

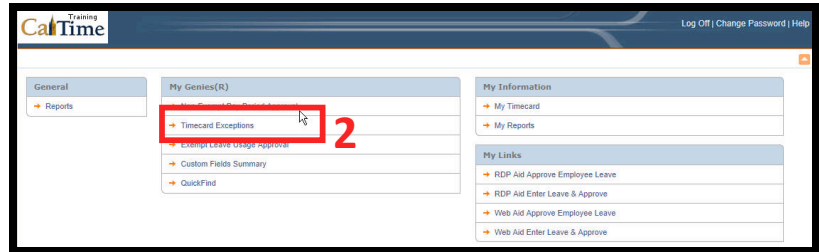
A friendly name transfer applies when an employee works a job that is not his/her primary assignment. For example, a student employee primarily works in a cafeteria, but also has a secondary assignment a couple of hours a week in a library.



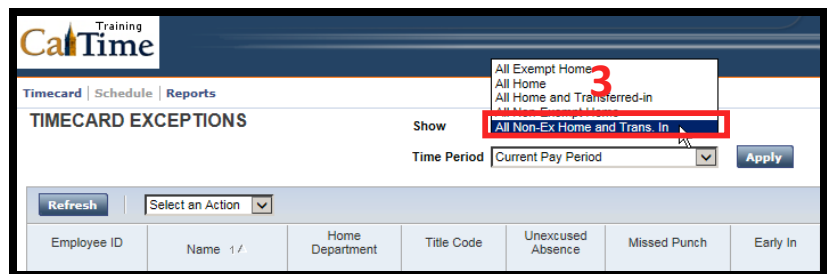
If an employee *only* works his/her primary assignment in a day, there is no need to designate that an employee is working his/her default assignment. *It is necessary to show both the primary and secondary assignments when he/she also works a non-primary job, contract, or grant in a given day.*

1. Log in to CalTime. (See the job aid “*All_Logging In to CalTime*” for log-in steps.)
2. Click **Timecard Exceptions** Genie. It will default to the **Current Pay Period**.

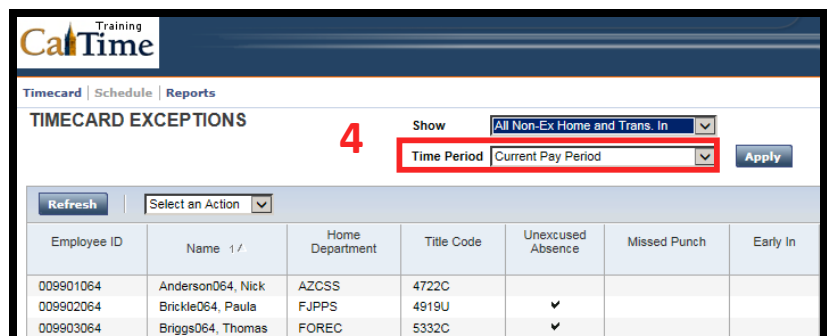
You could also choose the **Non-Exempt Pay Period Approval** Genie if the pay period has just ended. It will default to **Previous Pay Period**.



3. Select **All Non-Exempt Home and Trans. In** in the **Show** drop list.



4. Because we are using the **Timecard Exceptions** Genie, **Time Period** will default to **Current Pay Period**.



5. Select the employee who needs a friendly name transfer.

5

6. Click **Timecard**.

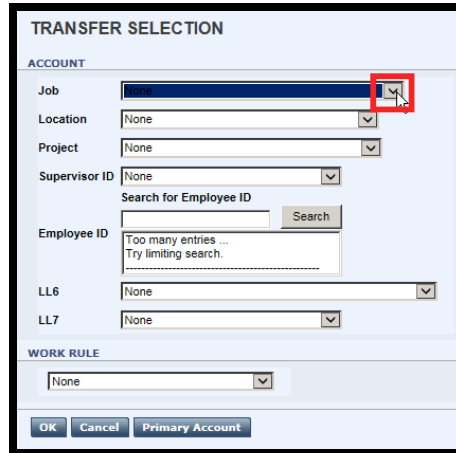
6

7. Locate the correct date—which in this example will be **Tue 10/28**.

8. Click the **Search** tool in the first **Transfer** column.

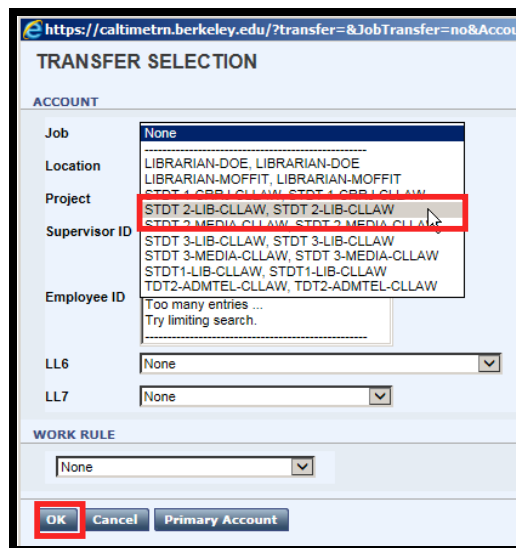
NOTE: If the employee is working two jobs in one day, you will need to add a row to the date. See the supervisor job aid, “*SUP_NEE_Splitting a Shift_J_Web.docx*”.

9. Click the **Job** drop list arrow



9

10. Select the appropriate job.



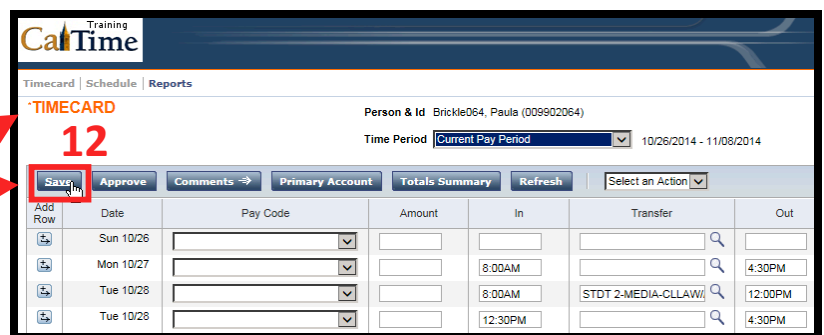
10

11. Click **OK**.

11


12. Click **Save** to store the changes to the timecard.

NOTE: The word, **TIMECARD** changes from orange to black, and a message appears stating that the timecard has been saved.



12

- 13.** Click the **Search** tool in the second **Transfer** column.


CalTime Training











[Timecard](#) | [Schedule](#) | [Reports](#)

TIMECARD

Person & Id Brickle064, Paula (D09902064)

Time Period Current Pay Period 10/26/2014 - 11/08/2014

Save Approve Comments Primary Account Totals Summary Refresh Select an Action

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Sun 10/26		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Mon 10/27		<input type="text"/>	8:00AM	<input type="text"/>	4:30PM
	Tue 10/28		<input type="text"/>	8:00AM	STDY 2-MEDIA-CLLAW	12:00PM
	Tue 10/28		<input type="text"/>	12:30PM	<input type="text"/>	4:30PM
	Wed 10/29		<input type="text"/>	8:00AM	<input type="text"/>	4:30PM

- 14.** Click the **Job** drop-list arrow.

TRANSFER SELECTION

ACCOUNT

Job: None

Location: None

Project: None

Supervisor ID: None

Search for Employee ID

Employee ID: Too many entries ... Try limiting search.

LL6: None

LL7: None

WORK RULE

None

OK Cancel Primary Account

14

- 15.** Select the job the employee is transferring to.

TRANSFER SELECTION

ACCOUNT

Job	None
Location	LIBRARIAN-DOE, LIBRARIAN-DOE LIBRARIAN-MOFFIT, LIBRARIAN-MOFFIT
Project	STDT 1-CRRJ-CLLAW, STDT 1-CRRJ-CLLAW STDT 2-LIB-CLLAW, STDT 2-LIB-CLLAW
Supervisor ID	STDT 2-MEDIA-CLLAW, STDT 2-MEDIA-CLLAW STDT 3-LIB-CLLAW, STDT 3-LIB-CLLAW STDT 3-MEDIA-CLLAW, STDT 3-MEDIA-CLLAW STDT1-LIB-CLLAW, STDT1-LIB-CLLAW TDT2-ADMTEL-CLLAW, TDT2-ADMTEL-CLLAW
Employee ID	Too many entries ... Try limiting search.

15

LL6 None ▼

LL7 None ▼

WORK RULE

None ▼

OK
Cancel
Primary Account

16. Click OK.

16

17. Click **Save** to store your changes.

Below you see the end result, two job transfers in separate rows, on the same day:

Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Totals Shift	Totals Daily
	Sun 10/26						<input type="checkbox"/>		
	Mon 10/27			8:00AM		4:30PM	<input type="checkbox"/>	8.0	8.0
	Tue 10/28			8:00AM	STD1-LIB-CLLAW	12:00PM	<input type="checkbox"/>		
	Tue 10/28			12:30PM	STD1-LIB-CLLAW	4:30PM	<input type="checkbox"/>	8.0	8.0

18. Click **Home** to return to the **Genies** and **Reports**, or click **Log Off** to end your CalTime session.

TIMECARD

Person & Id: Brickie002, Paula (009902002)

Time Period: Current Pay Period 8/03/2014 - 8/16/2014

Timecard successfully saved on: 8/07/2014 7:56AM

Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Totals Shift	Totals Daily
	Sun 8/03						<input type="checkbox"/>		
	Mon 8/04			7:00AM	LIBRARIAN-DOE/IIIIII	12:00PM	<input type="checkbox"/>	5.0	5.0

Deleting a Friendly Name Transfer _____

If a friendly name transfer is entered in error, it can easily be deleted. The following steps show you how:

1. Click in the friendly name's **Transfer** cell.

The screenshot shows the CalTime interface for a supervisor. The 'TIMECARD' section is active, showing a table with columns: Add Row, Date, Pay Code, Amount, In, and Transfer. The 'Transfer' column contains the text 'LIBRARIAN-DOE'. A red box highlights the 'x' icon at the right end of the 'Transfer' cell for the row dated Mon 7/21.

1-2

2. Note the "x" at the right of the friendly name.

3. Click the "x", and the friendly name will disappear.

The screenshot shows the same CalTime interface, but the 'Transfer' cell for the row dated Mon 7/21 is now empty. A red box highlights the empty 'Transfer' cell.

3

4. Click **Save** to store your change.

4

The screenshot shows the CalTime interface with the 'Save' button highlighted by a red box. The 'Transfer' cell remains empty.

5. Click **Home** to return to access to the **Genies** and **Reports**, or click **Log Off** to end your CalTime session.

The screenshot shows the CalTime interface with the 'Home' button highlighted by a red box. The 'Transfer' cell remains empty.

5