PeopleSoft
Multiple Job Checklist
HR/Payroll/Benefits

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This checklist highlights the Menu Items, Components, and Pages necessary for basic initial processing. The checklists focus on the most common general situations.

Add Additional Assignment is used when the employee you are hiring is already employed by your agency and will be active in two or more positions on the Peoplesoft payroll system.

This Checklist should be used when your new employee is already employed by your agency and will be active in two or more positions on Peoplesoft.

HR/Payroll Checklist for Hiring a
Multiple Job Employee already employed by
your Agency

Once you have verified that the employee will be active in another position within your agency you will need to add additional assignment.

Add Additional Assignment:

HR: (Navigation: Workforce Administration> Job Information> Add Additional Assignment)

- Enter the employee's EmplID

- Click on the Search Button

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Click on the Create Assignment Button

Add Additional Assignment (work location tab):

- Change the effective date to the hire date
- Effective sequence of 0
- Action of Additional Job
- Reason of Additional Job
- Job Indicator will default to Secondary Job

- Verify the information on
  o Work Location
  o Job Information
  o Payroll
  o Salary Plan
  o Compensation
  o Earnings Distribution

Make any necessary changes.

The paygroup for a multiple job employee will always be MJ1.

The Benefit Record Number on the Benefit Program Participation page will default to match the Empl Rcd number on the primary job, and should be left as that..

After you have saved this data click on the Employment Data Page.

The Company Seniority Date:
This will default to the hire date
of this position.

The Benefits Service Date:
This will default to the hire date
and you should change it to the first
of the month of the hire.
You may do this by clicking the over
ride box, changing the date, and
clicking on save.

The other HR pages that should be completed for this employee are the Workers' Compensation page (Navigation: Workforce Administration > Job Information > Workers' Compensation).

The rest of the HR pages (Personal Data, Emergency Contact, Designated Medical Provider, and Driver's License Data) and Payroll pages (Direct Deposit, Employee Tax Distribution, Employee Tax Data, and General Deduction Data) should not be changed since this information should follow Empl Rcd 0.

Commitment Accounting: (Navigation: Set Up HRMS > Product Related > Commitment Accounting > Budget Information)

Department Budget Table - *All employees must have a department budget table. If the hire is a permanent employee filling a previously existing position, the table may already be set up, but ensure the established combination code is correct for that employee*

Please move this employee's other empl recd numbers to the MJ1 Paygroup.

Benefits: Once you have entered and saved the Additional Job in Job Data, a benefit event is created. Before you can process the event, it needs to be assigned to your schedule. This is a centralized activity that automatically runs every half hour.

Prepare Benefit Options: (Benefits>Manage Automated Enrollment>Run Automated Event Processing)

- The event should automatically close; no further processing is necessary