Adding and Managing Secondary Jobs

Overview: this job aid is intended to guide Employee Administrators, Managers and Timekeepers in adding and managing secondary jobs for employees who work in multiple roles at The Salvation Army. This guide includes the following sections:

A. Secondary Jobs within same Ministry Unit
B. Secondary Jobs in differing Ministry Units
C. Secondary Job Process Summary
D. Common Questions and Answers
E. Adding a Secondary Job within the same Ministry Unit (Employee Administrator)
F. Secondary Job Selection Not Displaying
G. Adding PTO Plans for Secondary Jobs (Employee Administrator)
H. Time Entry for Secondary Job within the same Ministry Unit (Timekeeper or Manager)

A. Secondary Jobs within same Ministry Unit

Employee Administrator

Employee Administrators have the ability to add a secondary job. Once complete, the manager or timekeeper will see the secondary job about 15-20 minutes later as an available job choice in the employee's time sheet.

Manager

Only the manager at the primary job location will have full visibility into the employee's information, including hours and earnings at the secondary job. The primary manager enters time worked for the secondary job in Time and Attendance. The manager for the secondary job(s) will receive a payroll summary and detailed report for the employee but cannot view the employee's profile in UltiPro.

B. Secondary Jobs in differing Ministry Units

Employee Administrator

- If the secondary role is in the **same** division as the primary job, the Employee Administrator must send a completed Employee Transaction Form (ETF) to DHQ for set up.
- If the secondary role is in a **different** division than the primary job, the Employee Administrator must send the ETF to THQ (ER Operations) for set up.

Manager

- To track hours worked, the primary job manager must create and submit a timesheet (Excel) by email to payroll for the employee hours worked in the different Ministry Unit secondary role.
- Ministry Units can use the same timesheets used prior to UltiPro, but will not receive a new system-generated timesheet after each pay. Keep a copy of the template and update it as needed.

C. Secondary Job Process Summary

Role	Within Ministry Unit	Outside of Ministry Unit
Secondary	**Employee Administrator** adds secondary role(s) to employee profile in UltiPro.	**Employee Administrator** sends a completed Employee Transaction Form (ETF) to DHQ or THQ to set up secondary job(s).
	Primary job manager enters time in Time and Attendance for each secondary role.	**Primary job manager** submits a timesheet (Excel) by email to payroll for the hours worked in the secondary role at the different ministry unit.
	Secondary job manager receives a payroll summary and detail report for the employee.	
	Employee can view pay statements for both jobs in UltiPro.	

D. Common Questions & Answers

Q: Does autopay impact the secondary job? Can only the secondary job be set to autopay?
A: No, secondary jobs cannot be made auto paid.

Q: Overtime was not paid to an employee who worked OT hours in a secondary job in another MU. Does payroll check and capture this?
A: No, payroll does not check for OT. Only basic earnings are captured by the system; there is no automatic calculation of OT or Statutory Holidays or manual checking by payroll.

Q: Can we swap a person from secondary to primary to make it easier for timekeeping?
A: The primary position should always be the one that earns the most hours so that PTOs, benefits and OT can be correctly calculated. Once the secondary job custom (see Q below) has been delivered, there should be true functionality around swapping jobs, but in the meantime, there is no functionality behind secondary jobs, other than paying at secondary rates and charging to the respective cost centre, applying RRSP calculation and pay vacation pay.

Q: If a person no longer works the primary role, can the secondary role be made primary?
A: Yes, the secondary job can become the primary job. Refer to job aid *Making a Secondary Job a Primary Job*.

Q: Is there a restriction to how many secondary roles can be created?
A: No

Q: For multiple secondary roles, are PTO plans assigned to each?
A: No. The secondary PTO plan assigned applies to all secondary roles, regardless of the number of roles. Roles within the same Ministry Unit would have PTO plans encompassing all roles.

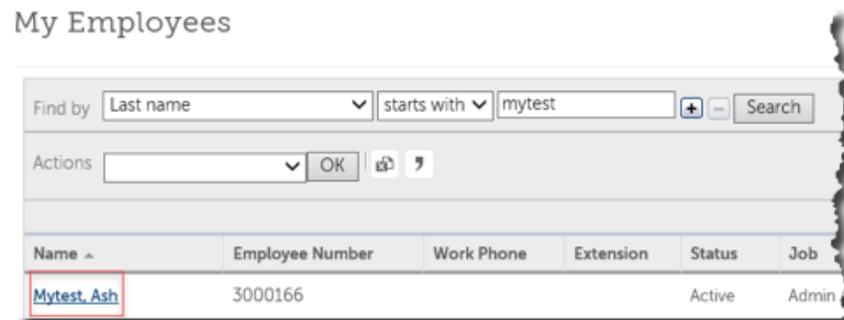## E. Adding a Secondary Job within the same Ministry Unit (Employee Administrator)

1. Click **Menu** then select **My Employees** from the **Administration** tab.

2. Locate the employee name by using the criteria listed in the **Find by** drop down list then click **Search**.
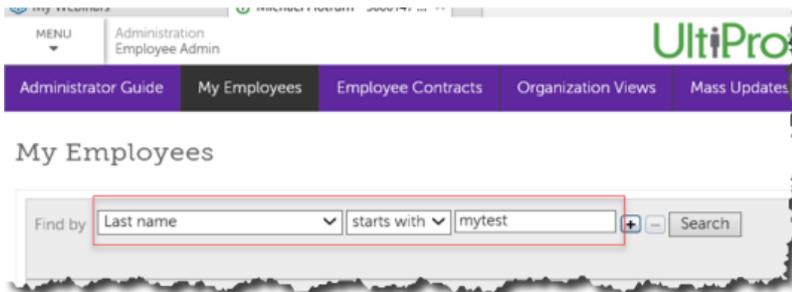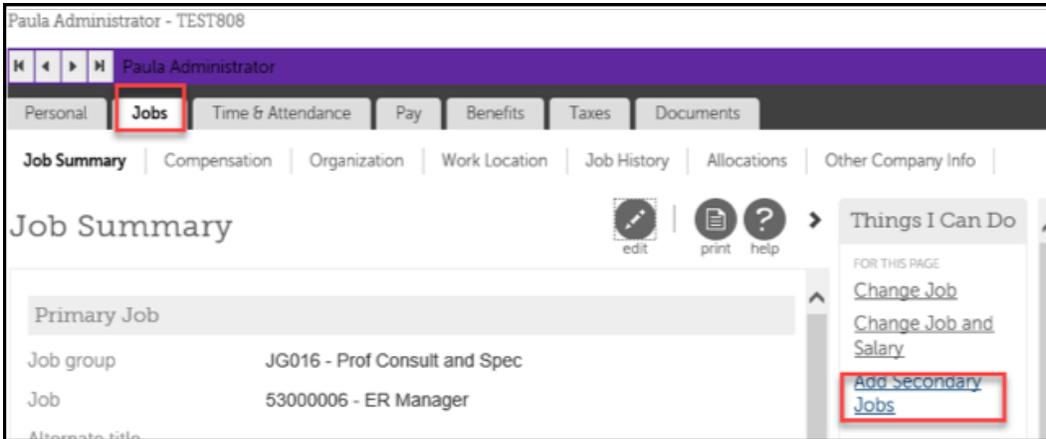
3. From the resulting list, click the employee name to open the record.

4. In the Jobs tab, click **Add Secondary Jobs** under the heading *Things I Can Do*.

5. In the **Add/Change Secondary Job** window, complete the following:

   a. Select the appropriate **Secondary Job** from the drop-down menu list, which contains jobs specific to the Ministry Unit (note, if the appropriate Secondary Job does not display, refer to Section F, below).
   b. Use the calendar icon to complete the **Date in job** box.
   c. Ensure status is set to **Active**.
   d. Under the **Pay Rates** heading, enter the rate in either the **Hourly** or **Annual** box.
   e. Click **Save**.
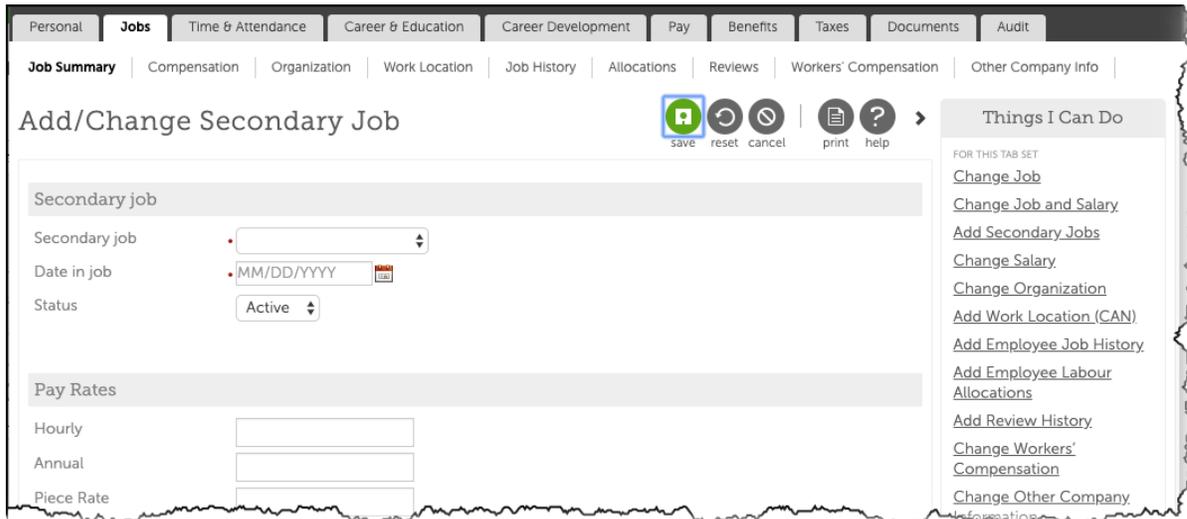
   f. In the resulting **Summary** window, click **Submit** to finalize the addition.

F. Secondary Job Selection Not Displaying

Sometimes, if the Primary Job is union and the Secondary Job is non-union, the Secondary Job may not display in the drop-down list. To assign the correct job, follow the steps below.
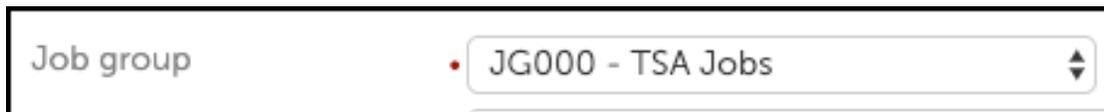
1. If the desired job is not showing in the **Secondary Job** list, click **Cancel**.

2. Click the **Change Jobs** button.
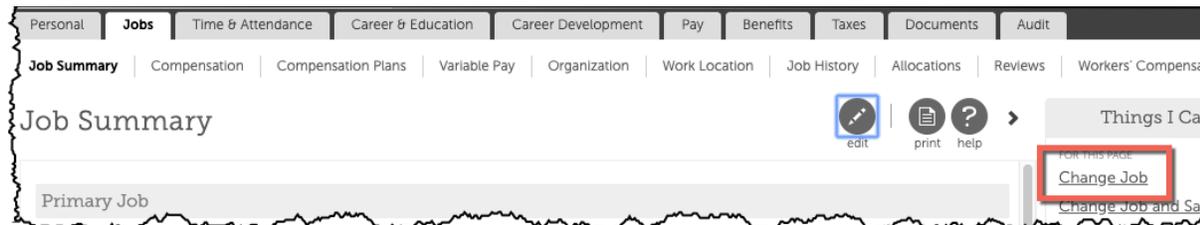
3. Change the Job Group of the Primary Job to **JG000-TSA Jobs** from the Job Group drop-down menu, then select the appropriate Primary Job type.

4. In the Effective Date box, set the date to the current date then click Save and Submit.
5. Refer to the steps outlined in Section E, above, to add the Secondary Job.

G. Adding PTO Plans for Secondary Jobs (Employee Administrator)

1. To begin, click the **Benefits** tab in the employee record then select **PTO Plans**.

2. In the **PTO Plans** window, click **Add**.
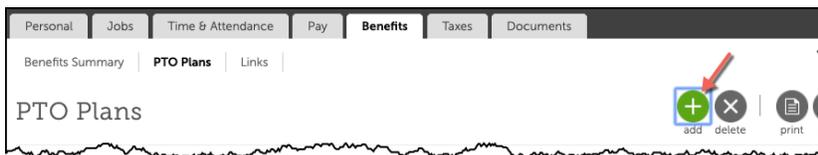
3. Complete each field in the Paid time off window:

   a. Select an appropriate plan from the **Plan** drop-down menu list. Note that PTO plans for secondary jobs contain the words *Sec Jobs* in the title.

V%TSA Sec 4%
V%TSA Sec 6%
V%TSA Sec 8%
V%TSA Sec 10%
V%TSA Sec 12%

   b. Set both the **Earned through** and **Reset** dates to the *end date* of the previous pay period.

   c. Send an email to payroll requesting that a secondary vacation earning code be created.
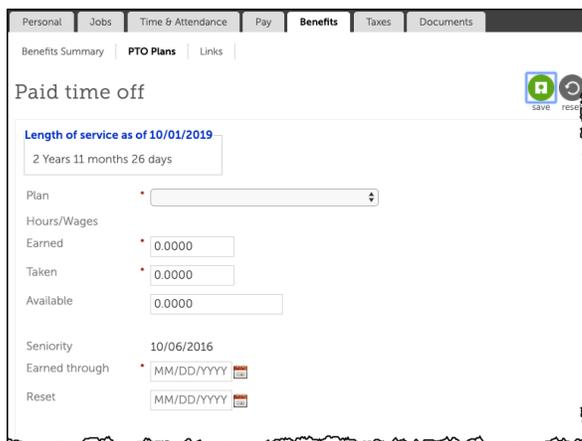
Tip! When removing a Secondary Job from an employee profile, ensure that the PTO Plan associated with that job is also deleted.

H. Time Entry for Secondary Job (within the same Ministry Unit)

Labour costs can be allocated across departments on the timesheet in Time and Attendance by splitting time across different jobs. Time for the secondary job can be entered by the Timekeeper or Manager for the primary job.

1. From the **Time & Attendance** view, select **Daily TS** from the menu bar, then click the magnifying glass icon from the Employee field to select the employee time sheet to be changed.

2. Use the **Dates** field to select the period in which the change is to occur then click **Load** to open the employee's time sheet.

3. Click the arrow to the left of the date entry, then click the **Add Work** button to add another line for time entry.

4. In the resulting blank row, begin by entering the **Start Time** and **End Time**, then complete the following details:
   a. In the **Time Code** box, click the magnifying glass icon and then select one of the following choices:
      i. If the Secondary Job is ineligible for RRSP, use the code ***WRK-NO RRSP***
      ii. If the Secondary Job is eligible for RRSP, use the work code ***WRK -RRSP***
      iii. If the Secondary Job is ineligible for <u>both</u> RRSP and overtime, use the work code ***WRK-EXEMPT OT-NO RRSP*** (ensures regular rate of pay with no overtime).
      iv. If the Secondary Job is eligible for RRSP, but not overtime, then use the work code ***WRK-EXEMPT OT-RRSP***.
   b. In the **Jobs** box, click the magnifying glass icon to select the secondary job from the list (*the secondary job must have been already assigned to the employee by the Employee Administrator*).
   c. In the **MU/RESPC** box, click the magnifying glass icon to select the appropriate number.
   d. In the Department box, click the magnifying glass icon to select the appropriate department.