

Making a Secondary Job a Primary Job - Employee Administrator

Overview:

Employees may work multiple roles or jobs within The Salvation Army. Every employee has a primary job and then may also have one or more secondary jobs with The Salvation Army. This job aid explains:

- How to make a secondary job the primary job - within the same Ministry unit.
- How to delete the secondary job
- How to modify primary job - job details, salary details, time and attendance, earnings group.
- How to modify/delete PTO plans as required.

Employee Administrator

An Employee Administrator with access to the employee's file in UltiPro can make a secondary job into the primary job.

Questions and Answers

Q: The Add Secondary Job screen has limited functionality.

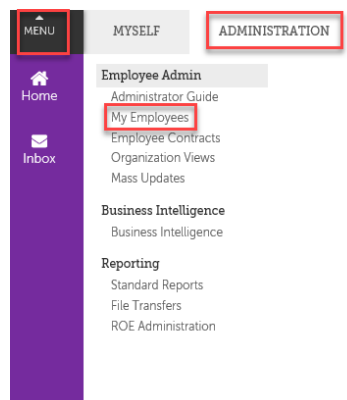
A: This screen is being redesigned to look more like the Add New Job screen and more data fields will be available.

Making the Secondary Job the Primary Job

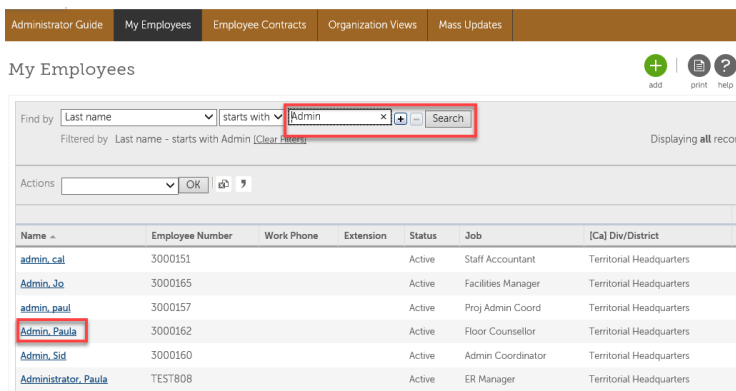
Note: You are removing the primary role. Therefore ensure you are doing this on the day you want the change to take effect.

A. Find the desired employee

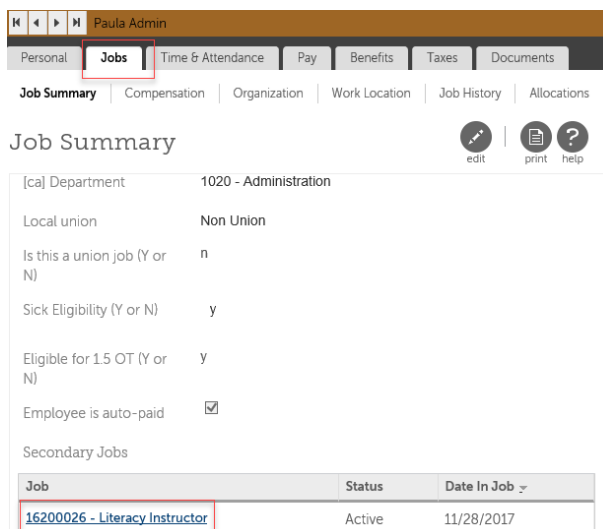
1. From the UltiPro home screen, click **Menu**.
2. Click **Administration**.
3. From Administration menu select **My Employees**.



4. Type in name and click Search
5. Click the name of the employee.

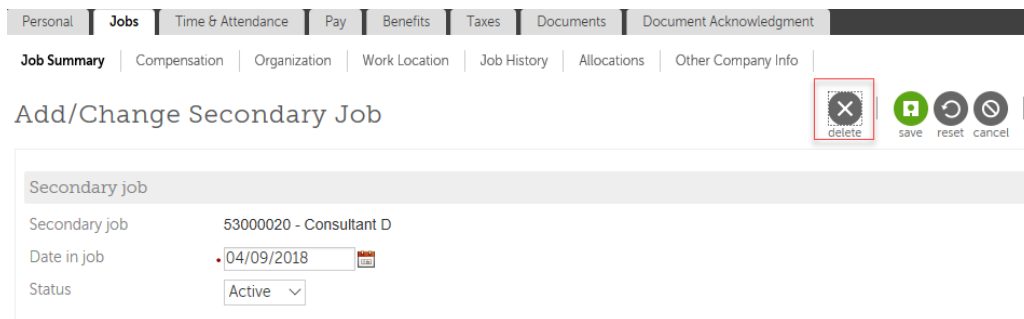


- B. Delete the secondary role
- 6. Click Jobs
- 7. Scroll down and click on the Secondary Job that is to become the Primary Job.



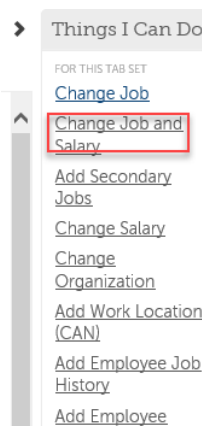
- 4. Click *Delete*.
- 5. Click *Submit*.

NOTE: This screen is being redesigned to look more like the Job Summary screen and more data fields will be available.



C. Modify the primary role job and salary

6. Click Change Job and Salary.



7. Modify the primary job details as required:

1. Effective date.
2. Reason – select Conversion or Management Request
3. Change job group if necessary. Select new job title.
4. Change supervisor if necessary.
5. Change department if necessary.
6. Change union/non-union if necessary
7. Change sick/OT eligibility if necessary.
8. Change pay group if necessary.
9. Click Next.

Change Job and Salary
Paula Admin - 5000162 - ZTEST

Change Job

Change Salary

Change Review

Summary

Change Job

General

Effective: MM/DD/YYYY 1

Reason: 2

Current job: 16100003 - Floor Counsellor

Job group: JG003 - Comm and Family Services 3

New job: 16100003 - Floor Counsellor

Alternate title:

Supervisor: Mary Manager 4

Hire source:

[ca] Div/District: THO - Territorial Headquarters

[ca] Resp/Site: 110301 - BUC Current Fund

[ca] Department: 1020 - Administration 5

Local union: Non Union 6

Is this a union job (Y or N): n

Sick Eligibility (Y or N): y 7

Eligible for 1.5 OT (Y or N): y

8. Modify salary as necessary.

1. Select percent change or New Rate. Type in percent/rate – select per hour/period/week/year if rate selected.
2. Click Next. Click Next again (to bypass Change Review). Click Save. Click Submit.

Change Job

Change Salary

Change Review

Summary

Change Salary

Effective: 01/16/2018

Reason: 600 - Management request

New Job: 16100003 - Floor Counsellor

Pay group: TSAL-Test Salary 2

Pay frequency: B - Biweekly

Scheduled hours: 80.0000

Pay currency: Canadian Dollar (CAD)

Salary

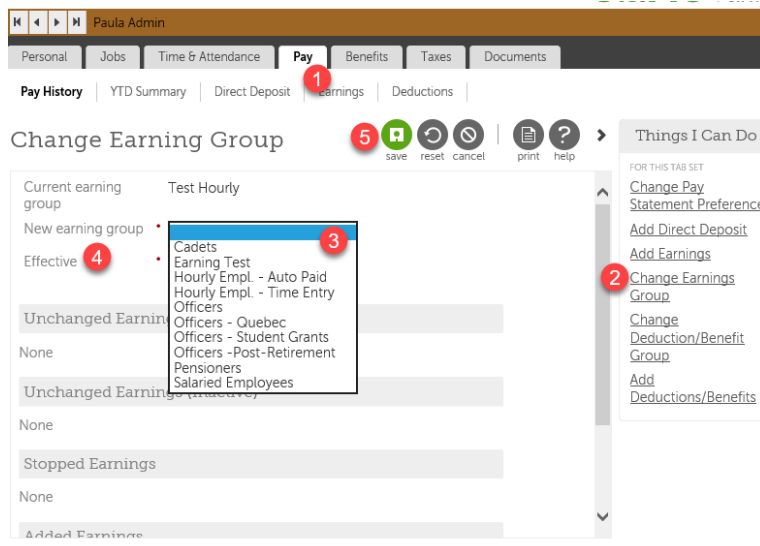
Percent change % 1

New rate CAD per

	Current	New
Hourly	\$25.7550	
Weekly	\$1,030.20	
Period	\$2,060.40	
Annual	\$53,570.40	
Percent change		

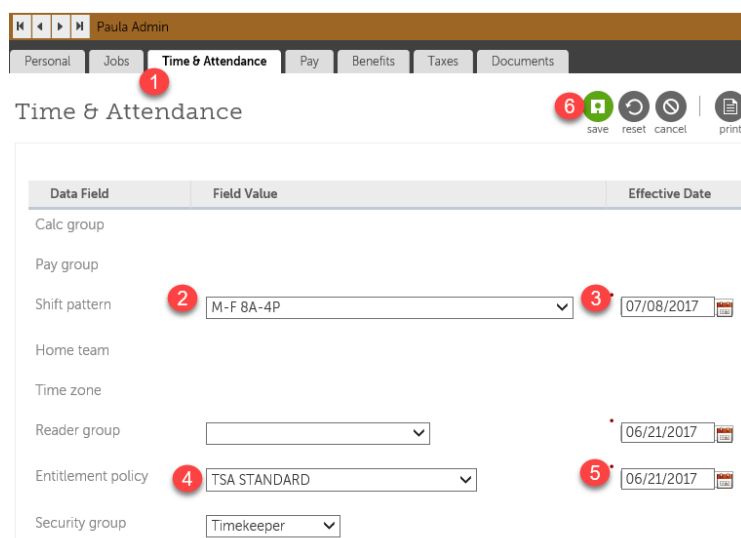
D. Change Earnings Group

9. If earnings group needs to be changed:
 1. Click on Pay.
 2. Click on Change Earnings Group.
 3. Click on new earning group filed. Select from the list.
 4. Click on Effective date filed. Enter today's date.
 5. Click Save.



E. Change Time and Attendance as necessary

10. If time and attendance needs to be changed:
 1. Click on Time and Attendance.
 2. Click on Shift Pattern. Change if necessary.
 3. Select today's date for effective date.
 4. Click and change entitlement policy if necessary.
 5. Select today's date for effective date.
 6. Click Save.



Data Field	Field Value	Effective Date
Calc group		
Pay group		
Shift pattern	M-F 8A-4P	07/08/2017
Home team		
Time zone		
Reader group		06/21/2017
Entitlement policy	TSA STANDARD	06/21/2017
Security group	Timekeeper	

F. Modify PTO plans

- Delete secondary role PTO plan
- If necessary, move balances from Primary PTO plans into secondary PTO plans
- If there is also a change in status of the secondary role from PT to FT, determine if PTO plans must be updated or changed in any way