

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**.

 Log in to CalTime. CalTime will open to QUICKFIND. 	Timecard Schedule People Reports QUICKFIND 1 Name or ID * Find Time Period Current Pay Period ▼ Actions ▼ Punch ▼ Schedule ▼ Approvals ▼ Person ▼ Find ▼
 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 	Z Timecard Schedule People Reports QUICKFIND Last Refreshed: 10:27AM Time Period Previous Pay Period Actions * Punch * Schedule * Approvals * Person *
3. Click the Find button.	
	Timecard Schedule People Reports
	QUICKFIND Last Refreshed: 10:27AM Name or ID anderson* 3 Find Time Period Previous Pay Period
	Actions * Punch * Schedule * Approvals * Person *
 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). 	Timecard Schedule People Reports QUICKFIND Last Refreshed: 9:57AM
	Actions T Punch T Schedule T App

 Click on the People Quick Link to enter the People record for the selected employee.

Caltime@berkeley.edu



Anderson001, Nick 4



- 6. Click the JOB ASSIGNMENT tab.
- 7. Click on the **Primary Account** menu item

In this example, Nick Anderson's **Primary Account** is displayed.

ded: 9:58AM				Name & ID	Anderson001, Nici	009901001			
ERSON JOB ASSIGNMEN		6							
Job Assignment Summary		mary	Account						
Primary Account				Print	ary Labor Account*		Effective D	ate *	
Timekeeper			LIBRARIAN DOE/	/009915001/00	9901001/Training Set	001/-	1/01/2013	-	
Personal Overtime	X	2					*		
Employee Role							Signe	6 0 0 8/30/25	
Employee Role					iame 🛞 When Job			1	
Employee Role	Show				lame 🛞 When Job Pacific Time (USA; Ca			6 0 8 8 30 20 C	
Employee Role		e Zor	ю		-			1	
Employee Role	Time	e Zor orts	ю	(GMT -08:00)	-			1	
Employee Role	Time	e Zor orts	10 10	(GMT-08:00) «None»	Pacific Time (USA; Ca			1	
Employee Aala	Time	e Zor orts iority	10 10	(GMT-08:00) «None»	Pacific Time (USA; Ca		d	1	
Employee Asle	Time	e Zor orts iority	ne To Date	(GMT-08:00) «None»	Pacific Time (USA; Ca		d Effective Date *	1	

- Click the drop arrow in the second blank row in the Primary Account list. The Search menu option will appear.
- 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 **Primar Labor Account** by a "/" character, as illustrated above.

- 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.
- Click on the Location radio button and select the appropriate location from the Available Entries options.

Primary Labor Account *		Effective	Date *
LIBRARIAN-DOE/-/-/009915001/009901001/Training Set 001/-		1/01/2013	
		•	-
			<u> </u>
Select Primary Labor Account			
Labor Account			
Name or Description:			
	Search		
Available Entries:		O Job	LIBRARIAN-DO
		Location	Unit 1-Central
2425 Atherton,2425 Atherton		O Project	
2427 Dwight,2427 Dwight			
Bechtel-Terrace, Bechtel-Terrace		O Supervisor ID	009915001
Bowles,Bowles		C Employee ID	009901001
Channing Bow, Channing Bow		O LL6	
Clark Kerr-Academic,Clark Kerr-Academic		0 ш7	
Clark Kerr-Bldg14,Clark Kerr-Bldg14		0.07	
Clark Kerr-Bidg5,Clark Kerr-Bidg5			
Clark Kerr-Bldg8,Clark Kerr-Bldg8			
Foothill-Dining,Foothill-Dining			
Foothill-Office,Foothill-Office			
RSSB-2nd flr copy rm,RSSB-2nd flr copy rm			
Unit 1-Central,Unit 1-Central			
Unit 2-Central, Unit 2-Central			
Unit 2-Central, Unit 2-Central Unit 3-Central, Unit 3-Central UVA-Academic, UVA-Academic			

Timekeeper:



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.

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

Labor Account Name or Description: Searc	h	
Available Entries:		LIBRARIAN-DOE
	O Location	Unit 1-Central
0,0	O Project	-
ASST III-THCSJ-CLLAW, ASST III-THCSJ-CLLAW BRCOE-ADMREC SPEC, BRCOE-ADMREC SPEC	O Supervisor ID	009915001
BRCOE-ADMREC SPEC 2, BRCOE-ADMREC SPEC 2	C Employee ID	009901001
BRCOE-ASSIST 2, BRCOE-ASSIST 2	O LL6	
BRCOE-ASSIST 3, BRCOE-ASSIST 3 BRCOE-PUBPROD SPEC 2, BRCOE-PUBPROD SPEC 2	O LL7	-



The **Primary Account** window will open

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

		Primary Labor Account *	Effective Date *	
•	±,	LIBRARIAN-DOE/-/-/009915001/009901001/Training Set 001/-	1/01/2013	•
X	±,	LIBRARIAN-DOE/Unit 1-Central//009915001/009901001//		-



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.

