

SECTION 5: APPOINTMENTS

Multiple Position Appointment

INTRODUCTION

An employee who concurrently holds two or more positions is a multiple position employee. An employee may be appointed to a secondary position in the same or different department from the employee's primary position.

The position in which the employee has the most hours or benefits is considered the primary position and is entered on the 10x – Employee Base I screen with the employee's social security number (SSN). The primary position controls the employee's active status in AKPAY. The secondary position is appointed on a 10x – Employee Base I “shadow” screen using the employee's SSN followed by an A. If the employee has more than two positions, the third position appointment would have a B following the SSN, etc. The 10x - Employee Base I shadow screen is informational only. It is not used for pay processing and does not control any AKPAY records.

A shadow 12x - Employee Base II screen is also established to prevent the employee from appearing on the Invalid SSN/Missing Birth Dates report.

A multiple position (MP) record is entered for the primary position record (regular SSN) on the A1x – Payroll Base Screen for pay purposes. This screen controls multiple pay rates for all the employee's positions.

Some employees may have secondary positions in different pay entities or different bargaining units than the primary position. Each multiple position situation must be analyzed very carefully to determine how pay will be processed. It is necessary to determine if the duties are similar or dissimilar under FLSA. If the duties are similar, hours from both positions are added together to determine potential overtime liability and may need to be paid at a blended rate of pay. If the duties are not similar, the hours may be segregated for separate overtime calculations. Refer to [AAM 300 Multiple Position Employees](#).

A labor distribution record on the A4 – Labor Distribution screen is not created for the secondary position. The labor distribution code(s) for the secondary position are entered on the employee's G5x – Time and Attendance Detail screen as an override.

Refer to [Section 11: TIME & ATTENDANCE, Multiple Employees](#) for more information on processing time and attendance for a multiple employee.

PROCEDURE

Employee Records

When appointing an employee to a secondary position, an employer charge deduction worksheet must be sent to the Division of Finance (DOF).

Second position PERS records may need to be set up on the A5/A7 screens to exclude PERS from the second position pay codes. E075/076 pay codes do NOT exclude PERS without the A5/A7 second position PERS records being established.

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Employees who work in two different departments will have departmental charges such as employer cash-in and workers' compensation set up for the primary position only. The fiscal offices of the two departments will need to determine if material employer costs should be transferred between the two departments in AKSAS.

Employees who work in two different bargaining units may need to have specific records pull only when working in one bargaining unit or the other. For example, an Exempt employee working in a GGU on-call position, would need legal trust and dues taken when reporting hours worked as a GGU employee.

Coordination with DOF is critical to ensure the deductions appropriate for each position process correctly.