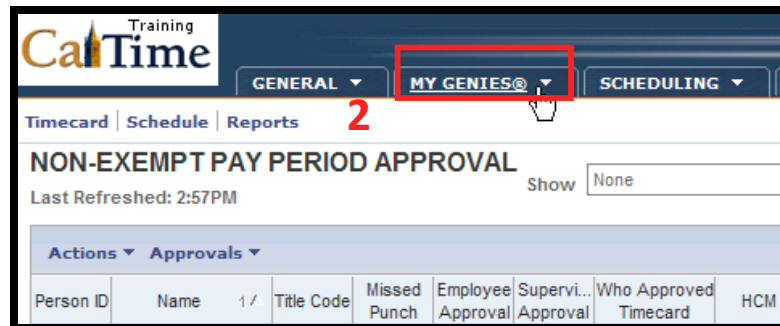


A friendly name is a way of referring to a particular job, contract, or grant in a way that makes it easily recognizable, such as CSS Assistant II (instead of AZCSS-4723C-1) or RSSP-Chef (instead of UKHDS-4921U-1). A Friendly Name transfer applies when an employee works a job that is not his/her primary assignment. For example, a student employee primarily works in a cafeteria, but also has a secondary assignment a couple of hours a week in a library.



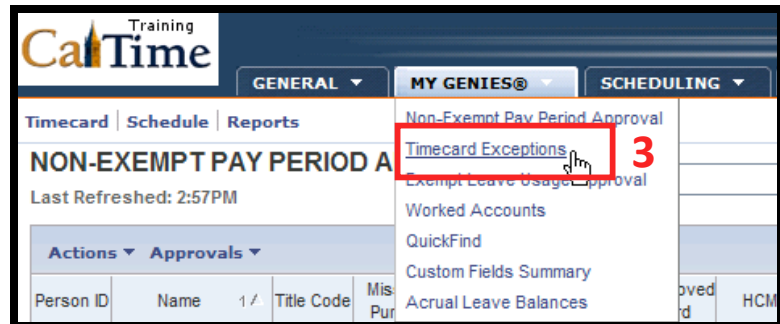
If an employee *only* works his/her primary assignment in a day, there is no need to designate that an employee is working his/her default assignment. *However, it is necessary to show both the primary assignment and secondary assignment when he/she also works a non-primary job, contract, or grant in a given day.*

1. Log in to CalTime using RDP access. (See the Internet site, <http://caltime.berkeley.edu/access> for RDP log-in resources and instructions.)



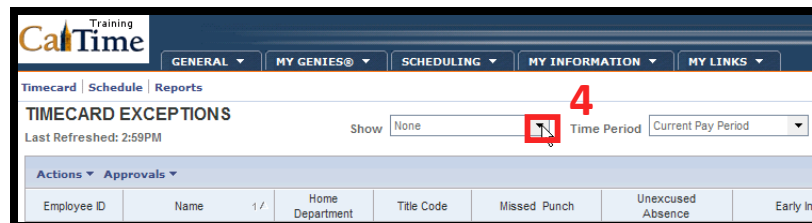
2. Click the **My Genies** drop-list arrow.

3. Click **Timecard Exceptions** Genie. It will default to the **Current Pay Period**.



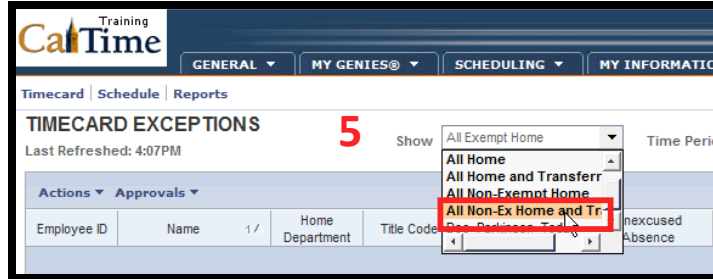
You could also choose the **Non-Exempt Pay Period Approval** Genie if the pay period has just ended. It will default to **Previous Pay Period**.

4. Click the **Show** drop-list arrow.

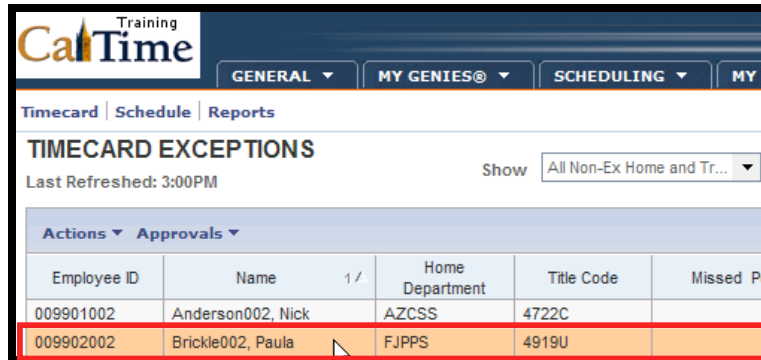


5. Select **All Non-Exempt Home and Trans. In.**

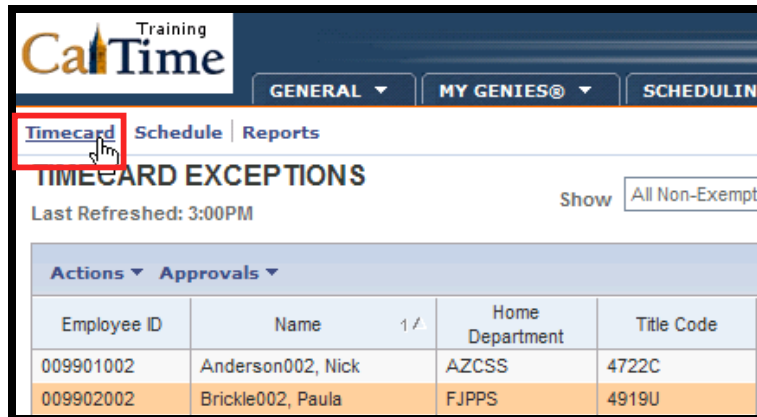
Because we are using the **Timecard Exceptions** Genie, **Time Period** will default to **Current Pay Period**.



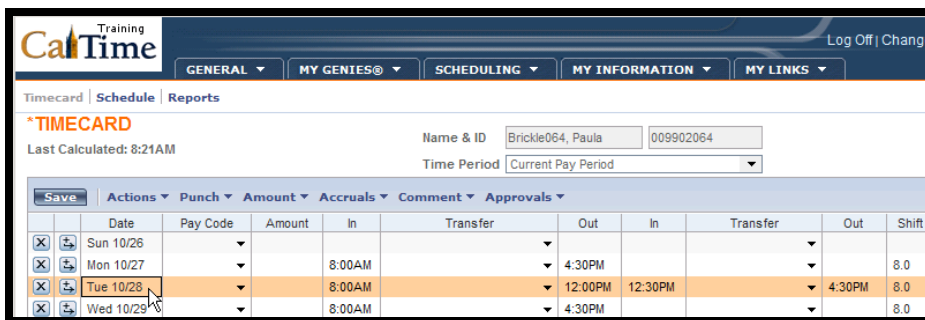
6. Select the employee who needs a friendly name job transfer.



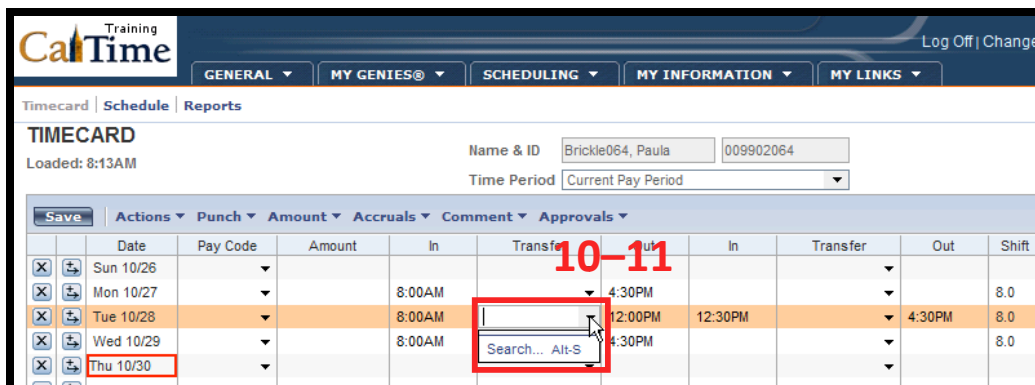
7. Click **Timecard**.



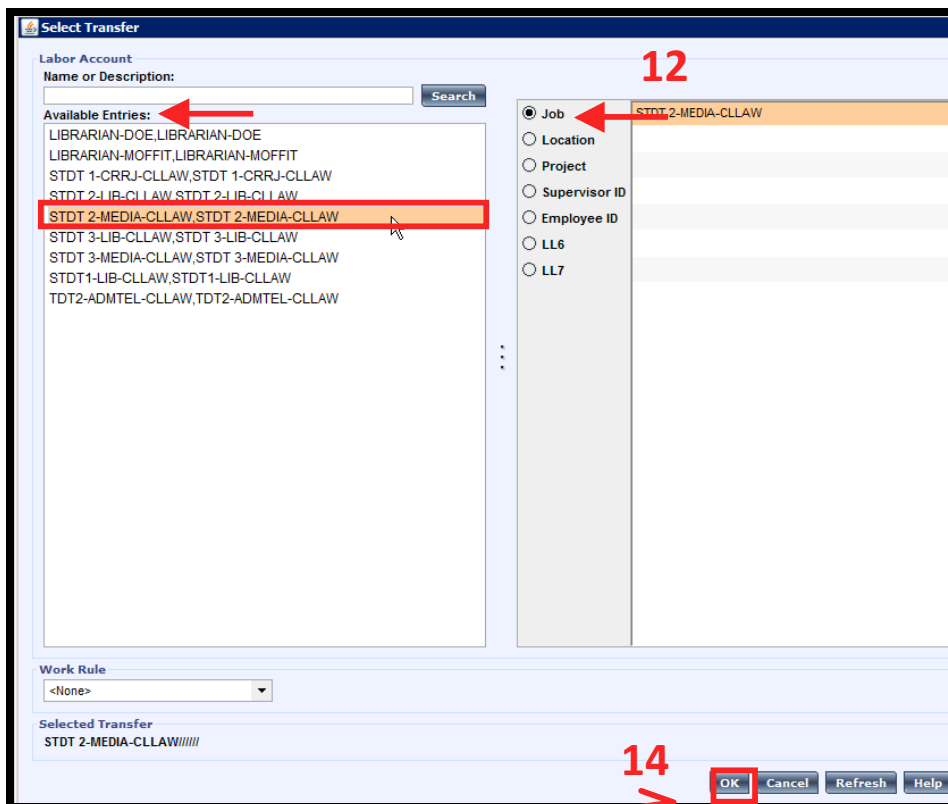
8. Locate the correct date—which in this example will be **Tue 10/28**.



- If necessary, enter the **In** and **Out** punches for the transfers—which in this example will be **8:00 AM** and **12:00 PM** and **12:30 PM** and **4:30 PM**.



- For **Tue 10/28**, click the drop-list arrow in the first **Transfer** column.
- Click **Search...**
- Make sure the **Job** option button is selected in the **Select Transfer** dialog window.
- Select the transfer job from the **Available Entries** list.



- Click **OK**.

15. Click **Save** to store the changes to the timecard.

15

CalTime Training
Log Off | Change

GENERAL | MY GENIES® | SCHEDULING | MY INFORMATION | MY LINKS

Timecard | Schedule | Reports

***TIMECARD**

Name & ID: Brickle064, Paula 009902064
Loaded: 8:13AM
Time Period: Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Sun 10/26									
Mon 10/27			8:00AM		4:30PM				8.0
Tue 10/28			8:00AM	STDT 2-MEDIA-CLLAW/////	12:00PM	12:30PM		3:30PM	8.0
Wed 10/29			8:00AM		4:30PM				8.0

NOTE: The word, **TIMECARD** changes from orange to black once you click **Save**.

16. Next, select the drop-list arrow in the second **Transfer** column.

17. Click **Search...**

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Timecard | Schedule | Reports

***TIMECARD**

Name & ID: Brickle064, Paula 009902064
Loaded: 8:13AM
Time Period: Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Sun 10/26									
Mon 10/27			8:00AM		4:30PM				8.0
Tue 10/28			8:00AM	STDT 2-MEDIA-CLLAW/////	12:00PM	12:30PM	STDT 2-MEDIA-CLLAW	4:30PM	8.0
Wed 10/29			8:00AM		4:30PM				8.0
Thu 10/30									

18. Make sure the **Job** option button is selected in the **Select Transfer** dialog window.

19

Select Transfer

Labor Account
Name or Description: [Search]

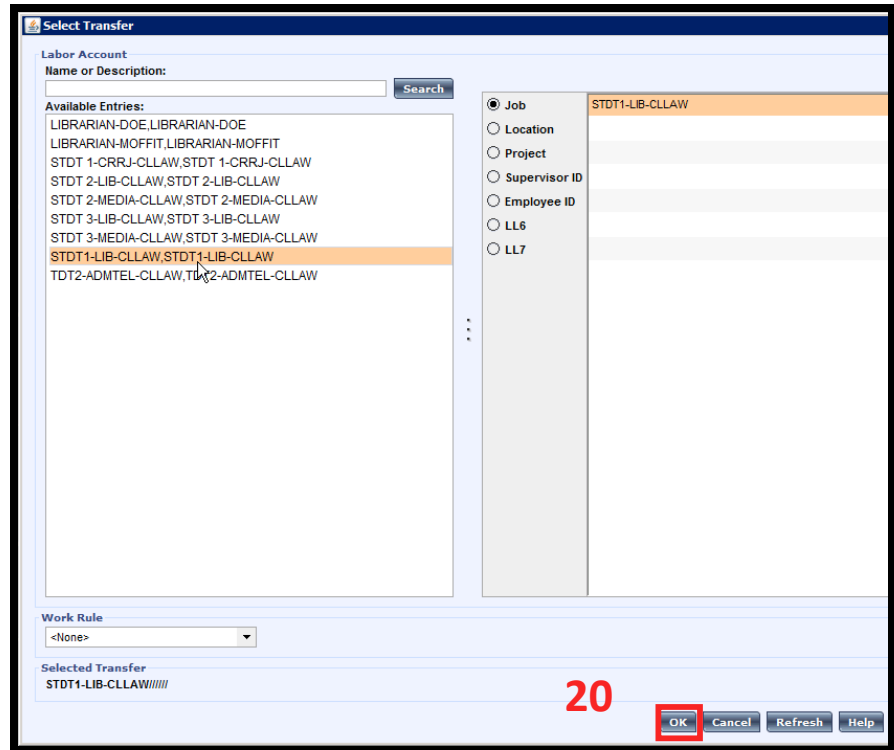
Available Entries:

- LIBRARIAN-DOE,LIBRARIAN-DOE
- LIBRARIAN-MOFFIT,LIBRARIAN-MOFFIT
- STDT 1-CRRJ-CLLAW,STDT 1-CRRJ-CLLAW
- STDT 2-LIB-CLLAW,STDT 2-LIB-CLLAW
- STDT 2-MEDIA-CLLAW,STDT 2-MEDIA-CLLAW
- STDT 3-LIB-CLLAW,STDT 3-LIB-CLLAW
- STDT 3-MEDIA-CLLAW,STDT 3-MEDIA-CLLAW
- STDT1-LIB-CLLAW,STDT1-LIB-CLLAW
- TDT2-ADMTEL-CLLAW,TDT2-ADMTEL-CLLAW

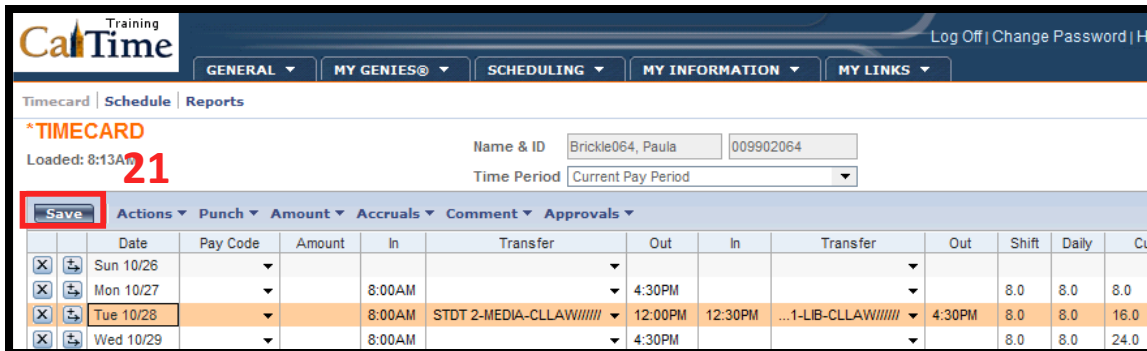
Job
 Location
 Project
 Supervisor ID
 Employee ID
 LL6
 LL7

19. Select the transfer job from the **Available Entries** list.

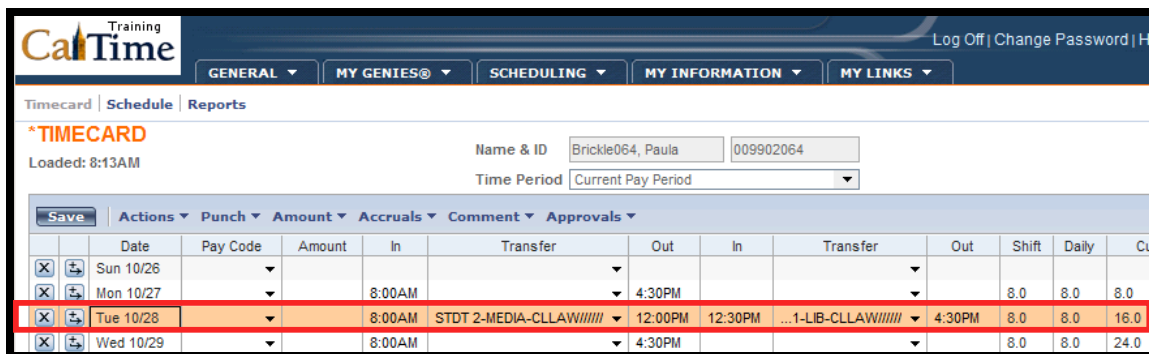
20. Click OK.



21. Click Save.



Below you see the finished result, two assignments worked—a primary job and a secondary job:



22. Click **My Genies** to choose a different Genie, click **Reports** to generate a report, or click **Log Off** to end your CalTime session.

The screenshot shows the CalTime interface with the following elements:

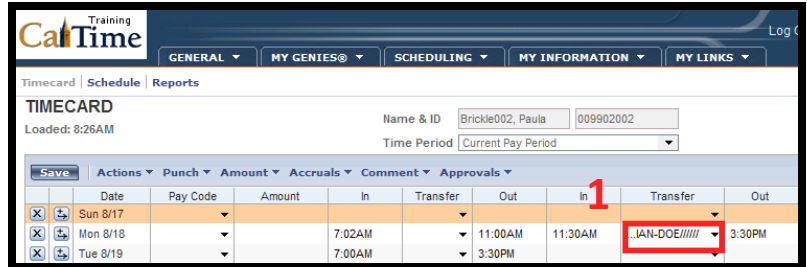
- Top navigation bar: **Log Off** | **Change Password** | **Home**
- Menu tabs: **GENERAL**, **MY GENIES** (highlighted with a red box), **SCHEDULING**, **MY INFORMATION**, **MY LINKS**
- Sub-menu tabs: **Timecard**, **Schedule**, **Reports** (highlighted with a red box)
- Header: ***TIMECARD**
- User info: Name & ID: **Brickle064, Paula** | ID: **009902064**
- Time Period: **Current Pay Period**
- Table with columns: **Date**, **Pay Code**, **Amount**, **In**, **Transfer**, **Out**, **In**, **Transfer**, **Out**, **Shift**, **Daily**, **Cu**

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cu
Sun 10/26											
Mon 10/27			8:00AM		4:30PM				8.0	8.0	8.0
Tue 10/28			8:00AM	STDT 2-MEDIA-CLLAW/////	12:00PM	12:30PM	...1-LIB-CLLAW/////	4:30PM	8.0	8.0	16.0
Wed 10/29			8:00AM		4:30PM				8.0	8.0	24.0

Deleting a Friendly Name Job Transfer _____

If a friendly name is entered in error, it can easily be deleted. When that happens, the supervisor should notify the employee of the error and provide a correct friendly name, if necessary. The following steps show you how to delete a friendly name:

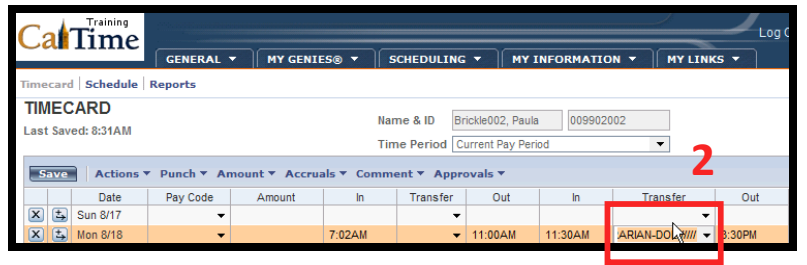
1. Click in the **Transfer** cell.



2. Select the **Friendly Name**.

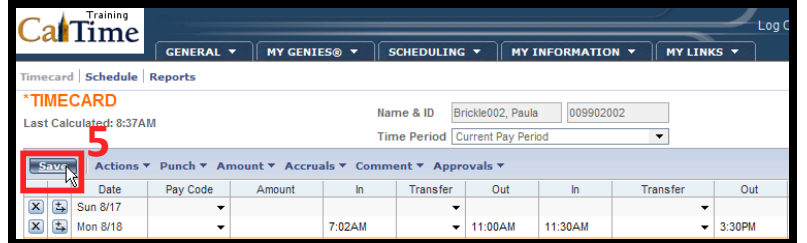
3. Press the “**Delete** or **Backspace** key.

4. Click in another text cell.



5. Click **Save** to store your change.

NOTE: The word **TIMECARD** will change from orange to black once you’ve saved.



6. When done, click **Log Off** or **Reports**, or click **My Genies** to return to access to the Genies.

