

Cornell University

PRIMARY JOB SWITCH- OVERVIEW

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The 5 W's and How to Switch Primary Job





Definition of Primary Job

Primary Job is:

- The Employee's job that drives benefits
- Initially the first position they obtain at the University (with regard to multiple jobs)



Primary Job Designation

It may become necessary to switch the “**Primary**” designation in instances of:

- Transfers
- Add Additional Job(s) or End Additional Job(s)

Switching the *Primary* designation is necessary to:

- Establish correct benefits
- Generate accurate payroll deductions
- Create accurate reports
- Designate the main manager



What Drives Primary Job?

Factors include:

- Length of appointment
- Benefit eligible vs. non-benefit eligible
- Scheduled Hours/FTE
- Paid vs. non-paid
- Exempt vs. non-exempt



Key Facets of Primary Job Switch (PJS)

1

Communication: between departments is **critical** and is **key** when the additional job(s) reside in the same unit or other departments and may or may not impact a PJS and benefits eligibility.

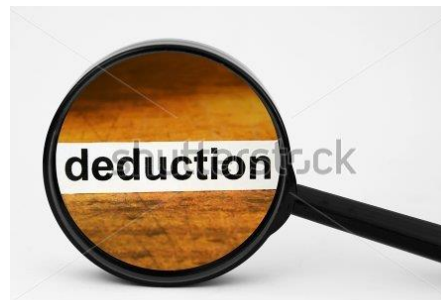
2

Detailed Review: look at **each position(s)** and assess Benefits, Compensation and possibly Multiple Job Benefit Eligibility (MJBE) to determine the possibility of a PJS or MJBE scenario.

Consequences

When the appropriate action is not taken, consequences include:

- Inaccurate benefit coverage and deductions
- Incorrect paycheck data
- Erroneous worker data in Workday



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PJS and Assessment of Benefit Eligibility

If Both jobs are not benefit eligible

- Could impact benefits.
- If a PJS is needed, initiate the switch and it will be reviewed by Benefits Administrator.

If one job is benefit eligible, and one job is not

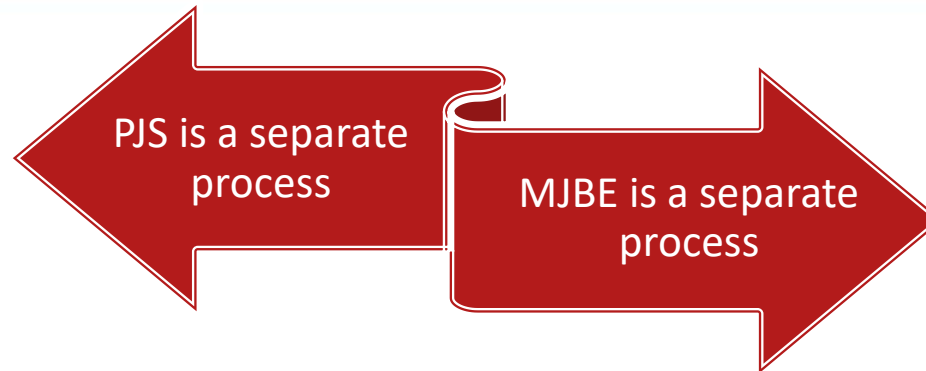
- Department (of additional job) – assess/communicate with other department to reflect proper attributes of position in Workday; request PJS if needed.
- Benefits Administrator will assess these individually when PJS is reviewed prior to approval.

If both jobs are benefit eligible

- It then becomes a MJBE issue and,
- Department must submit a ticket for jobs to combine for MJBE.



Are PJS and MJBE part of the same process or different?



- Primary Job Switch and Multiple Job Benefit Eligibility (MJBE) are not always tied together.
- Both can occur separately, but at times may occur simultaneously.
- Primary Job Switch **ALWAYS** requires you to consider MJBE within an employee's positions.
- A PJS on its own does not require a ticket to the Help Desk nor an email to Connie.

Important: All MJBE scenarios require a ticket to the [Help Desk](#) to combine jobs for benefit calculations.



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.

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

Thank you,



When to Process a Primary Job Switch

For an employee with multiple jobs, a PJS should be initiated when:

- Employment has ended, or
- Change in employee type, or
- Change in benefits eligibility

Be mindful of payroll dates as processing for a PJS event can not take place with a payroll that has already been completed. The effective date of the PJS **must** be equal to or prior to the date in which you wish to terminate the original primary job.



Using the Comments Section

When initiating a Primary Job Switch in Workday it is necessary to provide a detailed comment in the Comments section of the PJS event being initiated.

You must include:

- The original end date of the job that is ending or the date in which the eligibility is changing.
- Any other pertinent information (e.g., if you know the other job is being extended).





Next Steps

The Primary Job Switch event/request routes to the Benefits Administrator for:

- Review
- Approval

After Benefits Administrator approval:

- Management Partner proceeds with next steps



Retro Primary Job Switch

When a **retro** Primary Job Switch is occurring:

- You may be unable to process the Primary Job Switch because a completed payroll process has occurred.

You must contact the Help Desk by:

- Phone at (607) 255-8828
or
- Email at hrpayrollsupport@cornell.edu





PJS Example #1: Start Add Job

Additional Job Only – No Benefits Eligibility Change

Sandbox - cornell

workday

Ice Cream Sundae
Temp Serv Labor

00250084 Temp Serv Labor
Other Jobs

View Team
Ithaca Main Campus

Virginia Grove
Manager

Job Career Compensation Benefits Pay Time Off Contact Personal Performance Overview

Job Details All Jobs Job History Manager History Management Chain Organizations Support Roles Worker History

Job Details

Employee ID 2265307
Organization Cornell University (Michael I. Kotlikoff) >> SCLAP - Equestrian Center JM (Virginia Grove)
Job 00250084 Temp Serv Labor
Business Title Temp Serv Labor
Job Profile 10975 - Temp Serv Labor
Employee Type Fixed Term (No Benefits) (Fixed Term)
Time Type Part time
FTE 47.50%
Location Ithaca Main Campus
Hire Date 10/07/2015
Original Hire Date 10/07/2015
Continuous Service Date 10/07/2015
Years of Service 0.54
Time in Position 0.52
Time in Job Profile 0.54

Contact Information - Public
Work Address
377 Pine Tree Road Ithaca, NY 14853 United States of America

ALWAYS review existing data first



PJS Example #1: Start Add Job

Sandbox - cornell

workday

Connie Cook

Ice Cream Sundae
Temp Serv Labor

00250084 Temp Serv Labor

Other Jobs

View Team

Ithaca Main Campus

Virginia Grove Manager

Job Career Compensation Benefits Pay Time Off Contact Personal Performance Overview

Job Details All Jobs Job History Manager History Management Chain

All amounts are annualized

2 items

Start Date	Position	Organization
10/15/2015	00250084 Temp Serv Labor	SCLAP - Equestrian Center JM (Virginia Grove)
04/14/2016	00258318 Temp Serv Labor (+)	CVM - Cornell Univ Hospital for Animals JM (Cameron)

workday

Ice Cream Sundae
Temp Serv Labor

00250084 Temp Serv Labor

Other Jobs

Job Career Compensation

Job Details All Jobs Job History Manager History

Actions

- Academic Faculty >
- Benefits >
- Business Process >
- Calendar >
- Compensation >
- Job Change >
- Organization >
- Payment >
- Payroll >
- Payroll Interface >
- Personal Data >
- Safety Incident >
- Talent >

Worker Ice Cream

Transfer, Promote or Change Job

Change Business Title

Add Job

End Additional Job

Manage Probation Periods

Switch Primary Job




PJS Example #1: Start Add Job

The screenshot shows the Workday interface for a worker named 'Ice Cream Sundae Temp Serv Labor'. The worker's ID is 00250084. The 'Actions' menu is open, and the 'Switch Primary Job' option is highlighted with a green circle. The 'Job' tab is selected, and the 'Job Details' sub-tab is active. The 'Switch Primary Job' option is circled in green.

The screenshot shows the 'Switch Primary Job' details page. The 'Date and Reason' section displays the reason 'Switch Primary Job > Switch Primary Job > Change Empl Type' and the effective date '04/14/2016'. The 'Proposed Primary Job' section displays the job ID '00250084 Temp Serv Labor'.



PJS Example #1: Start Add Job

 Switch Primary Job Ice Cream Sundae ...

Details

Date and Reason


Reason *
Switch Primary Job > Switch Primary Job > Change Empl Type

Effective Date *
04/14/2016

Proposed Primary Job

Primary Job
00250084 Temp Serv Labor

Proposed Primary Job *
00258318 Temp Serv Labor

 Don't forget to include comments, i.e. True effective dates, any information you may have regarding other potential changes to the jobs.

Submit

Save for Later

Cancel



Completion of PJS

Primary Job Switch: Ice Cream Sundae	04/14/2016	04/21/2016 11:15:37 AM	04/21/2016 11:15:37 AM	Successfully Completed	Berta Davidson Connie Cook Dane T. Hendrix II Karen A. McLean Karen R. Darling Laurie Conlon
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You are finished!

- PJS requests are reviewed and approved on a regular basis.
- No ticket needed - unless you forget to complete the comments section.



PJS Example #2: End Additional Job Only

Primary Job:

- Ends 4/15/16
- Potentially changing benefits eligibility 4/16/16

Therefore:

- PJS needs to be initiated effective 4/16/16



PJS Example #2: End Additional Job Only

Job Details

All Jobs

Job History

Manager History

Management Chain

Organizations

Support Roles

Worker History

All amounts are annualized

2 items

Start Date

Position

Organization

Pay Rate Type

FTE

Weekly Hours

Total Base Pay

Blended FTE

10/15/2015

00243320 Temp Serv Tech

CAS - Psychology JM (Cindy L. Durbin)

Hourly

50%

20

\$16,640.00

50%

04/01/2016

00258242 Temp Serv Labor (+)

SCLCL - Din-Administration JM (Brad Stock)

Hourly

47.5%

19

\$9,880.00

47.5%

Total:

97.5%

39

\$26,520.00

97.5%

Job 00243320 Temp Serv Tech - Lemon Ade

Job: 00243320 Temp Serv Tech - Lemon Ade

Supervisory Organization: CAS - Psychology JM (Cindy L. Durbin)

Organization Assignments: Company: Cornell University
Cost Center: ITA888388 --- NY 13056 Inf Paternal and Maternal Care
KFS Organization: Z100-Z188 Psychology
Not Students/Grads: Non Students

Worker: Lemon Ade

Job Details

Employee Type: Fixed Term (With Benefits) (Fixed Term)

Job Profile: 10986 - Temp Serv Tech

Job Title: Temp Serv Tech

Business Title: Temp Serv Tech

Time Type: Part time

Location: Ithaca Main Campus

Work Space: Ithaca Main Campus > Ithaca Main Campus | 29 > URIS HALL | 2087

Location Weekly Hours: 40

Default Weekly Hours: 40

Pay Rate Type: Hourly

Scheduled Weekly Hours: 20

FTE: 50%

Job Exempt: No

Additional Information

Job Classifications: 000 - No EEO (EEO Job Group)
Not applicable in IPEDS - (Primary Function (IPEDS))
Temp - Temps (Employment Group)
TMP - Temporary/Casual (Job Function)

Job Classification: 12 - (FTE - Standard Full Time Duration)
9 - (FTE - Actual Job Duration)
AB800 - (Kronos Pay Rep Group)
H - Yes = Create New Time Card (Kronos Time Card)
(empty)

Company Insider Times: (empty)

Workers' Compensation Code from Job Profile: 1 - Teaching/Professional/Academic (United States of America)

Workers' Compensation Code Override: (empty)

Work Shift: (empty)

End Employment Date: 04/15/2016

Available For Hire: (empty)

Hiring Freeze: (empty)

Exclude from Headcount: No

History



PJS Example #2: End Additional Job Only

Sandbox - cornell

2584183

workday

Switch Primary Job Lemon Ade

Details

Date and Reason

Reason *

✕ Switch Primary Job >
Switch Primary Job >
Employment Ended

Effective Date *

04 / 16 / 2016

Proposed Primary Job

Primary Job

Proposed Primary Job *

All Jobs

Primary Job

Additional Jobs

Employment with Psychology ended 4/15/16

Submit Save for Later Cancel



PJS Example #3: Change in Job Attributes Only

Primary Job:

- 10 hours

Add Job:

- Currently at 5 standard hours
- Increase to 20 hours for > 6 months eff. 4/16/16
- Will need to become primary as of 4/16/16



PJS Example #3: Change in Job Attributes Only

The screenshot displays the Workday interface for a user named Chuck E. Cheese, a Temp Serv Prof. The interface shows a navigation bar with tabs for Job, Career, Compensation, Benefits, Pay, Time Off, Contact, Personal, Performance, and Overview. The Job tab is selected, showing a table of job details. The table has columns for Start Date, Position, Organization, Pay Rate Type, FTE, Weekly Hours, Total Base Pay, and Blended FTE. The data shows two job entries for 10/15/2015, both for the position of Temp Serv Prof at the Johnson Museum of Art, with different pay rates and FTE values. The total FTE is 37.5%.

Start Date	Position	Organization	Pay Rate Type	FTE	Weekly Hours	Total Base Pay	Blended FTE
10/15/2015	00237727 Temp Serv Prof	API - Johnson Museum of Art JM (Peter D. Gould)	Hourly	25%	10	\$8,840.00	25%
10/15/2015	00239732 Temp Serv Clerk (+)	API - Johnson Museum of Art JM (Peter D. Gould)	Hourly	12.5%	5	\$4,420.00	12.5%
Total:				37.5%	15	\$13,260.00	37.5%

The modal window titled "Switch Primary Job: Chuck E. Cheese" is open, showing details for the proposed primary job. The "Details" section includes a "Date and Reason" field, which is circled in red, and an "Effective Date" field. The "Proposed Primary Job" section shows the job details for the selected position. The "All Jobs" section lists the user's current jobs.



PJS Example #4: Includes MJBE Scenario

Job #1: Not benefits eligible

Job #2: Benefits eligible

☐ What needs to happen to Job #1?

- Make benefit eligible
- Make Multiple Job Benefits Eligible in the same company as the benefit eligible position.

☐ Why?

- Positions overlap > 60days or more (expected end date 7/1/16).

☐ What needs to happen to Job #2?

- Make primary as of 3/31/16



PJS Example #5: Retro Scenario

A retro Primary Job Switch (after payroll is confirmed)

- Current job is non benefits-eligible
- Other department to hire in a benefits-eligible job

Rather than hiring into an Additional Job....

✓ The hire should be initiated as ***Transfer***,

AND

✓ The existing position should be initiated as ***Add Job***.

Note: May need to loop Payroll into the transaction for overpayments/retro payments.



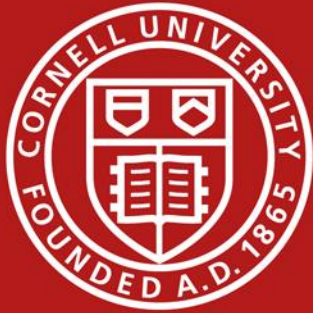
Additional Support

New to Primary Job Switch or need additional help?

- Call the Help Desk at 255-8828; or
- Submit a ticket to hrpayrollsupport@cornell.edu.



Important: All complex scenarios and retro scenarios should be discussed in advance with the Help Desk.



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