

## User Profile Fields

Below are the Profile field names and descriptions in CalATERS Global. Please note that not all fields are available for the employee/non-employee to update.

### Profile Information

Field Name	Description
<b>User ID</b>	An employee/non-employee's unique identification (ID) that is assigned by their department. The User ID and a password are required to access CalATERS Global. Employee/Non-employee update: No.
<b>Last name</b>	Last name of the employee/non-employee. Employee/Non-employee update: Yes.
<b>First name</b>	First name of the employee/non-employee. Employee/Non-employee update: Yes.
<b>Middle initial</b>	Middle initial of the employee/non-employee. Employee/Non-employee update: Yes.
<b>Email address</b>	E-mail address for the employee/non-employee. The initial password will be delivered to this address as well as other system notifications. Employee/Non-employee update: Yes.
<b>Phone</b>	Business phone number for the employee/non-employee. Employee/Non-employee update: Yes.
<b>Type of Requestor</b>	Selection is Employee or Non-Employee. Employee/Non-employee update: Yes.
<b>CB Description</b>	A list of valid collective bargaining unit and non-represented descriptions. Employee/Non-Employee selects which description is applicable to their collective bargaining unit. Employee/Non-employee update: Yes.
<b>You are enrolled in Direct Deposit</b>	Y for yes and N for no. Employee/Non-employee's already enrolled in payroll Direct Deposit will automatically receive expense reimbursements via Direct Deposit. Employee/Non-employee update: No.

## Mailing Address

User may enter a mailing address if it is different than the residence address.

Field Name	Description
Street	Mailing address number and street name or Post Office Box and number. Employee/Non-employee update: Yes.
City	City for the mailing address. Employee/Non-employee update: Yes.
State	State for the mailing address. Employee/Non-employee update: Yes.
Zip Code	Zip code for the mailing address. Employee/Non-employee update: Yes.
Is your residence address same as mailing address?	Selection is Yes or No. If the employee/non- employee selects Yes, go to next screen. If No selected then continue to Residence Address. Employee/Non-employee update: Yes.

## Residence Address

Field Name	Description
My residence address in on file with the Accounting Office	Selection is Yes or No Employee/non-employees who do not want to disclose their address due to safety/personal issues are not required to provide a residential address if the address is on file at the Accounting Office. If the employee/non-employee selects yes, go to next screen. If No selected then complete Residence Address information Employee/Non-employee update: Yes.
Street	Residence address number and street name. Employee/Non-employee update: Yes.
City	City for the Residence address. Employee/Non-employee update: Yes.
State	State for the Residence address. Employee/Non-employee update: Yes.
Zip Code	Zip code for the residence address. Employee/Non-employee update: Yes.

## Organization

Field Name	Description
<b>Dept Name</b>	UCM Agency Code and name of the department. Employee/Non-employee update: No.
<b>Division Name</b>	Division provided by the department Employee/Non-employee update: No.
<b>Bureau Name</b>	Bureau/Branch provided by the department. Employee/Non-employee update: No.
<b>Unit Code</b>	Unit provided by the department. Employee/Non-employee update: No.
<b>Approver</b>	Displays the name of the employee/non-employees Default Approver. The default approver is selected by using the Change Default Approver button. For assistance with using this function, please review Getting Started & New User Registration. Employee/Non-employee update: No.
<b>Work Street</b>	Number and street name for the work location the employee/non-employee is assigned to. Employee/Non-employee update: Yes.
<b>Work City</b>	City for the work address. Employee/Non-employee update: Yes.
<b>Work State</b>	State for the work address. Employee/Non-employee update: Yes.
<b>Work Zip Code</b>	Zip Code for the work address. Employee/Non-employee update: Yes.

## Account Coding Information

Used to identify department appropriations.

Field Name	Description
Fund Number	Employee/Non-employee update: No.
Sub-Fund Number	Employee/Non-employee update: No.
Fed Catalog	Employee/Non-employee update: No.
Organization Number	Employee/Non-employee update: No.
Year of Statute	Employee/Non-employee update: No.
Element	Employee/Non-employee update: No.
Reference Number	Employee/Non-employee update: No.
Chapter	Employee/Non-employee update: No.
Component	Employee/Non-employee update: No.
Program Category	Employee/Non-employee update: No.
Detailed Coding	Employee/Non-employee update: No.
Task	Employee/Non-employee update: No.
Prime Account	Employee/Non-employee update: No.
Sub Account Code	Employee/Non-employee update: No.
Source	Employee/Non-employee update: No.

## Long Term Assignment (LTA) Information

Field Name	Description
Are you on a long term assignment?	Selection is Yes or No. If the employee/non- employee selects Yes, then complete LTA fields. If No selected, go to next screen. Employee/Non-employee update: Yes
Start Date	Beginning date of LTA. Employee/Non-employee update: Yes.
End Date	Ending date of LTA. Employee/Non-employee update: Yes.

## LTA Residence Address

Field Name	Description
Street	LTA residence address number and street name. Employee/Non-employee update: Yes.
City	City for the LTA address. Employee/Non-employee update: Yes.
State	State for the LTA address. Employee/Non-employee update: Yes.
Zip Code	Zip code for the LTA address. Employee/Non-employee update: Yes.

## LTA Permanent Address

Field Name	Description
Street	Permanent address number and street name. Employee/Non-employee update: Yes.
City	City for the permanent address. Employee/Non-employee update: Yes.
State	State for the permanent address. Employee/Non-employee update: Yes.
Zip Code	Zip code for the permanent address. Employee/Non-employee update: Yes.

## Miscellaneous Profile

Used for taxable expense reporting.

Field Name	Description
PPSD Agency Code	Identifies the Employee/non-employees department. Employee/Non-employee update: No.
Reporting Unit	Identifies the Employee/Non-employees location/reporting station at their department. Employee/Non-employee update: No.
State Code	Identifies the state of the employee/non-employees assigned work location. If blank, CalATERS Global will default to California. Employee/Non-employee update: No.

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