



Multiple Jobs Benefits Eligibility Presentation



Agenda

- ✔ Why MJBE
- ✔ MJBE Summary and Overview
- ✔ Importance of Communication
- ✔ Key points when adding jobs
- ✔ Examples





Why Multiple Jobs Benefit Eligibility

- “Whole employment” approach, recognizing all effort of an employee across campus
- Consistent application across campus

Why Now?

- The Affordable Care Act requires that employers offer benefits based on total hours worked (for those who work combined hours of at least 30 hours), effective 1/1/15.



Multiple Jobs Benefit Eligibility Summary

Categories:

1. When multiple jobs are benefit eligible on their own, all must be made benefit eligible in the same company as the primary.
Purple on How-To charts
2. When one job is benefit eligible, all jobs must be made benefit eligible in the same company **IF** the jobs overlap > 60 days. *Blue and Orange on How-To charts*



Multiple Jobs Benefit Eligibility Summary

3. When there are multiple jobs that are NOT benefit eligible, if 3 conditions are met, they are all made benefit eligible.

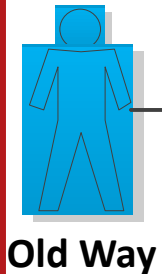
Green on How-To charts

- a. Duration: Each job is at least 6 months (spring/fall term - academics)
- b. Overlap: Appointments overlap at least 6 months (or semester)
- c. Combined Hours: At least 20/week (50% effort)

Note: Contract College 3-5 month employees and NON-Paid positions do not follow the MJBE guidelines.

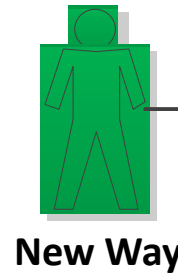


Overview of Multiple Job Benefits



Position ABC
 Scheduled Weekly Hrs **15**
 6/1/16–2/28/17
 (9 months)
**“Casual” - Single Position
 NOT Benefit Eligible**

Position XYZ
 Scheduled Weekly Hrs: **10**
 7/1/16–1/31/17
 (7 months)
**“Casual” - Single Position
 NOT Benefit Eligible**



Position ABC
 Scheduled Weekly Hrs: **15**
 6/1/16-2/28/17
 (9 months)
**Whole Employment Status
 BENEFIT ELIGIBLE**

Position XYZ
 Scheduled Weekly Hrs **10**
 7/1/16–1/31/17
 (7 months)
**Whole Employment Status
 BENEFIT ELIGIBLE**

- Combined hours >20;
- Appointments > 6 months;
- Overlap > 6 months



Reviewing the Job Details

Scheduled Weekly Hours in Workday for existing employees must be accurate, based on average hours actually worked

(Kronos: Reconcile Timecard Daily Genie; Show = All Home-Accrual Union-Non Un)

- Ex: Workday shows an employee has scheduled weekly hours of 19; employee actually works 10.

Expected End Dates in Workday must be accurate.

- Ex: Casual appointments that are appointed for 1 year, but actually work less than that, or work on and off.



Clear Communication is Key!



Employee: Options & Details



Manager: Costs & Details



Finance: Need for new cost centers & costs



HR Colleagues: No Assumptions & TIMING!



When Any Additional Job is Added

1. Gather Data

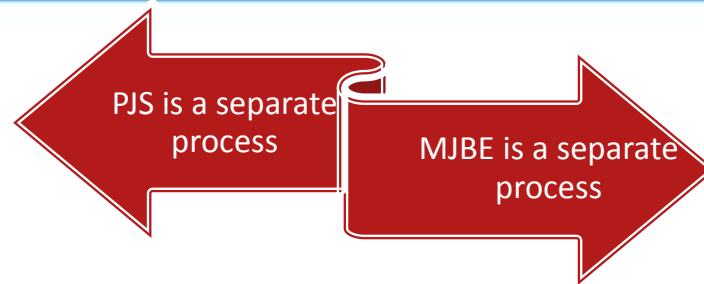
- View existing job(s) data in Workday – via **All Jobs** to begin to gather information
- Contact other College/Unit HR Rep - Confirm data displayed in Workday is accurate & coordinate

The screenshot shows the Workday interface for a user named 'Ice Cream Sundae' (Temp Serv Labor). The 'All Jobs' tab is selected and circled in red. A red arrow points from the 'All Jobs' tab to the 'All Jobs' text in the slide's first bullet point. Below the navigation tabs, a table displays job history data.

Start Date	Position	Organization	Pay Rate Type	FTE	Weekly Hours	Total Base Pay	Blended FTE
10/15/2015	00250084 Temp Serv Labor	SCLAP - Equestrian Center JM (Virginia Grove)	Hourly	47.5%	19	\$10,868.00	47.5%
04/14/2016	00258318 Temp Serv Labor (+)	CVM - Cornell Univ Hospital for Animals JM (Cameron T. Gurney)	Hourly	97.5%	39	\$30,420.00	97.5%
				Total:	145%	\$41,288.00	145%



Primary Job Switch and MJBE



- Primary Job Switch and Multiple Job Benefit Eligibility are not always tied together.
- Both processes can occur separately, but there are times when they occur simultaneously.
- Primary Job Switch **ALWAYS** requires you to consider Multiple Job Benefit Eligibility within an employee's positions.
- When both processes occur simultaneously, a ticket **must** be submitted to the Help Desk to request jobs be combined for benefit calculations.



When Any Additional Job is Added

2. Use the Multiple Jobs Benefits Eligibility How-To Documents

- Does the additional job create benefits eligibility?
- Should they be contract or endowed benefits?
- What are the necessary steps?

3. Have questions, contact the Help Desk



When Any Additional Job is Added

2. Use the Multiple Jobs Benefits Eligibility How-To Documents

- Does the additional job create benefits eligibility?
- Should they be contract or endowed benefits?
- What are the necessary steps?

3. Have questions, contact the Help Desk



Example #1

PRIMARY JOB

VET, CC
23 hrs/wk
Regular (no end date)

**CONTRACT COLLEGE
BENEFITS**



GEORGE

ADDITIONAL JOB

JGSM, Endowed
20 hrs/wk
6/1/16–3/15/17 (9.5 mo)

??

JGSM HR:

1. Review existing job in WD
2. Refer to How-To Charts
3. Contact VET HR to confirm details of primary job & inform them of additional job

Benefit Eligible? Company? YES, CC

4. Request CC account, creates CC position/headcount, and
5. Add Job in Workday: Company = CC; Employee Type = Fixed Term w/Benefits.
6. Submit ticket hrpayrollsupport@cornell.edu

*EE will accrue VAC and HAP on both; accruals are stored/used in the job they are accrued; accrual rate is based on employee service date





Example #2

PRIMARY JOB

VET (Contract)
10 hrs/wk

4/1/16–3/15/17 (11.5 mo)

CASUAL – **NOT Benefits Eligible**

FRED

ADDITIONAL JOB

A&S (Endowed)
19 hrs/wk

7/1/16 – 1/31/17 (7 mo)

CASUAL – **NOT Benefits Eligible ?**

A&S HR:

1. HR review data in Workday
2. Refer to How-To charts
3. Contacts VET HR - confirm that the 3 qualifying conditions are met & coordinate processing
Benefits Elig? Company? YES, BOTH Endowed
4. A&S HR add Additional Job; END **Fixed Term w/Benefits** position. SUBMIT ticket.

VET HR:

1. Requests END account, creates headcount & transfers position to END **Fixed Term w/Benefits** position, END costing.

*Employee will not accrue on either job because neither job is at least 6 months and 20 hours on their own.

**On 2/1/17, Primary job transfers back to Contract, Fixed Term no Benefits.





Example #3

PRIMARY JOB

VET, Contract C
25 hrs/wk
1/1/16 – 7/30/16 (7 mo)

**CONTRACT COLLEGE
BENEFITS**



BILLY

ADDITIONAL JOB

Athletics, Endowed C
20 hrs/wk
5/1/16 – 8/30/16 (4 mo)

Casual Endowed?

ATH HR:

1. HR review data in Workday
2. Refer to How-To charts
Benefits Eligible? Company? Yes, until 7/30/16, CC
3. *Communicates* with Hiring Manager (b/c CC w/benefits) and then VET HR.
4. Request CC account; create headcount
5. Add Job – **CC Fixed Term w/Benefits (CC costing)**. SUBMIT ticket.

*VAC and HAP are on Primary only.

Prior to 7/30, VET confirms 7/30 end date, *communicates* with ATH, pays VBO, switches primary job to Athletics and then processes Ends Add'l job.

Prior to 7/30, ATH transfer employee to END, Fixed Term no Benefits position.



Sample Email for Combining Jobs: MJBE

Dear Workday Helpdesk,

Please allow this ticket to serve as notification to the appropriate parties to join the benefits for the MJBE case for **Employee Name (Empl ID: #####)** as follows.

Employee's primary job is **position title**, with **% of FTE**, in the **department name**.

College or department name added a job of **position title** with **% of FTE** and **effective dates of appointment**. The company, cost center, and employee type have been reviewed and updated to reflect accurately in the additional job.

Thank you,
Management Partner

Note: The hire/add job transaction(s) should be completed and approved in the system prior to initiating the remedy ticket.



Overview of Multiple Job Benefits – Fact or Fiction?

- 1. Vacation, HAP and Holiday Leave are based on each job separately.** **Fact**
- 2. Due to the Affordable Care Act, Cornell must offer benefits based on total hours worked effective July 1, 2014.** **Fiction**
- 3. This change impacts all employees: regular and temp, full-time and part-time, paid and unpaid faculty and staff.** **Fiction**
- 4. When neither job is benefits eligible, to qualify, each job must be at least 6 months in duration AND they must overlap for at least 6 months AND the combination hours is 20 or more.** **Fact**
- 5. If an employee holds a position in a endowed college, but based on MJBE they are to receive contract college benefits (see Chart), their position **MUST** be charged to contract college accounts.** **Fact**



Need further support ?



For further information or questions about Multiple Jobs Benefit Eligibility, please contact Workday support at HRPayrollSupport@cornell.edu or by phone at 255-8828.

