

Friendly Names and CalTime

An overview of friendly names and how it is necessary for a biweekly paid employee to record time to their friendly name.

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 a biweekly paid 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 (such as students) have to transfer and record time to a friendly name in the CalTime timekeeping system depending on the job they are working at.

CalTime uses the friendly name to join a biweekly paid employee's time recorded in CalTime to their HR job. The friendly name enables CalTime to send time worked and leave taken to the UCPath payroll system with the employees correct job and chartstring information.

Roles and responsibilities

Berkeley Regional Services: Maintain and update friendly names in the friendly name application and communicate friendly name assigned to HR job to employee.

Employee: Record hours worked and leave taken to the correct friendly name especially if the employee has more than one job and multiple friendly names


Supervisor: Review and ensure employee is recording hours worked and leave taken to the correct friendly name especially if the employee has more than one job and multiple friendly names. Assist employee as needed with timecard and friendly name updates. Contact Berkeley Regional Services if needed to assist with changes to the employees assigned friendly name.

CalTime: Provision friendly name update access for HR and Payroll administrators, troubleshoot friendly name and system issues, and manage system change requests.

How is a friendly name created?

When an employees job is established in the UCpath system, the job information is imported into a application known as the friendly name application. A default friendly name is created comprised of department, job code, and record number.

FSPAY-4921-0

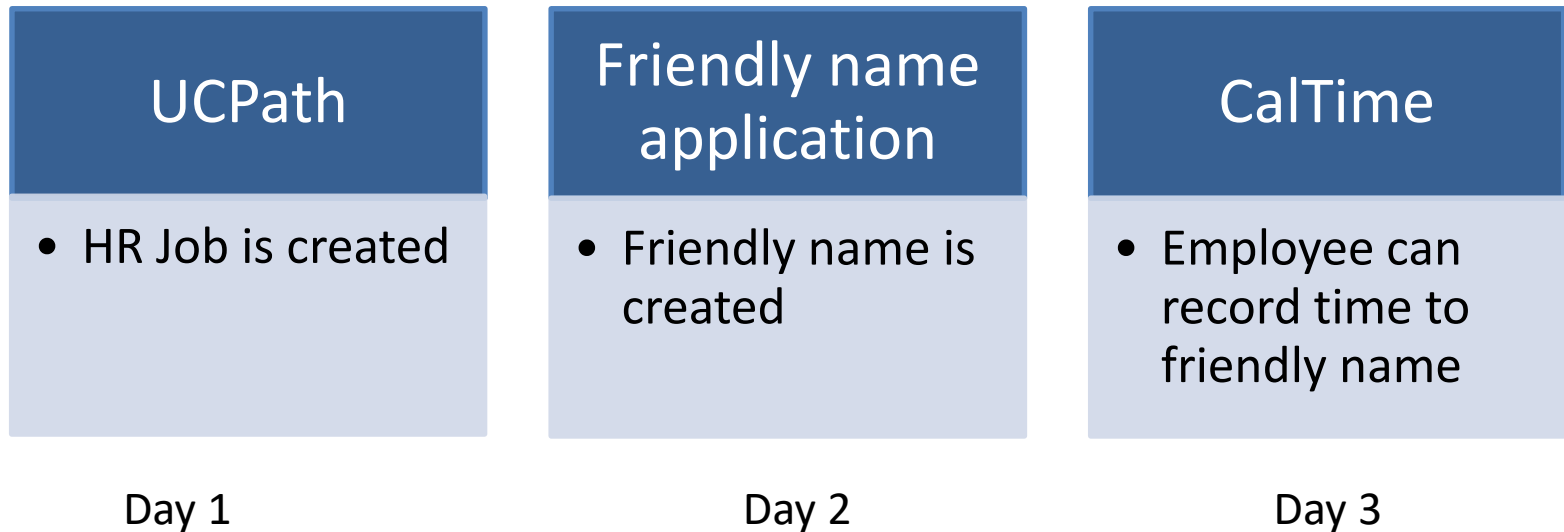


Dept. Job code record

Once the default friendly name is established in the friendly name application, the friendly name administrator (typically Berkeley regional services HR) may change the default friendly name to a different name (i.e. “lead tech”) up to 20 characters.

Timing

It takes three business days before a new employee can begin recording time worked and leave taken to a friendly name in CalTime.



Friendly name types

There are three types of Friendly Names which determine how an employees time is tracked and recorded in the general ledger for financial purposes.

A: Appointment (92% of the population)

One friendly name is assigned to a job. Employee hours recorded in CalTime are charged to the position funding set up in UCPath. This is the default and most common friendly name type.

C: Chartstring (7% of the population)

Multiple friendly names are assigned to one job. More than one chart string is assigned to an employees job position funding in UCPath. In the friendly name application each chart string is assigned a unique friendly name and supervisor allowing the employee to record hours worked by chart string and multiple supervisors to approve time by chart string associated with job. This function allows an employee to record time by an individual chart string (i.e. friendly name). CalTime will send hours recorded and a chart string to UCPath.

S: Special (1% of the population)

Type S is limited to five campus departments (UCPD, RSSP, Intercollegiate Athletics, Rec Sports, Cal Performances) and combines friendly name, chart string and specified location. Type A relies on a special table of chart strings that is maintained in the friendly name application. The employees position funding chart string setup in UCPath is not used. When an employee records time to the friendly name, CalTime will derive the chart strings associated with the friendly name from the chartstring table setup in the friendly name application and transmit this chart string with the time recorded to UCPath overriding the employees UCPath job position funding.

Employee: Recording time to a friendly name in CalTime

Employees that record time anytime click on the transfer column to select a friendly name

Employees that record time in RealTime at the beginning and end of their shift click on the transfer field in the My time stamp box.

Note: Employees may only access friendly names assigned to their job(s). If an employee has multiple jobs but do not transfer in to a job and select a friendly name, CalTime will automatically record hours worked to the employees primary job. The primary job is determined by the HR job in the UCPath system.

AnyTime

My Timecard

Loaded: 3:35 PM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily
+ X	Sun...			8:00AM		5:00PM						
+ X	Mon...				RS-LIFEGUARD CALM RS-LIFEGUARD GBRO RS-LIFEGUARD HEAR RS-LIFEGUARD SCRA RS-LIFEGUARD SPIE RS-LIFEGUARD TRAI Search...							
+ X	Tue...											
+ X	Wed...											
+ X	Thu...											

RealTime

My Timestamp

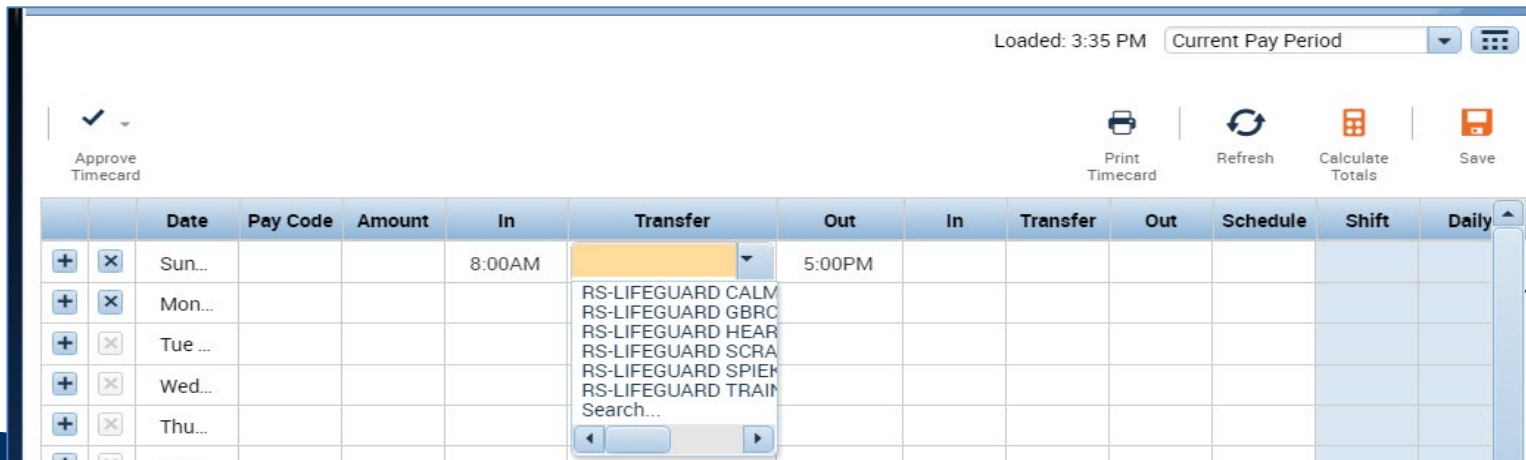
Transfer

Last Timestamp:

Record Timestamp

Supervisors: Edit and update

Supervisors also have access to record time and leave taken to a friendly name on behalf of their employee. It is important to know that supervisors have access to all friendly names and not just the list of friendly names assigned to the employee they are viewing in CalTime. **The supervisor should verify the friendly name assigned to the employee by logging into <https://fn.berkeley.edu/> and looking up the employee by employee id or name. Once the supervisor has confirmed the friendly name assigned to the employee, they can click on the transfer column and click on search to insert the friendly name. Supervisors should not assume that the friendly name that appears in the transfer column in the employees timecard is correct. The system will retain the most recent friendly name the supervisor selected and not necessarily the friendly name assigned to the employee.**



The screenshot displays the CalTime interface. At the top right, it shows "Loaded: 3:35 PM" and a dropdown menu for "Current Pay Period". Below this are several icons: a checkmark for "Approve Timecard", a printer for "Print Timecard", a refresh symbol for "Refresh", a calculator for "Calculate Totals", and a save icon for "Save". The main part of the interface is a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, and Daily. The first row shows "Sun..." with an "In" time of "8:00AM" and an "Out" time of "5:00PM". A dropdown menu is open over the "Transfer" column of the first row, listing several options: "RS-LIFEGUARD CALM", "RS-LIFEGUARD GBRC", "RS-LIFEGUARD HEAR", "RS-LIFEGUARD SCRA", "RS-LIFEGUARD SPIEK", "RS-LIFEGUARD TRAIN", and "Search...".

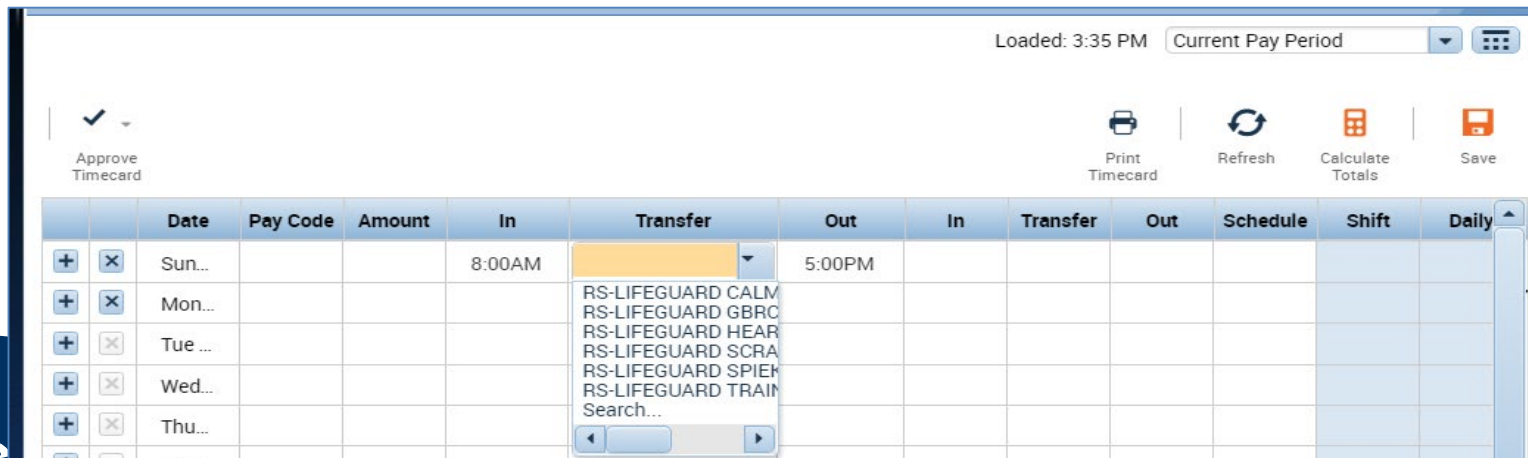
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily
+ x		Sun...			8:00AM		5:00PM						
+ x		Mon...											
+ x		Tue ...											
+ x		Wed...											
+ x		Thu...											

Incorrect friendly name assigned

Because supervisors and timekeepers have access to all friendly names, an incorrect friendly name can be assigned to employees hours worked and leave taken.

When a friendly name is assigned in CalTime and does not match the friendly name currently assigned to the employee in the friendly name application, CalTime is unable to determine and assign the hours on the timecard to the employee's HR job.

Therefore, the hours are not transmitted to the UCPATH system and are unable to be paid. When this occurs, the hours that were not able to be transmitted to UCPATH are provided on a CalTime reconciliation report emailed to the Berkeley Regional Services Payroll teams for correction and manual pay.



The screenshot shows the CalTime interface with a timecard grid. The grid has columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, and Daily. The first row shows a date of Sun... with an In time of 8:00AM and an Out time of 5:00PM. A dropdown menu is open for the Transfer field, listing several options: RS-LIFEGUARD CALM, RS-LIFEGUARD GBRC, RS-LIFEGUARD HEAR, RS-LIFEGUARD SCRA, RS-LIFEGUARD SPIEK, RS-LIFEGUARD TRAIN, and Search... The interface also includes a top bar with 'Loaded: 3:35 PM' and 'Current Pay Period', and a toolbar with buttons for 'Approve Timecard', 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily
+	x	Sun...			8:00AM		5:00PM						
+	x	Mon...											
+	x	Tue...											
+	x	Wed...											
+	x	Thu...											

Fn App Campus Access: Any user

There are different access roles in the Friendly Name application:

Any campus employee with a calnet ID may use their calnet ID and passphrase to login to the friendly name application to view an employee's assigned friendly name and job.

The user may search by employee ID and friendly name

CalTime Friendly Names View Friendly Names

View Friendly Names By Employee

Employee ID First Name Last Name

If you believe the friendly name displayed is incorrect or have further questions on an employee's assigned friendly name, you may open a ticket with the [HR service desk](#) (select timekeeping).

Show entries Search:

Empl Record	↑↓	Last Name	↑↓	First Name	↑↓	Effective Date	↑↓	Department	Type	↑↓	Friendly Name
0		Bear		Oski		2020-10-04		UKHDS	A		UKHDS-005116-0

Best Practices:

- Verify the employees friendly name by logging into <https://fn.berkeley.edu/>
- Supervisors who assist with friendly name updates should use the search field in the transfer column to search for a friendly name once they have verified the friendly name for the employee
- If possible, departments should use the default friendly name assigned instead of creating a unique friendly name.
- Berkeley Regional Services should review the friendly name reports “missing friendly name” to identify employees that currently do not have a friendly name assigned and update the employees friendly name record.
- Berkeley Regional Services should review the friendly name reports “changed” friendly names report to identify employees that recently had a friendly name change to alert the supervisor and employee.

Resources:

- Friendly Name Application Access: <https://fn.berkeley.edu/>
- Supervisor: CalTime and transfer to friendly name job aid: https://caltime.berkeley.edu/sites/default/files/supervisor_-_time_entry_transfers.pdf
- Biweekly employee: CalTime and transfer to friendly name job aid: https://caltime.berkeley.edu/sites/default/files/non-exempt_anytime_-_time_entry_transfers.pdf
- CalTime information: <https://caltime.berkeley.edu/>
- Email caltime@Berkeley.edu