

PeopleSoft Multiple Job Checklist HR/Payroll/Benefits



September 19, 2006

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

A screenshot of the "Assign Additional Job" form in PeopleSoft. The form has a title bar "Assign Additional Job" and a subtitle "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a tabbed interface with a tab labeled "Find an Existing Value". The form contains several input fields, each with a "begins with" dropdown menu and a text input box. The fields are: EmplID, Name, Last Name, Second Name, Alternate Character Name, and Middle Name. At the bottom left, there is a "Case Sensitive" checkbox. At the bottom right, there are four buttons: "Search", "Clear", "Basic Search", and "Save Search Criteria".

Click on the Create Assignment Button

Add New Assignment

Person ID: [REDACTED]

Organizational Instance Find | View All First 1 of 1 Last

Org Relation: Employee **Create Assignment**

Organizational Instance: 0 **Next Empl_Rcd** 2

HR Status: Active

Pay Status: Active

Effective Date: 07/01/2005

Business Unit: 11000 Office of Mgmt & Budget

Department: 110110 Office of Management & Budget

Company: ND State of North Dakota

Last Start: [REDACTED]

Empl Rcd Nbr	HR Status	Effective Date	Business Unit	Department	Home/Host
0	Active	07/01/2005	11000	110110	Home
1	Active	05/01/2006	11000	110113	Home

Return to Search | Notify | Refresh

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
 - Work Location
 - Job Information
 - Payroll
 - Salary Plan
 - Compensation
 - Earnings Distribution

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

EMP ID: [REDACTED] Empl Rcd #: 2

Work Location Find First 1 of 1 Last

HR Status: Active **Payroll Status:** Active **Calculate Status and Date:** [+] [-]

Effective Date: 09/19/2006 **Sequence:** 0 **Job Indicator:** Secondary Job

Action / Reason: Additional Job

Last Assn Start: [REDACTED] **Assignment End Date:** [REDACTED]

Expected Job End Date: [REDACTED]

Position Number: 00000182 **TEMP-NOT CLS-PROF** **Position Entry Date:** 09/19/2006

Regulatory Region: USA **United States**

Company: ND **State of North Dakota**

Business Unit: 11000 **Office of Mgmt & Budget**

Department: 110110 **Office of Management & Budget** **Department Entry Date:** 09/19/2006

Location: 11000 **Office of Management & Budget**

Establishment ID: [REDACTED]

Date Created: 09/19/2006

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

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.

Employment Information			
EMP	ID:		Empl Rcd #: 1
Organizational Instance			
Organizational Instance Rcd:	1	Original Start Date:	04/15/2006 <input type="checkbox"/> Override
Last Start Date:	04/15/2006	First Start Date:	04/15/2006
Termination Date:		Years Months Days	
Org Instance Service Date:	04/15/2006 <input type="checkbox"/> Override		0 0 0
Organizational Assignment Data			
Instance Record			
Last Assignment Start Date:	04/15/2006	First Assignment Start:	04/15/2006
Assignment End Date:		Years Months Days	
Home/Host Classification:	Home		
Company Seniority Date:	04/15/2006 <input type="checkbox"/> Override		0 0 0
Benefits Service Date:	04/01/2006 <input checked="" type="checkbox"/> Override		0 0 0
Seniority Pay Calc Date:	04/15/2006 <input type="checkbox"/> Override		0 0 0
Probation Date:			
Professional Experience Date:		Last Verification Date:	
Business Title:	TEMP-NOT CLS-PROF	Position Phone:	
USA			
Job Data Employment Data Earnings Distribution Benefits Program Participation			

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