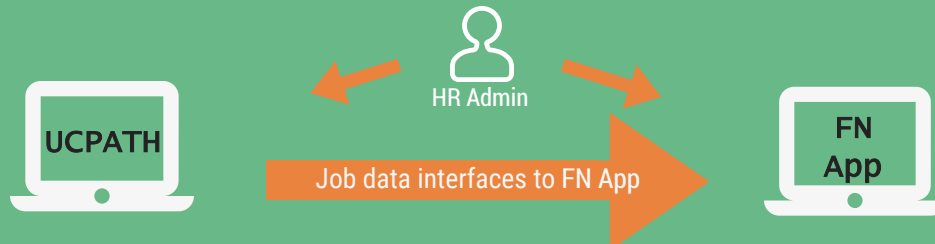


CALTIME FRIENDLY NAMES


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 employees 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

 92% **A**

APPOINTMENT

Type A: One friendly name is assigned to the job. Hours recorded are assigned based on the position funding 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 UCPATH

 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 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



VISIT [CALTIME.BERKELEY.EDU](https://caltime.berkeley.edu) | EMAIL [CALTIME@BERKELEY.EDU](mailto:caltime@berkeley.edu)
FN App Access Request Form: <https://goo.gl/forms/ocnOSocRJD28F2>