

Modifying Additional Information Fields

The Additional Information fields in CalTime may need to be modified under two conditions:

- A new employee has a profile that deviates from the default profile loaded into the Additional Information Fields (default values are listed below) and the appropriate field must be modified from the default value. Timekeepers will receive from Human Resources (HR) a CalTime Profile Information Form for each new hire. The timekeeper must check the profile information against the default values and modify if necessary.
- A current employee is changing their elections for Comp time or their meal, shift, or shift occurrence is changing

Caltime's Additional Information Fields in the People Editor are sometimes referred to as "Custom Fields".

The Additional Information Fields modifiable by a timekeeper and their default values are:

- Comp Time Election — no.
- Meal Length — 60 minutes.
- Shift Length — 08-hour shift.
- Shift Occurrence — D (for day shift)

There is specific syntax required for the Additional Information Fields:

- Numerical fields must always be two digits (e.g. 08 for 8 hour shift length or 00 for no meal deduction)
- Alpha Characters must always be in uppercase (e.g. N for no and Y for yes)

Deviation from the required syntax will not pass to PPS.

Once the data is changed in CalTime it will update the individual employee's pay rule overnight. The effective date of the change will be the first day of the pay period within which the change was made. This will enforce the *no mid-pay period changes to pay rules*.

There are specific options available for each modifiable field:

- Comp Time Election must be "Y" for yes, or "N" for no.
- Meal Length must be 30, 60, or 00 ("00" no meal break auto-deduction is used only by PA and KB unions).
- Shift Length must be 08, 10, 12, or SS* (*SS is available for PPSM employees only that work multiple short shifts within a day).
- Shift Occurrence must be D for day, N for night, E for evening, or W for weekend.

1. Select the **CUSTOM FIELDS SUMMARY** Genie from the **MY GENIES** menu.
2. Select **All Non-Exempt Home** HyperFind from the **Show** drop



Person ID	Name	1 /	FLSA Status
009901001	Anderson001, Nick		N
009902001	Brickle001, Paula		N
009903001	Briggs001, Thomas		N
009904001	Carter001, Rick		N

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list.

3. Within the **CUSTOM FIELDS SUMMARY** window, select the employee that requires editing. The background color of the row will turn to orange.

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Person ID	Name	1 /	FLSA Status
009901001	Anderson001, Nick		N
009902001	Brickle001, Paula		N
009903001	Briggs001, Thomas		N
009904001	Carter001, Rick		N

4. Select the **People** button.

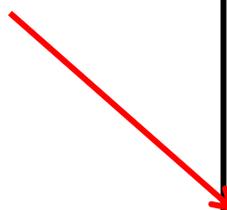
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Timecard | Schedule | **People** | Reports

Person ID	Name	1 /	FLSA Status
009901001	Anderson001, Nick		N

5. The **PEOPLE EDITOR** screen appears. Select the Additional Information menu line




Timecard | Schedule | People

PEOPLE EDITOR
Loaded: 2:07PM

PERSON | JOB ASSIGNMEN

Save | Actions | Histor

- Person Summary
- Licenses
- General Information
- User Information
- Additional Information
- Person's Dates

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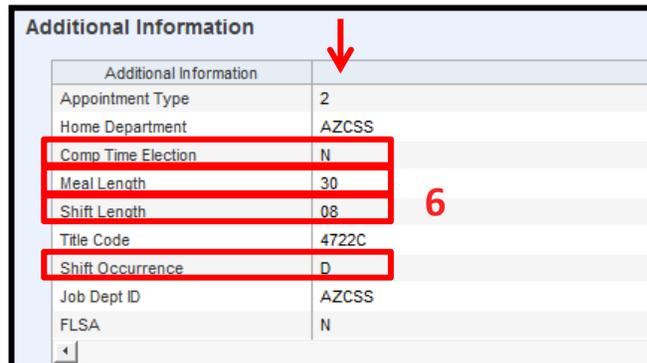
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6. Click on the specific field to be edited in the second column.

Only specific fields can be edited with specific syntax:

The fields that can be edited are:

- **Comp Time Election**
- **Meal Length**
- **Shift Length**
- **Shift Occurrence**



Additional Information	
Appointment Type	2
Home Department	AZCSS
Comp Time Election	N
Meal Length	30
Shift Length	08
Title Code	4722C
Shift Occurrence	D
Job Dept ID	AZCSS
FLSA	N

7. After you have made your edits, click the **Save** button.

Note: Edits made to the **Additional Information Fields** will update the employees work rule overnight.

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PEOPLE EDITOR
Loaded: 2:07PM

PERSON | JOB ASSIGNMENT

Save | Actions ▾ | History ▾