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 Employment Instance is used when the employee you are hiring is already employed by another agency or the university system 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 another agency and will be active in two or more positions on Peoplesoft.

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

Once you have verified that the employee will be active in another position for another State Agency within the Peoplesoft system you will need to add an employment instance.

Add Employment Instance:

HR: (Navigation: Workforce Administration> Job Information> Add Employment Instance)

- Enter the employee's EmplID

- Empl Rcd Nbr
  (The system will assign this when you tab out of the EmplID)

- Click on the Add Button

.
Add Employment Instance (work location tab):

- Change the effective date to the hire date
- Effective sequence of 0
- Action of Hire
- Reason of HIR
- Job Indicator will default to Primary Job and it should be **Secondary Job**

- Verify the information on
  - Work Location
  - Job Information
  - Payroll
  - Salary Plan
  - Compensation
  - 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 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) and the Designated Medical Provider (Navigation: Workforce Administration> Personal Information> Personal Relationships> Designated Medical Provider).

The rest of the HR pages (Personal Data, Emergency Contact, and Driver's License Data) should not be changed since this information should be maintained by the agency that employs Empl Rcd 0. The Payroll page for Direct Deposit should not be changed either since the agency that employs Empl Rcd 0 also maintains this record. It is very important to inform the employee that his direct deposit information must remain the same for both positions.

The other Payroll pages (Employee Tax Distribution, Employee Tax Data, and General Deduction Data (Navigation: Payroll for North America> Employee Pay Data USA> Tax Information or Deductions) should not be changed since this information should be maintained by the agency that employs Empl Rcd 0. Benefits and deductions are taken on the primary job of each company for whichever benefits and deductions the employee is eligible for.

Please notify either OMB or the other Agency that employs this person and have them move this employee to the MJ1 Paygroup.

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*

Benefits: Once you have entered and saved the Concurrent 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)

Enter Benefit Elections: (Benefits>Manage Automated Enrollment>Participant Enrollment>Perform Election Entry)
- Enter dependent information for medical, dental and vision plans
- Enter employee benefit elections (see list below) from enrollment forms

Finalize/Close Event: (Benefits>Manage Automated Enrollment>Run Automated Event Processing)

Benefit Elections Entered Through Automated Enrollment

(This list includes all PERS sponsored benefits, with the exception of UNUM Long-term Care Insurance, which is entered as a general deduction)

Health Benefits
- Medical
- Dental
- Vision
- Employee Assistance Program

Life and AD/D Benefits
- Basic Life
- Supplemental Life (supplemental and supplemental flex)
- Dependent Life
- Spouse Supplemental Life

Savings Plans (457 Deferred Comp Plan)
- Plan 1
- Plan 2
- Plan 3

Leave Plans
- Sick
- Vacation
- Comp Time

FSA Benefits (Flexcomp Program)
- Flex Spending Health
- Flex Spending Dependent Care

Retirement Plans
- PERS
- Defined Benefit
- Defined Contribution