The 5 W’s and How to Switch 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)
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
Factors include:

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

**Detailed Review:** look at each position(s) and assess Benefits, Compensation and possibly MJBE to determine the possibility of a PJS or MJBE scenario.
When the appropriate action is not taken, consequences include:

- Inaccurate benefit coverage and deductions
- Incorrect paycheck data
- Erroneous worker data in Workday
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Both jobs are not benefit eligible</td>
<td>• Could impact benefits.</td>
</tr>
<tr>
<td></td>
<td>• If a PJS is needed, initiate the switch and it will be reviewed by Benefits Administrator.</td>
</tr>
<tr>
<td>If one job is benefit eligible, and one job is not</td>
<td>• Department (of additional job) – assess/communicate with other department to reflect proper attributes of position in Workday; request PJS if needed.</td>
</tr>
<tr>
<td></td>
<td>• Benefits Administrator will assess these individually when PJS is reviewed prior to approval.</td>
</tr>
<tr>
<td>If both jobs are benefit eligible</td>
<td>• It then becomes a Multiple Job Benefit Eligibility Issue and,</td>
</tr>
<tr>
<td></td>
<td>• Department must submit a ticket for jobs to combine for MJBE.</td>
</tr>
</tbody>
</table>
Primary Job Switch and Multiple Job Benefit Eligibility (MJBE) are not always tied together.
Both processes can occur separately from one another but there are times when they occur simultaneously.
Primary Job Switch **ALWAYS** requires you to consider Multiple Job Benefit Eligibility (MJBE) within an employee’s positions.

**Important:** When an employee has multiple jobs, and they meet the criteria for multiple job benefit eligibility, a ticket **must** be submitted to the Help Desk to request jobs be combined for benefit calculations.
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 cannot 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.
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).
The Primary Job Switch event/request routes to the Benefits Administrator for:

- Review
- Approval

After Benefits Administrator approval:

- Management Partner proceeds with next steps
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
- Email at hrpayrollsupport@cornell.edu
PJS Example #1: Start Add Job

Additional Job Only – No Benefits Eligibility Change

ALWAYS review existing data first
PJS Example #1: Start Add Job
PJS Example #1: Start Add Job

[Image of Workday interface]

- Switch Primary Job: Ice Cream Sundae
- Details:
  - Date and Reason:
    - Reason: Switch Primary Job > Switch Primary Job > Change Emp Type
  - Effective Date: 04/14/2016
  - Proposed Primary Job:
    - Primary Job: 00250084 Temp Serv Labor
    - Proposed Primary Job: 00250084 Temp Serv Labor
PJS Example #1: Start Add Job

Date and Reason
- Reason: Switch Primary Job > Switch Primary Job > Change Emp Type
- Effective Date: 04/14/2014

Proposed Primary Job
- Primary Job: 00250084 Temp Serv Labor
- Proposed Primary Job: 002500914 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

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

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Position</th>
<th>Organization</th>
<th>Pay Rate Type</th>
<th>FTE</th>
<th>Weekly Hours</th>
<th>Total Base Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/15/2015</td>
<td>00243320 Temp Serv Tech</td>
<td>CAS - Psychology Jll (Cindy L. Durski)</td>
<td>Hourly</td>
<td>50%</td>
<td>20</td>
<td>$16,640.00</td>
</tr>
<tr>
<td>04/01/2016</td>
<td>00250042 Temp Serv Labor</td>
<td>SOLCO - Ein-Administration Jll (Bad Stock)</td>
<td>Hourly</td>
<td>47.5%</td>
<td>19</td>
<td>$15,880.00</td>
</tr>
</tbody>
</table>

Total: 97.5% | 39 | $26,520.00 | 97.5%

**Job Details**

- **Job:** 00243320 Temp Serv Tech - Lemon Aide
- **Supervisory/Organization:** CAS - Psychology Jll (Cindy L. Durski)
- **Job Title:** Temp Serv Tech
- **Location:** Ithaca Main Campus
- **Time Type:** Temp, Part Time

**Additional Information**

- **End Employment Date:** 04/15/2016
- **FTE:** 50%
- **Pay Rate Type:** Hourly

**History**
PJS Example #2: End Additional Job Only
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
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 > 60 days or more (expected end date 7/1/16).

- What needs to happen to Job #2?
  - Make primary as of 3/31/16
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.