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.
9. 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**.

10. For **Tue 10/28**, click the drop-list arrow in the first **Transfer** column.

11. Click **Search**...

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

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

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

**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…**

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

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.
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.