Multiple Jobs Benefits Eligibility Presentation
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
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

**New Way**
- **Position ABC**
  - **Scheduled Weekly Hrs**: 15
  - **6/1/16 – 2/28/17** (9 months)
  - Whole Employment Status BENEFIT ELIGIBLE
  - • Combined hours > 20;
  - • Appointments > 6 months;
  - • Overlap > 6 months

**Old Way**
- **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

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**Whole Employment Status**
- BENEFIT ELIGIBLE
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
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
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

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

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