Cornell University

PRIMARY JOB SWITCH- OVERVIEW

Last Updated: 2/7/2018

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

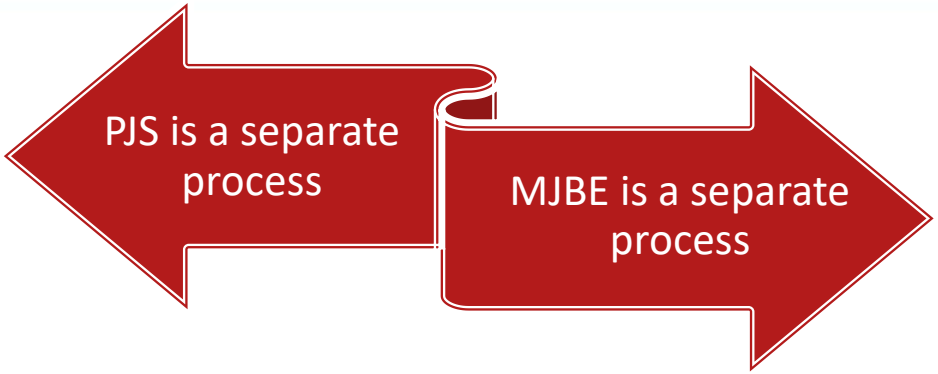
When the appropriate action is not taken, consequences include:

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

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:

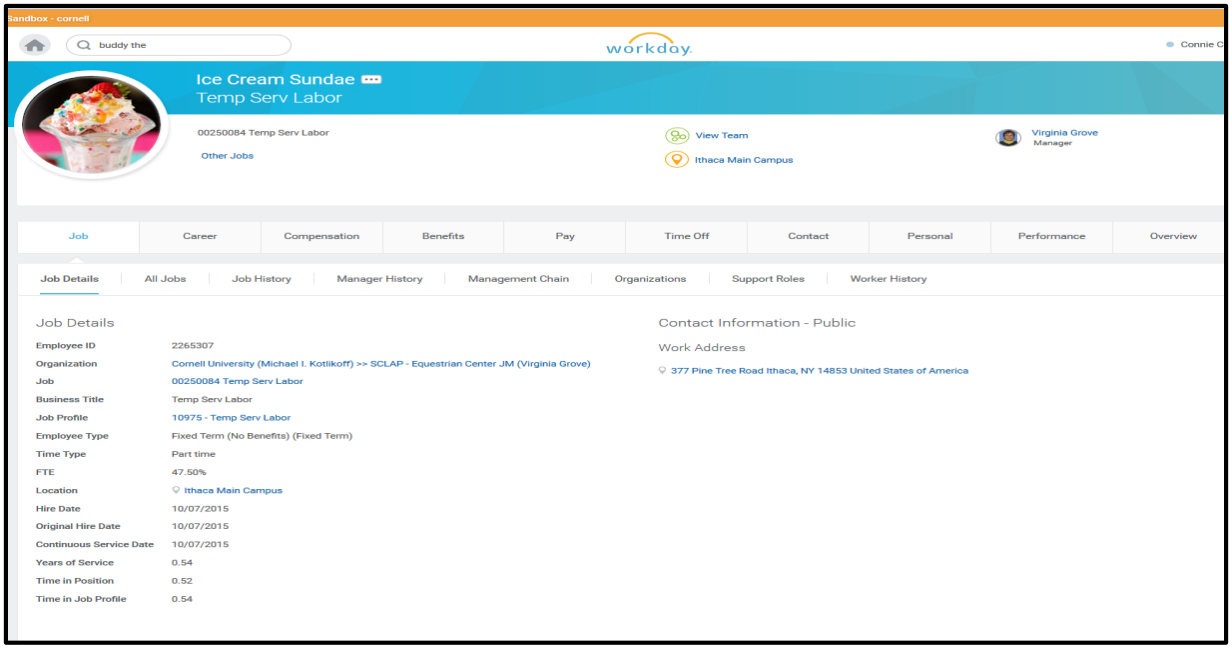
- You may be unable to process the Primary Job Switch because a completed payroll process has occurred.

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



ALWAYS review existing data first

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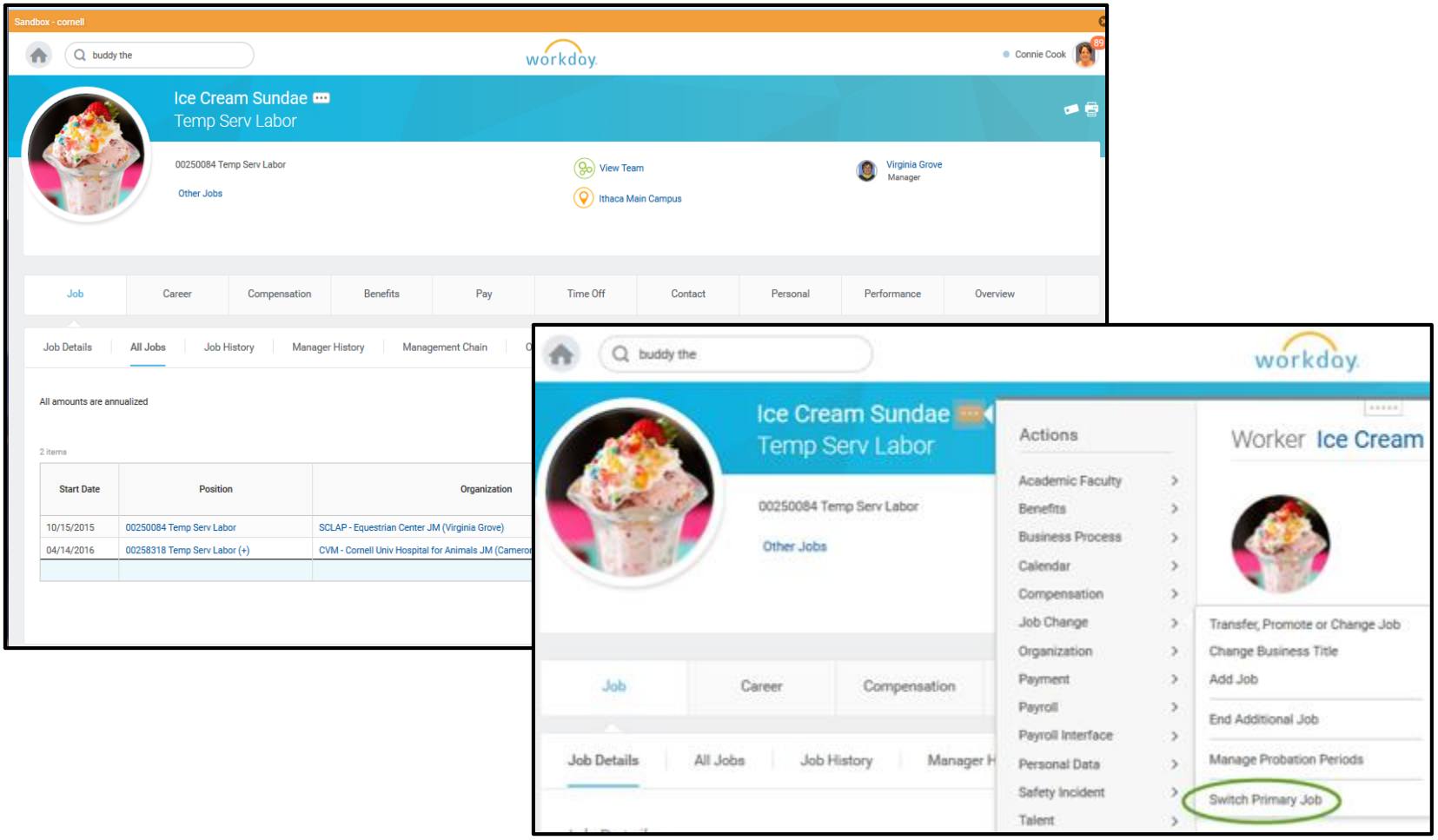
PJS Example #1: Start Add Job



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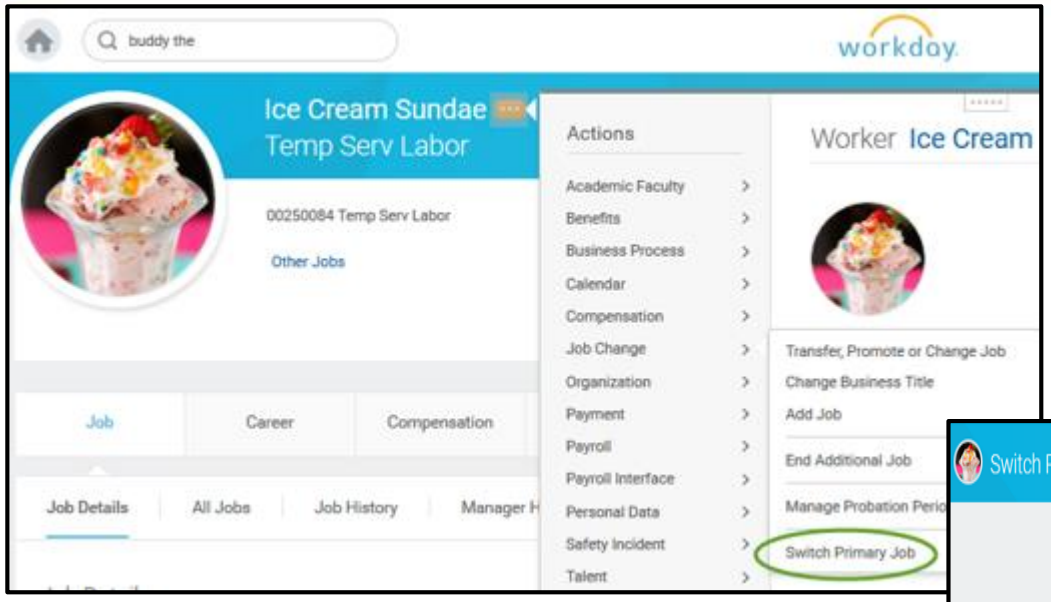

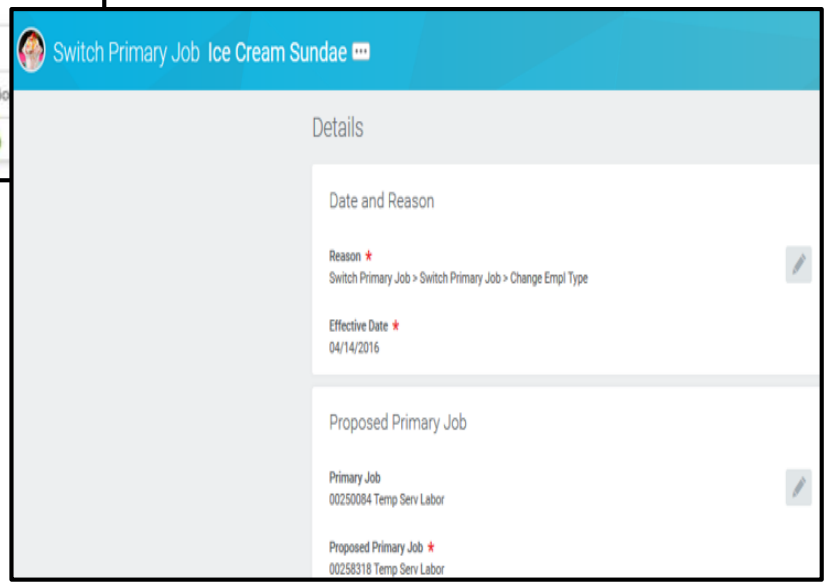

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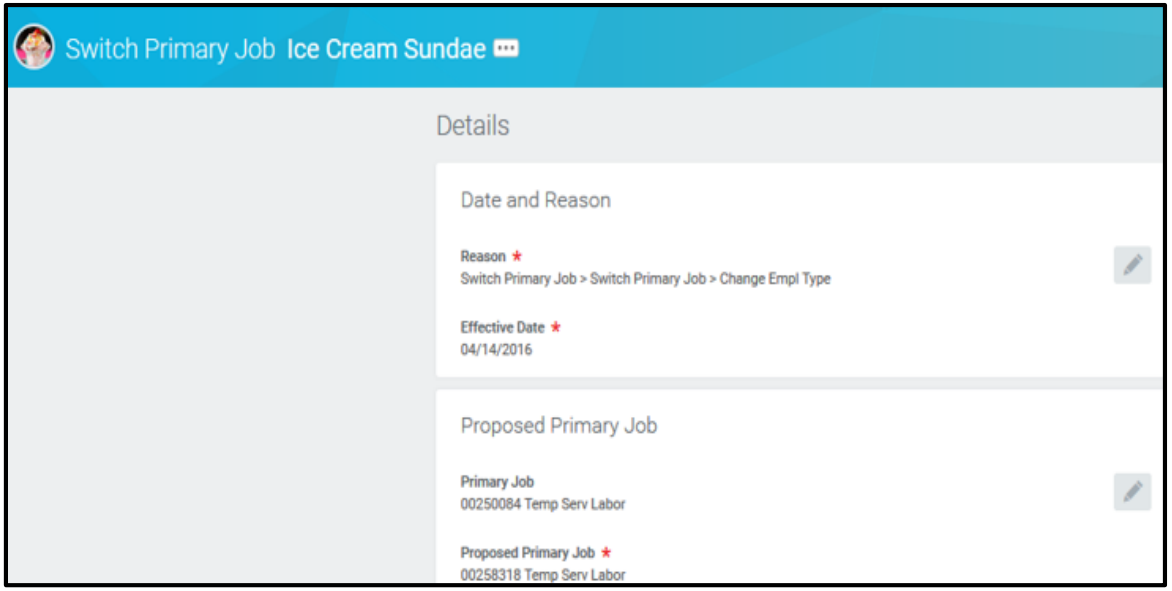
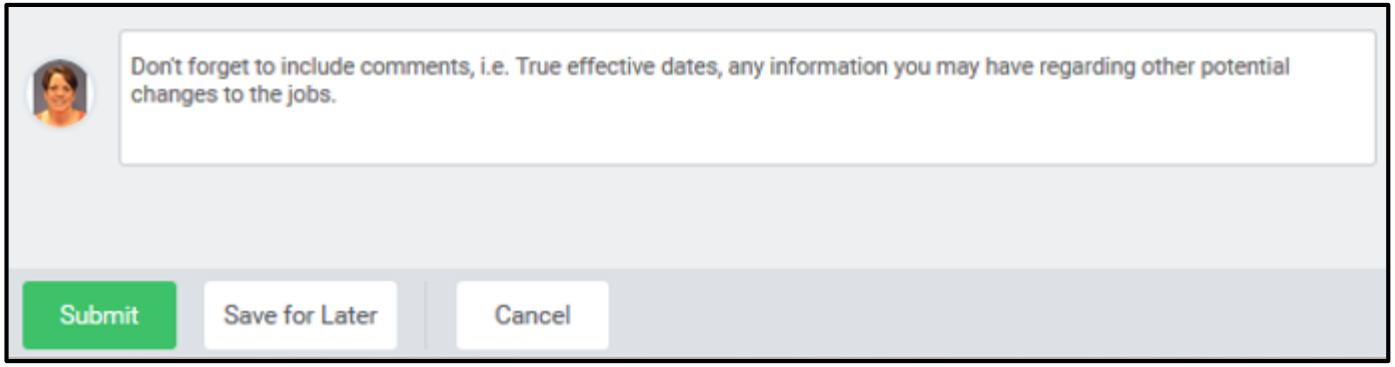
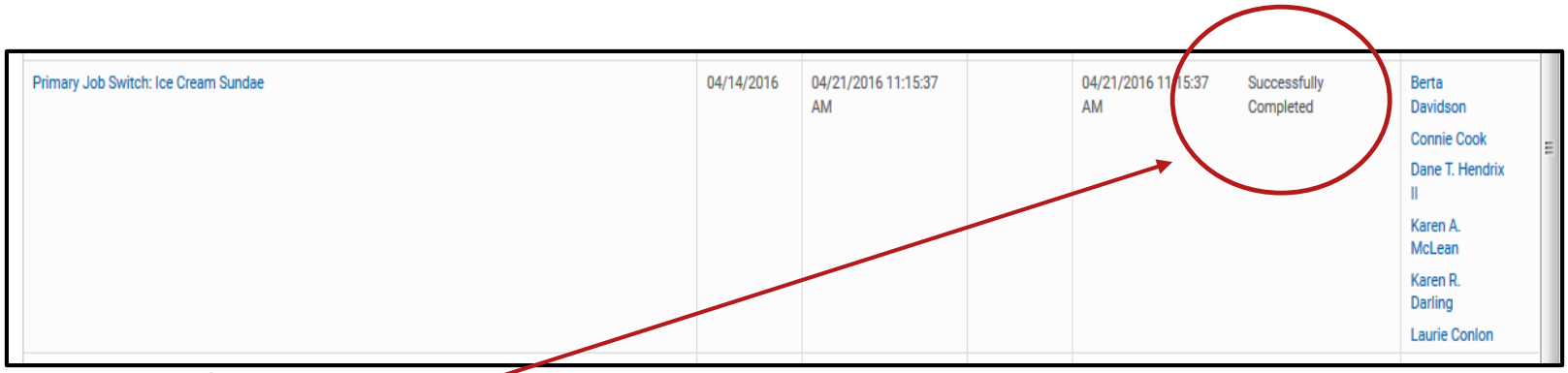




Completion of PJS



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

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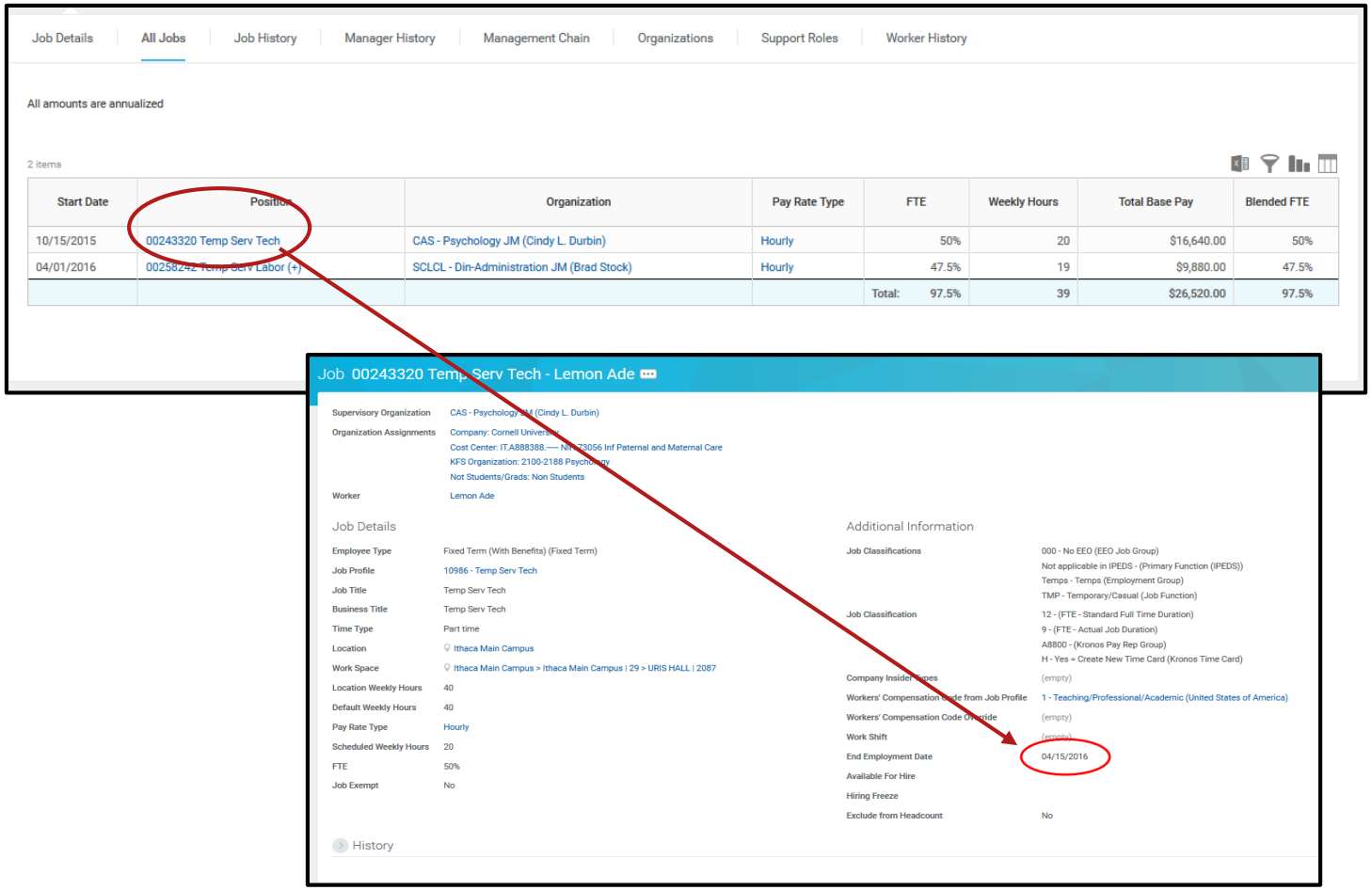

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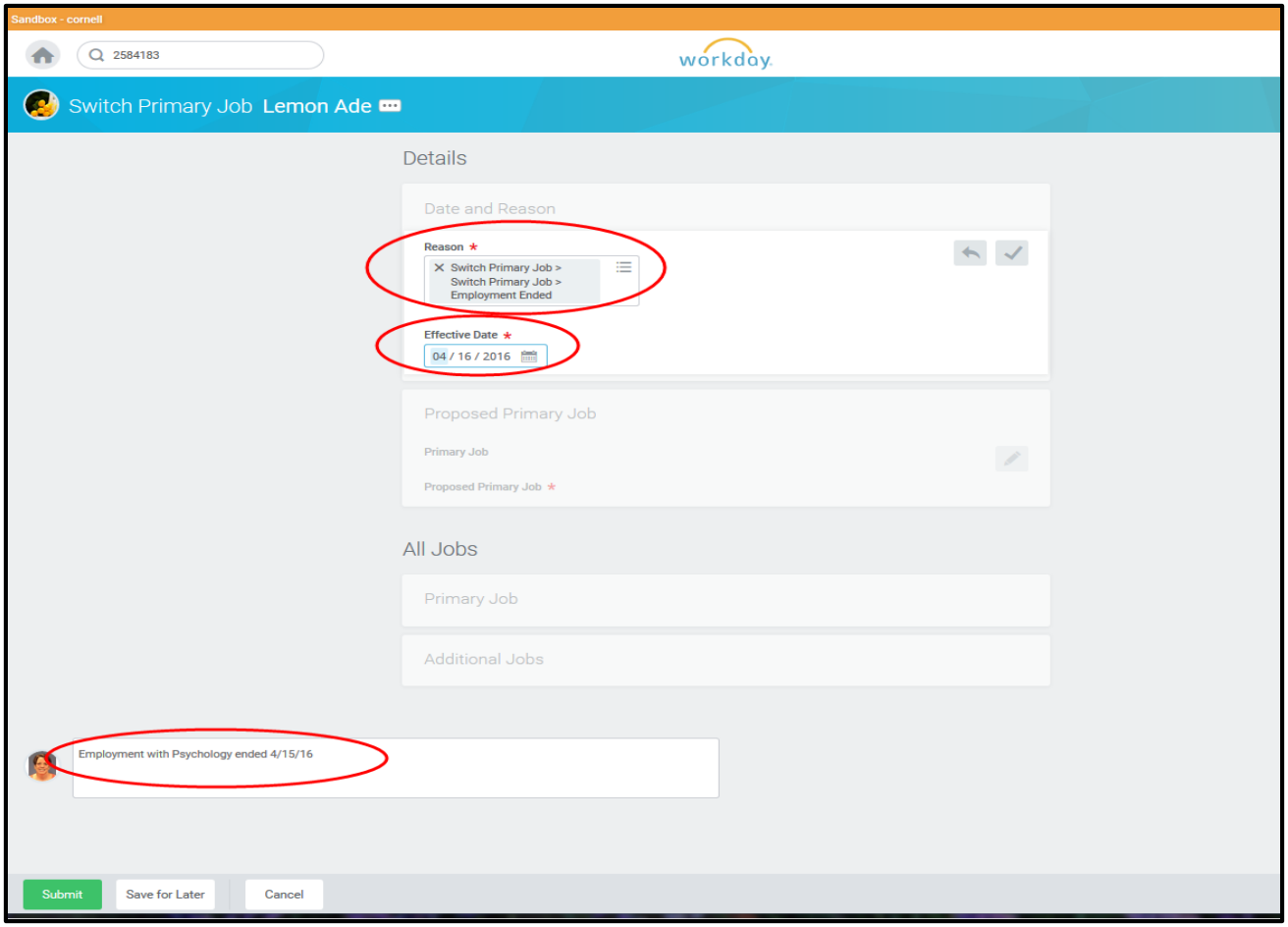


PJS Example #3: Change in Job Attributes Only

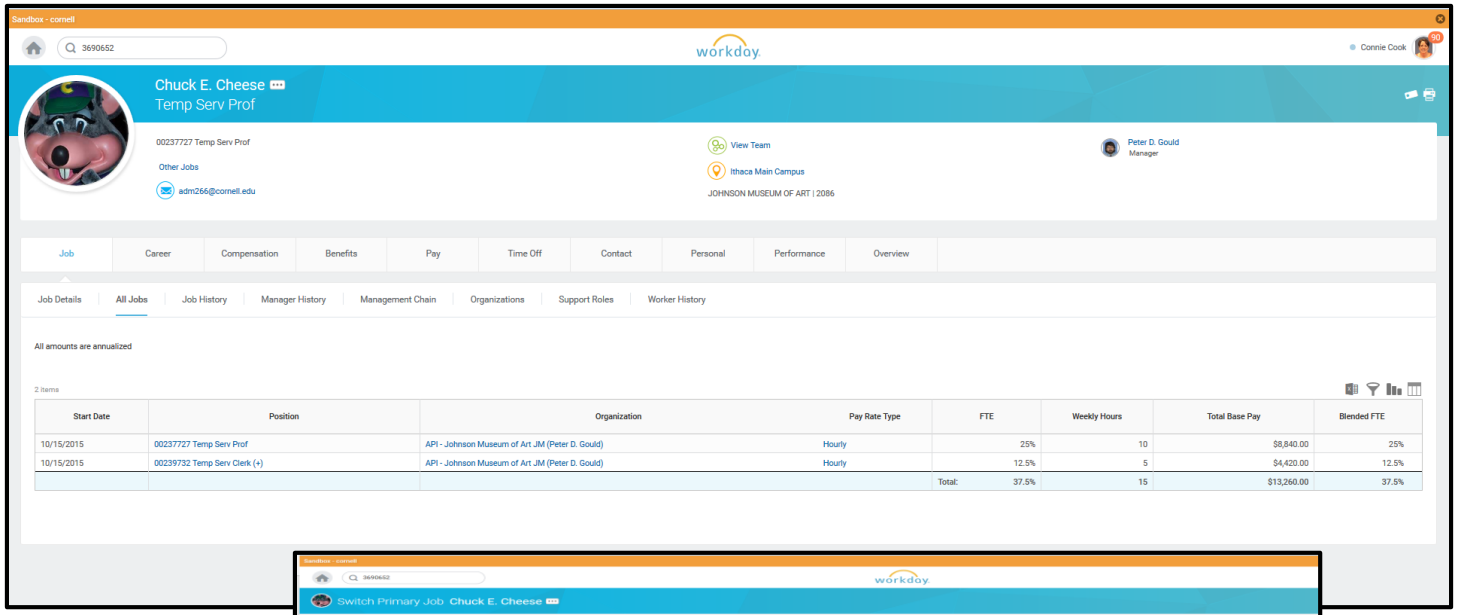
Primary Job:

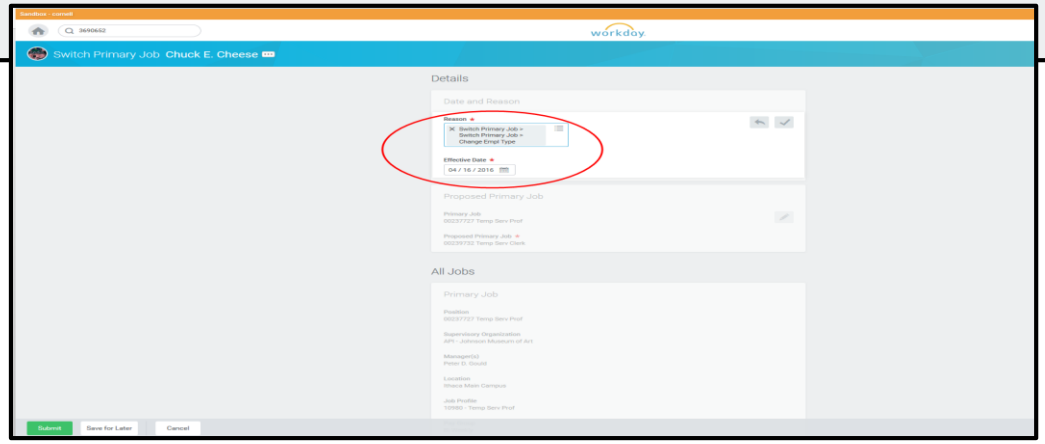
- 10 hours

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 > 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.***

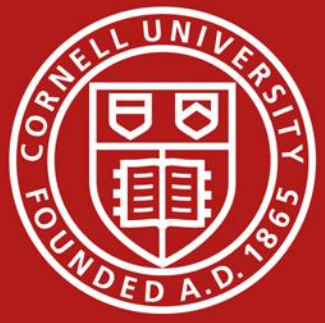
Note: May need to loop Payroll into the transaction for overpayments/retro payments.

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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