Purpose of this Job Aid: This job aid will help you view predefined (previously created) friendly names.

The following instructions are for administrators that wish to view or update 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.
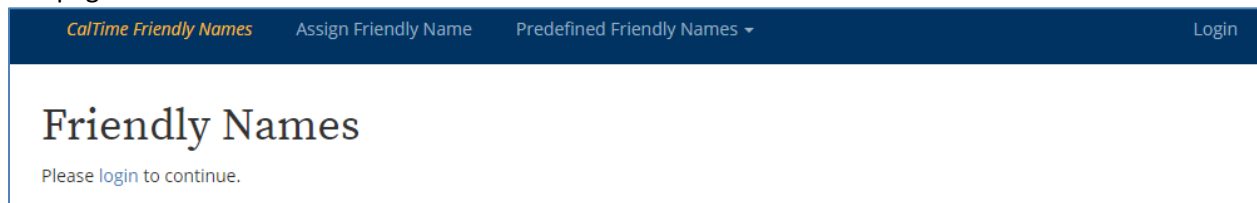
Purpose of a Friendly Name

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.

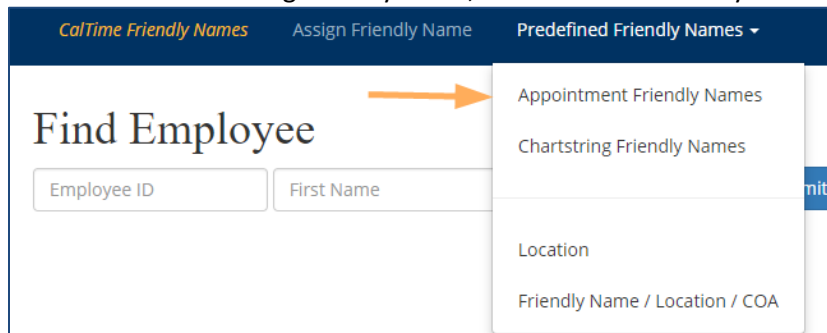| CalTime Friendly Names	Assign Friendly Name	Predefined Friendly Names ▾		Login

Friendly Names
Please login to continue.

VIEW/UPDATE PREDEFINED FRIENDLY NAMES

1. Click on predefined friendly Names

CalTime Friendly Names	Assign Friendly Name	Predefined Friendly Names ▾
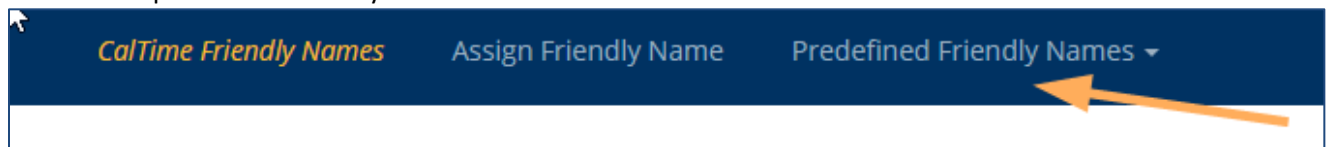
2. View or edit existing friendly name, or create new friendly name

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 an existing friendly name or department or job code. Once you have entered your search criteria, click **Submit**. A list of friendly names will appear.

To edit existing friendly name:

Search by entering an existing friendly name or department or job code (see above). Once you have entered your search criteria, 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.

To create a new friendly name:

Click **Add new**

Enter information below:

Friendly Name: Enter a meaningful friendly name such as job code, department, and location
Department: Enter department that the friendly name applies to
Job Code: Enter the job code of the employee that will be using the friendly name
Effective Date: Enter the effective date that you want this friendly name to be active.
Effective Status: You can select **Active** to make this friendly name available or **Inactive** (no longer in use).
Description: Enter a description of the friendly name

Remember to save your changes by clicking on the **Save** button.