Supervisor of Non-Exempt Employees (Web):
Friendly Name Transfer

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. It is necessary to show both the primary and secondary assignments when he/she also works a non-primary job, contract, or grant in a given day.

1. Log in to CalTime. (See the job aid “All Logging In to CalTime” for log-in steps.)

2. 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.

3. Select All Non-Exempt Home and Trans. In in the Show drop list.

4. Because we are using the Timecard Exceptions Genie, Time Period will default to Current Pay Period.
5. Select the employee who needs a friendly name transfer.

6. Click Timecard.

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

8. Click the Search tool in the first Transfer column.

NOTE: If the employee is working two jobs in one day, you will need to add a row to the date. See the supervisor job aid, "SUP_NEE_Splitting a Shift_J_Wed.docx".
9. Click the **Job** drop list arrow

![Transfer Selection Page](image)

10. Select the appropriate job.

![Job Drop List](image)

11. Click **OK**.

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

**NOTE:** The word, **TIMECARD** changes from orange to black, and a message appears stating that the timecard has been saved.
13. Click the Search tool in the second Transfer column.

14. Click the Job drop-down list arrow.

15. Select the job the employee is transferring to.
16. Click OK.

Below you see the end result, two job transfers in separate rows, on the same day:

17. Click Save to store your changes.
18. Click **Home** to return to the **Genies and Reports**, or click **Log Off** to end your CalTime session.
Deleting a Friendly Name Transfer

If a friendly name transfer is entered in error, it can easily be deleted. The following steps show you how:

1. Click in the friendly name’s Transfer cell.

2. Note the “x” at the right of the friendly name.

3. Click the “x”, and the friendly name will disappear.

4. Click Save to store your change.

5. Click Home to return to access to the Genies and Reports, or click Log Off to end your CalTime session.