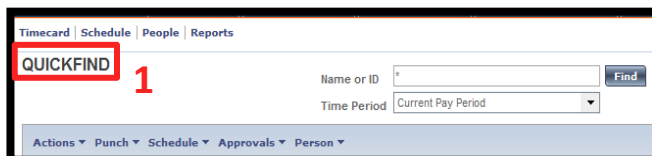**Type S** employees must have their Location (Labor Level 2) entered into their **Primary Labor Account**.

To accomplish this task, a timekeeper must rebuild the employee's **Primary Labor Account**.

1. Log in to CalTime. CalTime will open to **QUICKFIND**.

2. Enter the last name or ID of the employee needing their **Primary Labor Account** rebuilt into the **Name or ID** field followed by the ***** symbol
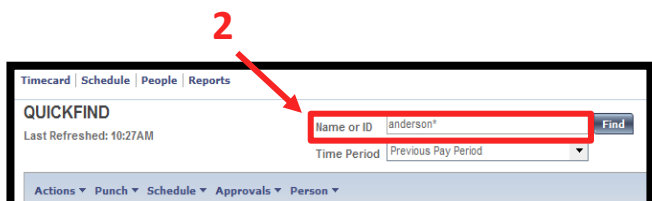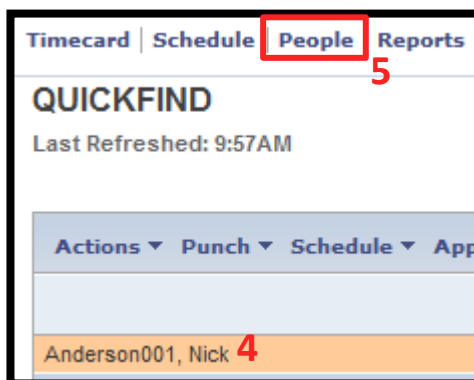
3. Click the **Find** button.

A list of matching employees will be displayed—in this example, **Anderson001 Nick**.

4. Click on the desired employee (the background will turn to orange).

5. Click on the **People** Quick Link to enter the **People** record for the selected employee.
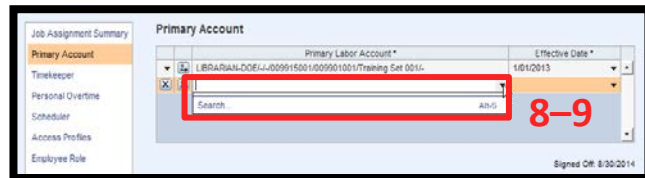
6. Click the **JOB ASSIGNMENT** tab.

7. Click on the **Primary Account** menu item

In this example, Nick Anderson's **Primary Account** is displayed.
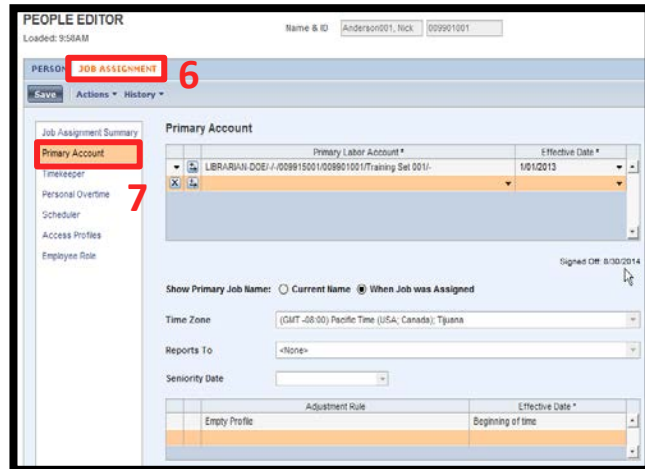
8. Click the drop arrow in the second blank row in the **Primary Account** list. The **Search** menu option will appear.

9. Click the **Search** field to navigate to the **Select Primary Account** window.


The **Select Primary Labor Account** window will appear.

Click on the **blue bar** at the top of the **Select Primary Labor Account** window, and move the window down below the **Primary Account** window, to the point where the current **Primary Labor Account** is visible, as illustrated. This maneuver makes it much easier to see the data that will need to be re-entered into Labor Levels **Job**; **Supervisor ID**; and **Employee ID**.
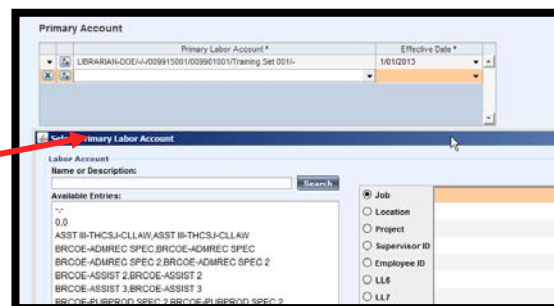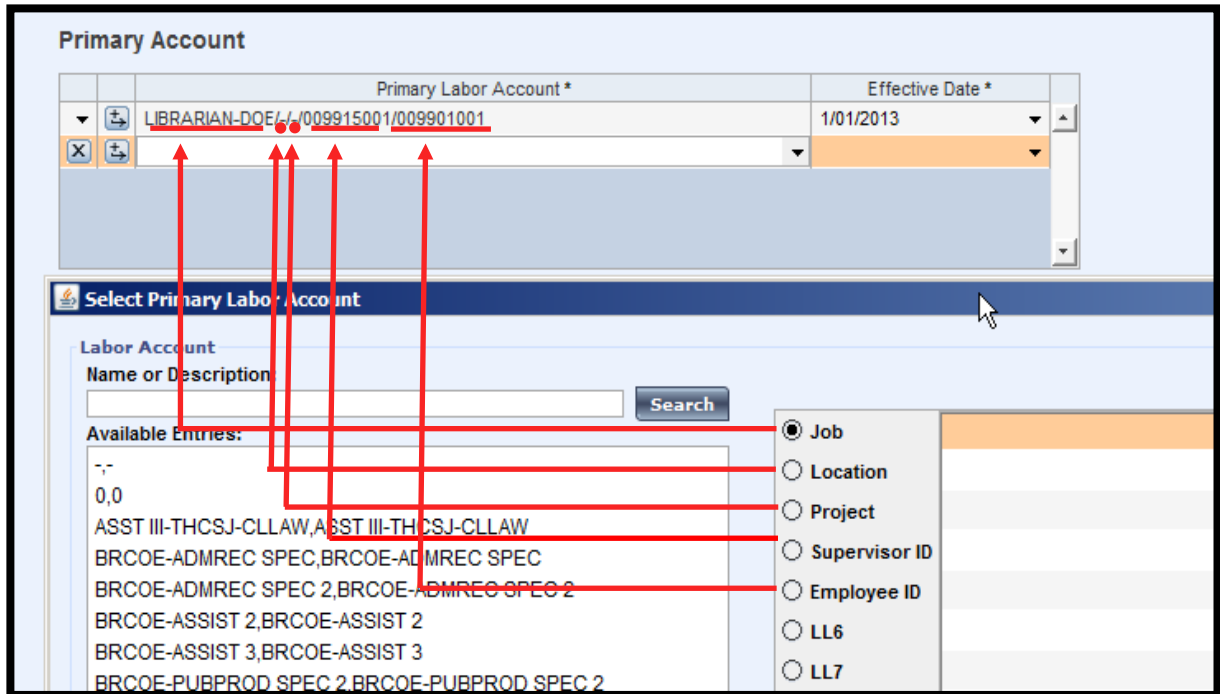
The first five labor levels are combined to create the **Primary Labor Account**. Only **Type S** employees will have an entry in **Labor Level 2**. Each labor level is seperated in the **Primar Labor Account** by a "**/**" character, as illustrated above.

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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**. As each radio button is selected the options for the field will appear in the **Available Entries** window to the left of the buttons.

11. Click on the **Location** radio button and select the appropriate location from the **Available Entries** options.
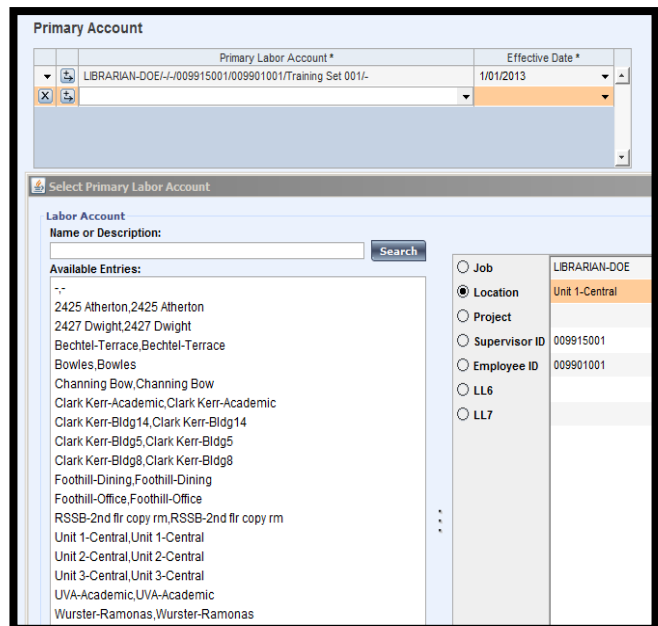
12. CalTime requires that every field in the Primary Labor Account have an entry. A – must be entered in the Project, LL6, and LL7 fields. The – may be entered by typing it in, or select the appropriate ratio button and the -,- symbol at the top of the Available Entries: field.

This is an example of a rebuilt **Primary Labor Account**. The **Job**; **Location; Supervisor ID**; **Employee ID, and a – in the Project, LL6 and LL7** fields have been completed.

13. Click the **OK** button at the bottom of the **Select Primary Labor Account** widow to save your entries.

The **Primary Account** window will open

14. Enter the appropriate Effective Date in the **Effective Date*** field.

Cal Time

15. Click the **Save** button in the **People Editor** window. .

The Type S Labor Level Setup has been completed.

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