Appointment Nicknames

Follow the steps below to change the PPS title name to something different.

1. Go to the Administration section.

   Administration
   Setup employee information, assign supervisors, time approvers, or assign pay period due dates.

2. On the Employee tab search for the employee by name or employee id.

3. At the Employee page enter the nickname in the Jobs section.
4. Type in the nickname or description you want.

   a. 30 characters max. Could be alpha, numeric, special or a combination of all.

5. The new description will display in the Summary Tab Jobs sections

   The Job Details section for each appointment

   The New Entry box for the Dates in the calendar

6. Supervisors and Timekeepers can view the nickname where the PPS title name was before.