

FAQ: Additional Job

Adding Additional Jobs

Add Additional Job – Business process that is used when an employee is entering a new job *in addition* to their current job.

- Use the JobAps hire reason **Secondary State Employment**
 - This is **NOT a transfer**, as no position has ended
 - The additional job transaction will not show as complete in the system until the Primary Switch step is completed or cancelled.
- ❖ Any Transfers from Non-SPMS to SPMS/CPBI jobs are treated as an Add Additional Job hire (Secondary State Employment on JobAps Hire Details).

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

Additional Job: Primary Job

- Employees can have a variety of job combinations: SPMS, CPBI, & Benefits Only
- The **primary job** should be with the agency type with **most Workday processing: 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 Agency type, *not Position type*
 - Contractual employees may be eligible for benefits based on the job and the employee's FTE

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Additional Jobs: Primary Job Guide

		1st	2nd	3rd
	PRIMARY JOB	SPMS	CPBI	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

Special Condition for Add Additional Job:

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

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 by Shared Services 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.

Note: SPMS/CPBI agency should not wait for Non-SPMS/Benefits agency to complete the termination.

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

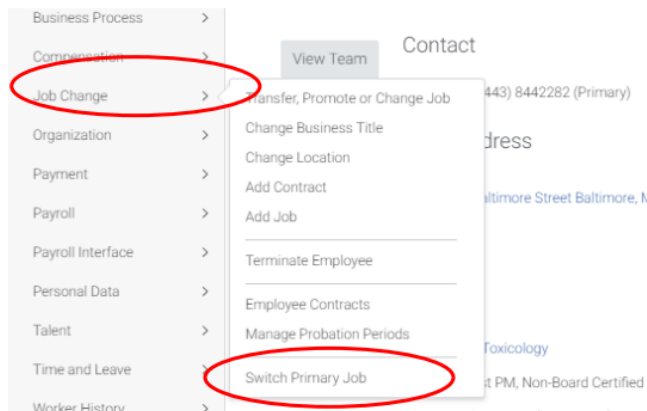
- 1) If the SPMS/CPBI agency is the only job for the employee, use **termination reason:** Voluntary – transfer to non-SPMS agency
- 2) If the SPMS/CPBI agency is primary:
 - a. Submit a ticket for the Primary Job Switch process
 - b. End Additional Job using reason: ***End Additional Employee Job >Voluntary > Transfer to Non SPMS***

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Note: SPMS/CPBI agency shouldn't wait for Non-SPMS/Benefits agency to complete their hire, don't back date the term there could be issues.

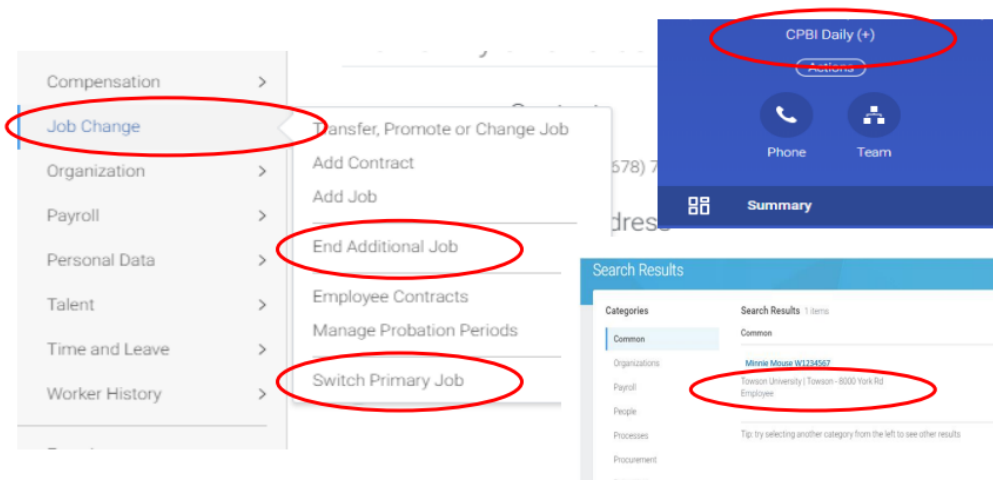
Identifying Employees with Additional Jobs

- 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***



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Primary Switch Process - When/How to use

- The Primary Switch process should be completed if:
 - ✓ The job being added 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 must hire as an additional job.
 - ✓ An employee is being terminated from their primary job but they have and will retain an additional job.
- To have a primary job performed, submit a ticket to *Shared Services*.
- Add Additional job will not be “Successfully Completed” until the Primary Switch step is completed (cancelled or processed).
- Not completing the Primary Switch when you should, will result in *Timesheet and Payroll issues*.

Retirement

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

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.