Non-Exempt Employees: View/Edit Chartstring Friendly names

**Purpose of this Job Aid:** This job aid will help you view predefined (previously created) Chartstring friendly names. Chart string friendly names have a friendly name and approver assigned to a chartstring and are used for Type C employees only.

The following instructions are for administrators that wish to view or update Chartstring friendly names that were previously created. To assign a friendly name to an employee, please see detailed instructions for assigning a Type A, Type C, or Type S.

**Purpose of a Friendly Name**

**Friendly names are only required for non-exempt employees** (with at least one REG distribution assigned in HCM) and are a short name which ties to the employees HR appointment/job. The friendly name is intended to be a user friendly name in which the employee can record their hours worked and leave taken. CalTime uses this friendly name to associate the hours worked and leave taken to the HR job/appointment and chart strings in order to send time reporting information to the payroll system.

**LOGIN/LOG OUT:**
Open your web browser and go to [https://fn.berkeley.edu/](https://fn.berkeley.edu/)
Click **Login** at upper right corner of the application. You will be prompted to calnet authenticate and may be required to enter your Berkeley Passcode. At the end of your session, click **Logout** at the top right of the webpage.

**VIEW/UPDATE PREDEFINED FRIENDLY NAMES**

1. **Click on predefined friendly Names**
2. View or edit existing Charstring friendly name, or create new Charstring friendly name

To search for an existing friendly name:

You may search by entering search information into one of the fields below. Once you have entered your search criteria, click Submit. A list of Charstring friendly names will appear.

To edit existing friendly name:

Once you have entered your search criteria (see above), click Submit. A list of friendly names will appear. When you see the friendly name that you would like to edit, click the Edit button.

Here you have the option of inactivating the existing friendly name or modifying the description.
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To create a new friendly name:

Click Add new
Enter information below:

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- **Friendly Name**: User Friendly Name typically comprised of Job Code, Dept, HCM record number
- **Dept**: Job Department associated with friendly name.
- **Job Code**: 4 digit number job code.
- **Appliable Chart string numerical values**:
  - Business Unit Gl: Value=1
  - Fund:
  - Dept Id Org UC
  - Program
  - Project ID
  - Flex ID
  - Eff Date
  - Eff Status

- **Description**: Description of friendly name combination