CALTIME FRIENDLY NAMES

CalTime uses the friendly name to join a biweekly paid employee’s time recorded to their HR job setup in UCPath. The friendly name enables CalTime to send time recorded to the UCPATH payroll system with the employee’s correct job and chartstring information.

FRIENDLY NAME APP

HR Job data interfaces to the Friendly Name Application (FN App). This application is for HR admin whose job duties include maintaining job records in HCM and updating/supporting friendly names.

FRIENDLY NAME TYPES

- **Type A**: One friendly name is assigned to the job. Hours recorded are assigned based on the position funding chartstring(s) and supervisor.
- **Type C**: A friendly name and an approver is assigned to each individual chartstring the employee has setup in UCPATH.
- **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 job record number and represents a biweekly employee’s UCPath appointment/job. Many biweekly paid employees 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

- **Day 1**: UCPATH Biweekly employee’s job is created/updated.
- **Day 2**: Friendly Name App Friendly name is created, assigned & updated.
- **Day 3**: CalTime HR Job & friendly name information is combined and sent to CalTime.

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FN App Access Request Form: https://goo.gl/forms/ocnOSocG0cRJD28F2