

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 HR 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.

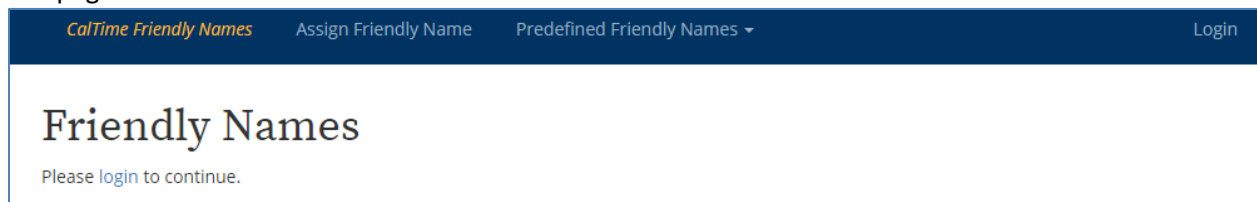
Purpose of a Friendly Name

Friendly names are only required for non-exempt employees 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:

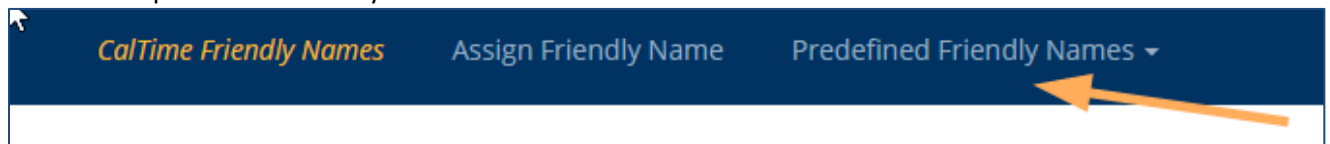
Open your web browser and go to <https://fn.berkeley.edu/>

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



Non-Exempt Employees: View/Edit Chartstring Friendly names

2. View or edit existing Charstring friendly name, or create new Chartstring friendly name

CalTime Friendly Names Assign Friendly Name Predefined Friendly Names ▾

Find Employee

Employee ID First Name

- Appointment Friendly Names
- Chartstring Friendly Names
- Location
- Friendly Name / Location / COA

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 Chartstring friendly names will appear.

Chartstring Friendly Name Search

Friendly Name Department Job Code Business Unit GL

Fund Code Dept Id Org UC Code Program Code Project ID **Submit** Add new

Show 10 entries

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.

Friendly Name	Department	Job Code	Eff Dt	Status	Description	Chart String	Action
MAIL SORTER	IMRES	4921U	04/16/18	A	MAIL SORTER	1 82695 12248 44	Edit

Here you have the option of inactivating the existing friendly name or modifying the description.

Non-Exempt Employees:
View/Edit Chartstring Friendly names

Edit Chartstring Name

Friendly Name
MAIL SORTER

Dept
IMRES

Job Code
4921U

Business Unit GL
1

Fund
82695

Dept ID Org UC
12248

Program
44

Project ID

Flex ID
IMCM1

Eff Date
2018 April 16

Eff Status
Active

Description
MAIL SORTER

Save

To create a new friendly name:

Click **Add new**

Chartstring Friendly Name Search

Friendly Name	Department	Job Code	Business Unit GL
Fund Code	Dept Id Org UC Code	Program Code	Project ID

Submit **Add new**

Non-Exempt Employees: View/Edit Chartstring Friendly names

Enter information below:

New Chartstring Name

Friendly Name

Dept

Job Code

Business Unit GL

Fund

Dept ID Org UC

Program

Project ID

Flex ID

Eff Date
2018 ▾ April ▾ 16 ▾

Eff Status

Description

Friendly Name: User Friendly Name typically comprised of Job Code, Dept, UCPATH job record number

Dept: Job Department associated with friendly name.

Job Code: 4 digit number job code.

Applicable 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