Manager/ Timekeeper - Adding Time for a Secondary Job

Overview: Employees may work multiple roles. They always have a primary job, and then one or more secondary jobs. Time worked in secondary jobs is entered by the primary job manager or timekeeper.

Time worked is approved (authorized) by the Manager for the primary job.

NOTE: The secondary job must first be added by the *Employee Administrator* in UltiPro or it will not appear as a job choice when adding time in *Time and Attendance*. For further details see the job aid *Adding and Managing Secondary Jobs*.

NOTE: This job aid only applies to multiple jobs **within** a single Ministry Unit. If an individual has a second/additional job outside the Ministry Unit, a timesheet (Excel or scanned sheet) must be submitted by email to payroll for that role.

Role	Ministry Unit 1	Ministry Unit 2
Primary Job - Night shift supervisor	Time entered in UltiPro	
Secondary Job – Front desk	Time entered in UltiPro – use this job aid	
Secondary Job – On-Call Maintenance		Timesheet submitted to Payroll

If you have an employee with two or more jobs within the same Ministry Unit, enter time worked as follows:

1. Go to **Time & Attendance**.
2. Click *Daily TS* from the menu bar.
3. Select the employee with the second job and load their timesheet for the date(s) where you are entering time.
4. Click the arrow on the left for the date where you are adding time.
5. Click *Add Work* to add another line for time entry.

6. Use the second blank row to enter the additional time details:

7. Enter start and end time.
8. For **Time Code**, click and do one of the following
    a. If the secondary job is not eligible for RRSP then use the code **WRK- NO RRSP**.
    b. If the secondary job is eligible for RRSP, then use the code **WRK-RRSP**.
    c. If the secondary job is not eligible for RRSP and no overtime, then use the code **WRK-EXEMPT OT-NO RRSP** (ensures regular rate of pay – no overtime).
    d. If the secondary job is eligible for RRSP and no overtime, then use the code **WRK-EXEMPT OT-RRSP.**
9. For **Jobs** click and select the second job from the list (which is the second job assigned to this employee by the **Employee Administrator**).
10. Click and select your unit's **MU/RESPC** number.
11. Click and select the **Department**.
12. Click **Save** at the bottom left of the timesheet.
13. Repeat for any other secondary jobs.