Statewide Personnel System

Webinar: Additional Jobs

July 10, 2018

Covered Topics:

- Additional Job Basics

- Benefits Only vs SPMS/CPBI

- Primary Switch Process

- Trouble Shooting/Addressing Errors

- Ending Additional Jobs

Add Additional Jobs

- **Add Additional Job** - Process used when an employee is entering a new job in addition to their current job

- **Use JobAps hire reason** Secondary State Employment

- This is **NOT a transfer**, as no position has ended

- **Any Transfers from Non-SPMS to SPMS/CPBI jobs** are treated as an Add Additional Job (Secondary State Employment on JobAps Hire Details).

- The additional job transaction **will not show as complete** in the system until the Primary Switch step is processed or cancelled.

Benefits Only Agency vs SPMS/CPBI Agency and Primary Job

Non-SPMS Benefits Only Agencies versus CPBI Agencies

Non-SPMS agencies use Workday for Benefits only:

- Judiciary

- MDOT

- General Assembly

- **Universities:**
  - Bowie State University
  - Coppin State University
  - Frostburg State University
  - Salisbury University
  - Towson University
  - University of Baltimore
  - University of Maryland
  - University System of Maryland Office

CPBI Agencies:

- BCCC

- Canal Place Preservation & Development Authority

- Historic St. Mary's Commission

- Maryland Food Center Authority

- Maryland Stadium Authority

- MD African American Museum Corp

- Register of Wills

- Morgan State

- St. Mary's College

SPS

STATEWIDE PERSONNEL
— S Y S T E M —

Additional Job: Primary Job

- Employees can have various combinations of jobs:
  - SPMS
  - CPBI
  - Benefits Only

- Primary job should be with the <u>agency type with most Workday processing</u>: *Timekeeping, HCM, Payroll, Benefits*

- Employee and position changes that affect Benefits eligibility will only trigger the correct process, **if the system has identified the right job as primary.**
  - Primary job is based on <u>Agency type, not Position type</u>
  - Contractual employees <u>may be eligible for benefits</u> based on the job and the employee's FTE

Additional Jobs: Primary Job Guide

PRIMARY JOB	1st SPMS	2nd CPBI	3rd BENEFITS ONLY
1st SPMS	The position that has a State/Reg type or most hours scheduled for benefits if Contractual or Temporary	SPMS Position	SPMS Position
2nd CPBI	SPMS Position	The position that benefits will be based off of; Full Time position or most hours working	CPBI Position
3rd BENEFITS ONLY	SPMS Position	CPBI Position	The position that benefits will be based off of; Full Time position or most hours working

SPS
STATEWIDE PERSONNEL SYSTEM

Additional Job: Primary Job

Special Condition for <u>Add</u> Additional Job:

- Employee is transferring *to* SPMS or CPBI agency *from* a Non-SPMS/Benefits only agency:

  1) **SPMS/CPBI** *Receiving* agency completes the Add Additional Job process in Workday (through JobAps) as Secondary State Employment on the Hire Details

  2) Have a Primary Job Switch completed so that the SPMS/CPBI job is primary.

  3) **Non-SPMS/Benefits Only agency** will complete the termination to complete the transfer that will be received in an integration file. SPMS/CPBI agency doesn't need to wait for it to be completed.

  4) **Non-SPMS/Benefits Only Integration Files** are received at DBM every 2 weeks to update Workday.

Additional Job: Primary Job

Special Condition for <u>End</u> Additional Job:

- Employee is transferring *to* a Non-SPMS/Benefits agency *from* a SPMS or CPBI only agency:

  - If the **SPMS/CPBI** agency is the <u>only job</u> for the employee, use termination reason: ***Voluntary – transfer to non-SPMS agency***

  - If the **SPMS/CPBI** agency is <u>primary</u>:
    1. Complete the Primary Job Switch process
    2. <u>End</u> Additional Job using reason: ***End Additional Employee Job > Voluntary > Transfer to Non SPMS***

  - **Non-SPMS/Benefits Only Integration Files** are received at DBM every 2 weeks to update Workday

**Identifying if an Employee has Additional Jobs**

Identifying Employees with Additional Jobs

- If you navigate to employee's Actions > Job Change drop down, and see "**Switch Primary Job**" as an option **AND** no "**End Additional Job**":
  - There is an additional job
  - Your job is the primary job – you will need to do a primary job switch
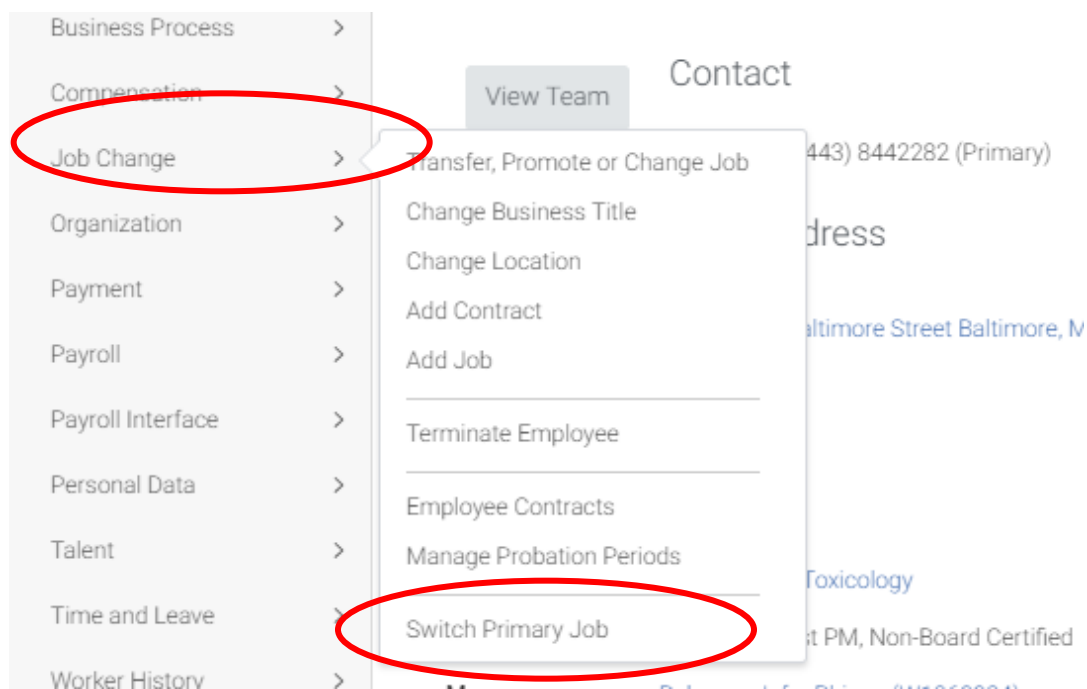
Identifying Employees with Additional Jobs

- If you navigate to employee's Actions > Job Change drop down, and see "***Switch Primary Job***" as an option **AND** "***End Additional Job***" with a "+"next to your agency's job:
  - This employee has another job that is primary
  - Your job is NOT the primary job – should use ***End Additional Job***
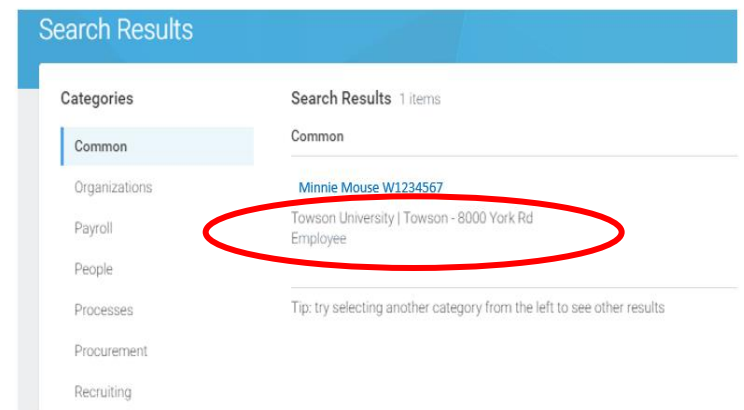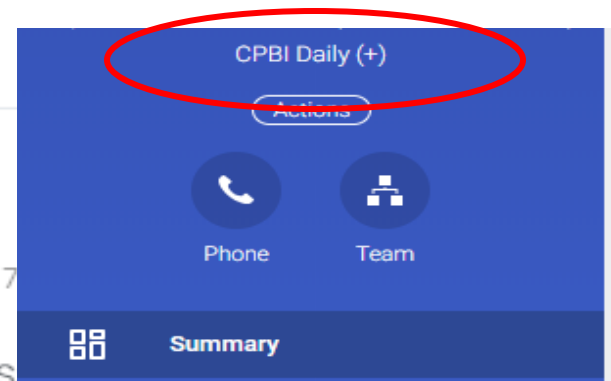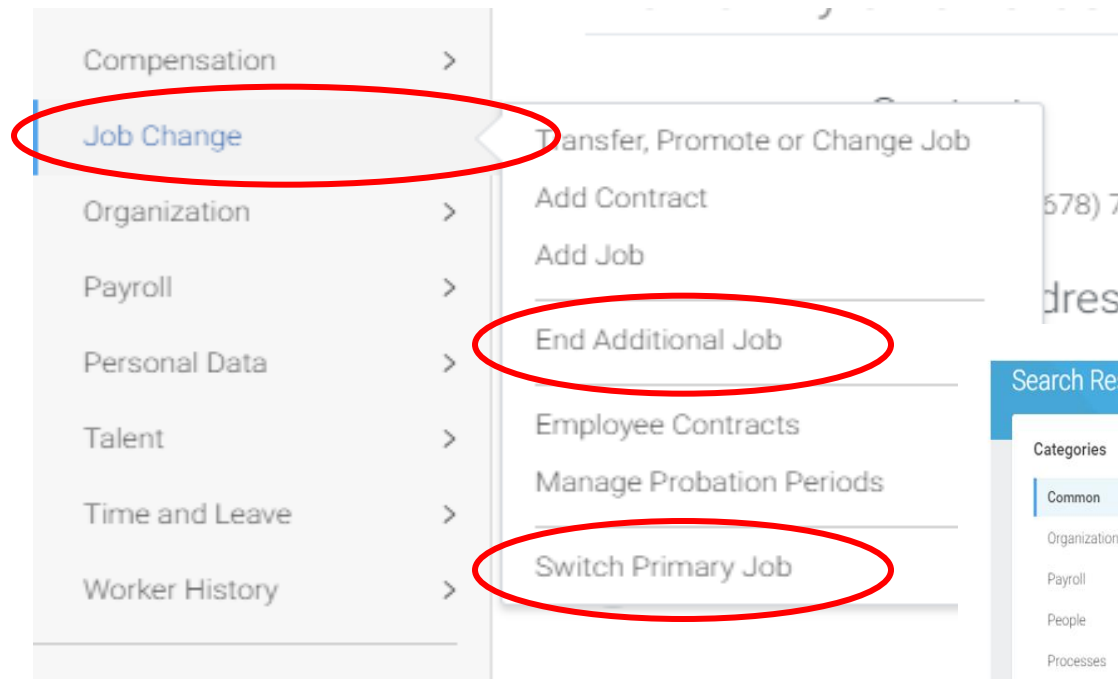
Primary Switch Process

Primary Switch Process

This process is triggered during the ***Add Additional Job*** process:

- The *Add Additional Job* transaction **will not show as complete** in Workday, until the primary switch step is processed or cancelled.

- **If this step is not necessary it should be cancelled.**

Note: *If you do not complete the Primary Switch when you should, the employee will have time sheet, pay, and benefit eligibility issues.*
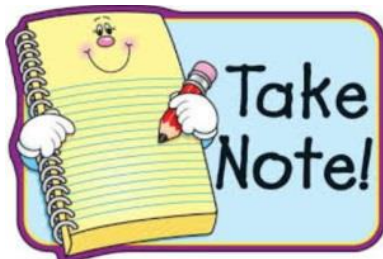
Primary Switch Process – When to use

The Primary Switch process should be completed if:

– The additional job is within an agency that uses Workday more than the current primary job.

– An employee has a Contractual job and is adding an additional job that is a State Regular job.

– Agencies are hiring (or transferring) Non-SPMS/Benefits Only employees and have to hire as an additional job.

– An employee is being terminated from their primary job but they have an additional job.

Primary Switch Process: Errors

- Agencies **cannot** complete this process. They will receive the following errors:
  - *Retro payroll calculations are in progress.*
  - *The proposed primary job has a Workday pay group and the current primary job has an external pay group. The switch is not supported in this case.*

- If this process is not needed, it should be cancelled in the system.

**The additional job transaction will not show as complete in the system until this step is processed or cancelled.

Primary Switch Process: Steps

Once the HRC has determined that a primary switch is necessary:

1. <u>Submit a ticket </u>to DBM including Employee W# and PIN to be primary with the effective date

2. DBM will complete the primary switch and confirm when approval is needed during the appropriate time during the pay period.

3. Once the primary switch approval is completed, <u>agency must notify DBM</u> or **payroll and benefits WILL be affected.**

Ending Additional Jobs

End Additional Job as Terminations

- **Remind Employees:**
  - If they take a second State job in any department or university, must notify your office
  - Ask employees starting and leaving if they are coming from or going to another State job

- **Cannot Terminate an Employee in Two Jobs:**
  - Must use the End Additional Job
  - New Reasons for Voluntary and Involuntary End Additional Job

- **Retirement**
  - Must coordinate with other agency to end the secondary job.
  - Employee must be terminated to add the Retiree Status.
  - Employee has to be separated from employment for 45 days.
  - Secondary agency can rehire the employee, after 45 days.

Additional Jobs: Reminders and Summary

Additional Jobs: Common Hiring Mistakes

- **Not using the Employee Validation**
  - Not determining if the employee is a Benefits Only current/terminated employee before completing the Hire Details.
  - Not correcting a discrepancy on the application.

- **Selecting the incorrect Action reason on the Hire Details**
  - Hire will create a duplicate W number for the employee.
  - For non-SPMS , Transfer, Promotion and Demotion will not be accepted by Workday – do not select in JobAps hiring details.
  - For non-SPMS, it will need to be Secondary State Employment (current Benefits Only employees)

- **Not completing the Primary Job Switch** task in Workday after adding the Secondary State Employment (Benefits Only job will remain Primary)

- **Completing the Add Additional Job directly in Workday** vs. JobAps

NOTE: If one job of multiple jobs is changing (transfer), Workday cannot determine which position to edit, therefore that change is made directly in Workday**

Summary

- **Do not** use Transfer, Promote, or Change Job for employees from non-SPMS/Benefits Only agencies to SPMS/CPBI agencies

- **Use the Employee Validation** file before hiring to determine if the future employee already has a state job

- Determine if your agency's job **should be primary**

- **Submit a ticket** to have the Primary Switch completed, Shared Services needs to be involved in completing the Primary Switch

- Not completing the Primary Switch when you should will result in Time sheet and payroll issues

- Add Additional job will not be "Successfully Completed" until the Primary Switch step is completed (cancelled or processed)

- There are clues to determine if your employee has an additional job and whether it's primary

Additional Resources

Processing Secondary State Employment/Additional Job for Benefits Only Agencies and a list of all agencies that use Workday

Questions?