

SECTION 11: TIME & ATTENDANCE

Multiple Position Employees

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 than their primary position. The position in which the employee has the most hours or benefits is considered the primary position.

The employee is setup with a “shadow screen” on the 10x – Employee Base I and 12x – Employee Base II screens for the secondary position, and as a multiple position employee on the A1x – Payroll Base screen. For more information, refer to [SECTION 5: APPOINTMENTS, Multiple Position Appointment](#).

PROCEDURE

Pay Codes

It is necessary to use the second position pay codes for the second position pay to ensure a distinction from the primary position pay and to exclude PERS and leave accrual if applicable. Second position pay codes do NOT automatically exclude PERS. The A5/A7 second position PERS records must be used in combination with the second position pay codes to properly include PERS only for the primary position earnings and exclude PERS from second position earnings codes.

E075 – Second Position Regular – Include leave. This code is used to pay second position regular pay hours in a position that is included for leave accrual such as a long-term non-perm or a permanent part-time position. The pay is calculated based on the rate override set up on the A1 screen second position code or a rate or amount override entered in the pay batch.

E076 – Second Position Regular – Exclude leave. This code is used to pay second position regular pay hours in a position that is excluded from leave accrual such as an on call or a temporary position. The pay is automatically calculated based on the second position rate override entered on the A1 screen unless a rate or amount override is entered in the pay batch.

E001 – Second Position – Overtime. This code is used to pay overtime and any other premium pay for which there is no other specific second position pay code. Enter a separate line with hours, for each pay type needed. For example: Pay for 5.0 hours OT and 2.0 hours double-time should be entered in two lines. An override flat dollar amount must be entered for each line as this code does not automatically calculate pay.

E025 – Second Position – Swing Differential and **E026** – Second Position – Grave Differential. These codes are used to pay swing and grave shift pay. An override flat dollar amount must be entered for each line, with the applicable hours, as this code does not automatically calculate pay.

Pay Batch

A multiple position employee can have only one regular pay batch with a production RD code. Depending on the position type, second position hours may be entered in the regular pay batch or they may need to be entered in an adjustment batch. The types of positions will determine how the pay is to be processed. Pay processing must be coordinated with both employing Payroll/HR offices.

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Normally, second position hours are entered in an adjustment batch unless the primary and secondary are similar positions types, such as both temporary or both leave accruing. In these instances, the hours MUST be entered in the same batch. Items to consider:

- PERS – are one or both positions retirement eligible and are they in the same retirement plan?
- Leave accrual – are one or both of the positions leave eligible?
- MAD/Eval/Leave Base Date bumps – should the second position hours offset the bumps in the primary position? A non-leave accruing position should not reduce LWOP to prevent bumps in the primary position.
- Salary – should the second position offset LWOP for salary purposes?

Examples:

Primary Position is Temporary and Second Position is Temporary – Same BU

- Deduction Worksheet - needed to establish 2nd position records
- Primary Prod Batch E100
- Secondary Prod Batch E076

Primary Position is Fulltime Permanent and Second Position is Temporary– Same BU

- Deduction Worksheet – needed to establish 2nd position PERS A5/A7records.
- Primary Prod Batch E100
- Secondary Adj Batch E076

In this situation, the E076 hours must be entered in a separate adjustment batch. If the hours were entered in the production batch, it would affect the total pay period hours and would incorrectly pay a salaried employee in his primary position.

Primary Position is Fulltime Permanent and Second Position is Temporary– Different BU

- Deduction Worksheet – needed to establish 2nd position PERS A5/A7records.
- Primary Prod Batch E100
- Secondary Adj batch E076 (or online warrant)

In this situation, BU specific codes like dues and legal trust may need to be manually entered if paying by online or activated on the A5/A7 screens for a production batch. If the employee works every pay period in both positions, records could be set up in AKPAY to automatically process. If the person works sporadically in the second position, then paying by online would be more appropriate.

Primary Position is Part-time Permanent and Second Position is Temporary– Same BU

- Deduction Worksheet – needed to establish 2nd position PERS A5/A7records.
- Primary Prod Batch E100
- Secondary Adj batch E076

In this situation, the E076 hours must be entered in a separate adjustment batch. If the hours were entered in the production batch, it would affect the total pay period hours, causing incorrect leave accrual in the permanent position and would incorrectly reduce the E961 LWOP hours.

Example: Total PP hours are 82.5. 55.0 hours are worked in the primary position, and 10 hours in the second position. The primary position hours must be entered in the production batch with the correct amount of E961 hours (27.5) to correctly prorate the leave accrual (and salary if applicable) as well as accumulate the appropriate E961 hours toward MAD, Eval, and Leave Base Date (LBD) bumps.

The second position hours must be entered in an adjustment batch to exclude them in that pro-ration calculation.

Primary Position is Part-time Permanent (SEMI) and Second Position is Temporary (AMHS) – Different Pay Entity

- Deduction Worksheet – needed to establish 2nd position PERS A5/A7records.

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- Primary Prod Batch E100
- Secondary Adj batch E076 (or online warrant)

When paying second position wages, the secondary employing Payroll/HR office should enter a batch in the primary position pay entity.

Example: to pay a SEMI employee working a secondary on call AMHS position, the AMHS payroll office should enter a SEMI adjustment batch to process with the next SEMI pay run. Determine if hours can be paid through production or if the situation requires an online warrant. Coordination is mandatory between the two Payroll/HR offices, as well as contacting DOF to ensure benefits are applied correctly.

Labor Distribution

A labor distribution record cannot be created for the secondary position. The labor distribution code for the secondary position hours must be entered as an override for each second position detail line entered in the pay batch. If the labor distribution is not entered, the labor distribution on the A4 – Labor Distribution screen will be used.

All employer charges are equally distributed amongst all collocation codes processed in a pay period based on a percentage of dollars allocated to each collocation code. For some charges such as legal trust, this may not be desirable if the employee is working in different bargaining units. Employer charges cannot be manipulated through AKPAY so they must be manually adjusted through AKSAS if necessary.

Summary

If questions or unusual circumstances arise which require extra care or coordination, please contact DOF for assistance to ensure proper pay, deductions, and benefits for each position occur.