CALTIME FRIENDLY NAMES

CalTime uses the friendly name to join a non-exempt employee’s time recorded to their HR job. The friendly name enables CalTime to send time recorded to the payroll system with the employees correct job and chartstring information.

APRIL 27TH: FRIENDLY NAME APP

On April 27th, the friendly name fields will be removed from HCM and relocated to a new Friendly Name Application (FN App). The new application is for HR admin whose job duties include maintaining job records in HCM and updating/supporting friendly names.

FRIENDLY NAME TYPES

- **92%** A
  - **Approx**
  - Type A: One friendly name is assigned to the job. Hours recorded are assigned based on the HCM chartstring(s) and supervisor

- **7%** C
  - **Chartstring**
  - Type C: A friendly name and an approver is assigned to each individual chartstring the employee has setup in HCM

- **1%** S
  - **Special**
  - Type S: Limited to six campus depts and combines friendly name, chartstring and specified location

FRIENDLY NAME WHO?

"I have never heard of a friendly name..."

A friendly name is typically a short name comprised of department code, job code, and HCM record number and represents a non-exempt employee's HCM appointment/job. Many non-exempts have one job and do not need to know their friendly name. However employees with multiple jobs have to transfer to a friendly name in CalTime depending on the job they are working at.

INTERFACE

- **HCM**
  - Non-exempt employee's job is created/updated

- **FN App**
  - Friendly name is created, assigned & updated

- **CalTime**
  - HCM & friendly name information is combined and sent to CalTime

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FN App Access Request Form: https://goo.gl/forms/ocnOSocGOcRJD28F2