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 separated in the **Primary Labor Account** by a “/” character, as illustrated above.

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.
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.