Giving Hope Today

UltiPro by ULTIMATE SOFTWARE

Adding Time for a Secondary Job

Overview: Some employees work in multiple roles at The Salvation Army. This job aid is intended to guide Timekeepers and Managers in adding time worked in a secondary role (Managers must approve all entries).

Note: Only Employee Administrators can add a secondary job to the employee record.

This job aid only applies to adding time for multiple jobs that are within the same Ministry Unit. To track hours worked in a secondary role in a different Ministry Unit, 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.

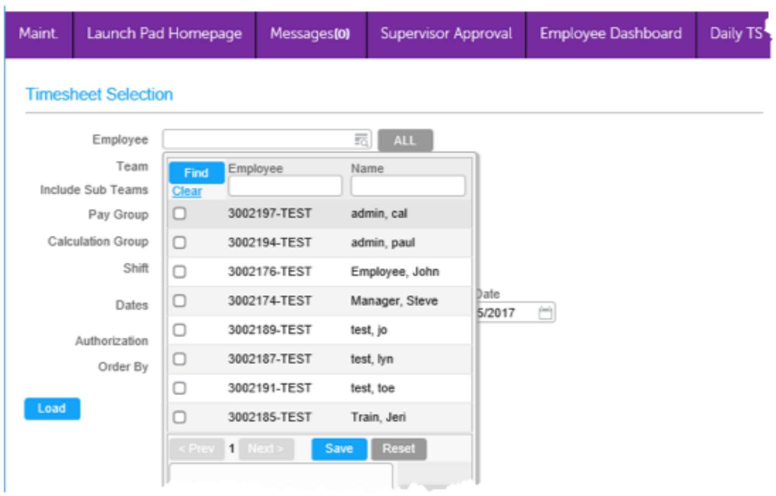
A. Secondary Job Process Summary

<table>
<tr><th>Role</th><th>Within Ministry Unit</th><th>Outside of Ministry Unit</th></tr>
<tr><td rowspan="4">Secondary</td><td>Employee Administrator adds secondary role(s) to employee profile in UltiPro.</td><td>Employee Administrator sends a completed Employee Transaction Form (ETF) to DHQ or THQ to set up secondary job(s).</td></tr>
<tr><td>Primary job manager enters time in Time and Attendance for each secondary role.</td><td>Primary job manager submits a timesheet (Excel) by email to payroll for the hours worked in the secondary role at the different ministry unit.</td></tr>
<tr><td colspan="2">Secondary job manager receives a payroll summary and detail report for the employee.</td></tr>
<tr><td colspan="2">Employee can view pay statements for both jobs in UltiPro.</td></tr>
</table>

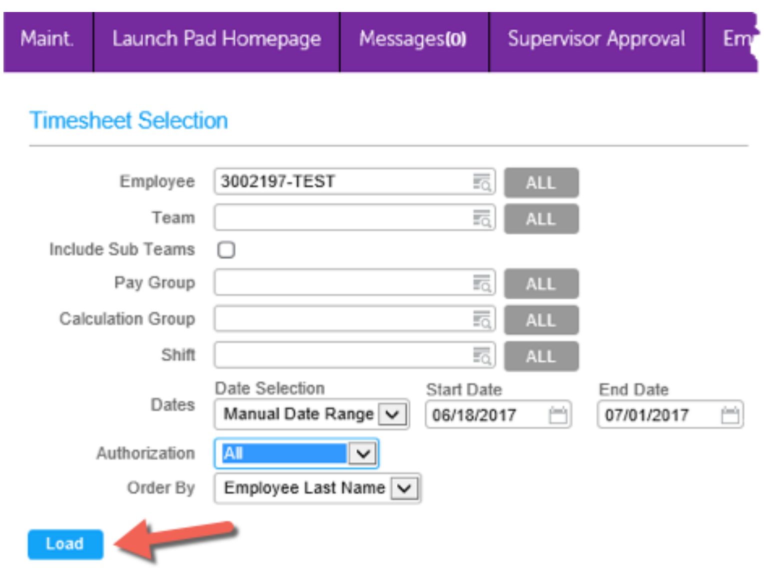
B. Time Entry for Secondary Job (within the same Ministry Unit)

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 both 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.