CalTime

FRIENDLY NAME APPLICATION
Frequently Asked Questions
4/11/2018

1. **What is happening on April 27th?**
   On April 27th, the fields used to assign and create friendly names will be removed from the Human Capital Management system and relocated to a separate easy to use application. The friendly name fields being relocated include the following:
   - **CalTime Type Code** located on the Payroll Tab on Job Data
   - The **CT JED FN field** and **CT Supv ID** field on the Earnings Distribution Page for Type C employees
   - **CalTime Setup Tables** located in the UC Tables dropdown under the HCM menu

   Please view the document containing HCM before and after screenshots for additional clarity.

2. **Why are friendly names being removed from HCM?**
   Next year, Berkeley will be on boarded to a system wide HR and payroll system known as UCPATH. Since friendly names are local to Berkeley they will not be available in UCPath. It is critical that the necessary modifications are rolled out prior to the implementation of UCPATH to mitigate the resource impact and change impact to the campus.

3. **What is the friendly name application?**
   The friendly name application is used to assign/create a friendly name which ties to the employee's job in the HR system. The friendly name application will only contain necessary employee data such as Department Code, Job Code, and HCM record number needed to assign and create a friendly name.

4. **Who needs to use the friendly name application?**
   - HCM Administrators who
     - are responsible for updating non-exempt employee's jobs and updating friendly names based on the request of the employees department.
     - are being asked to create a unique friendly name that is different from the default (Department code, Job Code, and HCM record number).
     - need to assign a supervisor and friendly name per chart string for a Type C employee
     - need to modify a Type S employees friendly name and associated chart strings.

   - HR personnel that provide assistance to departments regarding friendly names
   - Timekeepers that may need view/access friendly name information to share with departments

5. **If I hire a new employee, how long does it take for HCM to send that information to the friendly name application?** You should be able to immediately see the new employee in the friendly name application in real time.

6. **Currently HCM assigns an employee a default Type A and default friendly name. Will the friendly name application do the same?**
Yes. The friendly name application will automatically assign the employee to be a Type A and a default friendly name (Department Code, Job Code, and HCM record number). This default assignment will however not be in real time and will occur during nightly processing once the HCM record has passed to the payroll system PPS and CalTime. If the HCM administrator is fine with the system default, the HCM administrator does not need to login or make any updates in the friendly name application.

7. **When do I need to use the friendly name application?**

   - If the department wants a friendly name type other than the default of type A and the default assigned friendly name of Department Code, Job Code, and HCM record number
   - To create/modify a Type C employee: Those that are assigned a friendly name and supervisor for each chart string associated with the job
   - To create/modify a Type S employee: Those that have a special table that ties the friendly name to a location and chart string that may or may not be on the employee HR job record. Only the following departments are configured to be Type S: University Police, Cal Performances, H&DS Child Care Services, CITRIS restaurant, Housing and Dining, and Athletics.

8. **Who will have access to the friendly name application?**
Only HCM Administrators and staff that have a business need such as providing employee support or whose job duties include creating and assigning a friend name.

9. **What if I am an HCM administrator and do not need to update or view friendly names?**
You will not need access to the friendly name application.

10. **Will UCPath have friendly names?**

    No.

11. **What is a friendly name?**
A friendly name is typically a short name comprised of department code, job code, and HCM record number and represents the employees HCM appointment/job. Non-exempt employees record time worked and leave taken to the friendly name. Employees with multiple jobs such as students may record hours worked to different friendly names representing different jobs. CalTime uses the friendly name to join the employees hours recorded with the job in the Human Capital Management System (HCM) so that the hours can be sent to the payroll system.

12. **What is a friendly name type?**
There are three friendly name types of employees.

Type A (Appointment): The friendly name represents the employee's complete HR appointment/Job and will attribute all hours/leave recorded to the chart strings associated with that job. Type A is used by 90% of the non-exempt employees.

Type C: A Type C permits departments to assign CalTime timecard approvers and different friendly names to each chart string (aka distribution) associated with the employee's appointment/job.

Type S: permits the department to setup a friendly name that is connected to a chart string and specified location. This functionality is only configured for the following six departments: University Police, Cal Performances, H&DS Child Care Services, CITRIS restaurant, Housing and Dining, and Athletics.

13. **How do I get access to the friendly name application?**

    Please complete the online [request form](#).

    Please be aware that a survey was sent to all HCM administrators in March to determine who needs access to the friendly name application. This survey will be used to determine initial access. Those that have been granted access will be sent an email confirmation prior to the April 27th implementation date. If you did not respond to that survey or receive it, please complete the request form.

14. **Where can I find instructions on how to use the new friendly name application?**
    Updated Job Aids will be updated on the website and communicated prior to April 27th.

    There are also zoom online training sessions held which will provide an overview of the new friendly name application. Please complete the [online form](#) to sign up for a training.

15. **Who can I contact for additional questions?**
    Please email caltime@berkeley.edu