SOP - Dual Job Employees

Overview
Definition
A dual-job employee is someone who has two regular pay position in Great Plains, the payroll system. These positions can be a combination of full- and part-time work.

Guiding principles
Compliance with the Fair Labor Standards Act.
Employees must be classified and paid correctly in accordance with the FLSA.

Applicability
All dual job employees, particularly dual job employees who are split between exempt and non-exempt regular positions.

Policy information
Schools: Policy GCJ, Licensed or Classified Staff Schedules, Time Tracking, and Compensation
Local Government: P-61, Staff Schedules, Time Tracking, and Compensation Policy

Employee status (exempt or non-exempt)
• Dual job employees may be split between exempt and non-exempt positions, as long as they are paid correctly.
• Please contact your Human Resources Generalist before hiring someone who will have both exempt and non-exempt positions.

Determining status (exempt or non-exempt)
• An employee is an exempt employee when the exempt FTE is a greater number than the non-exempt FTE.
  o Pay and leave procedures follow procedures for exempt employees.
  o Employees may receive additional straight time pay for additional work in the non-exempt job as policy permits.
• An employee is a non-exempt employee when the non-exempt FTE is greater than the exempt FTE.
  o Pay and leave procedures follow procedures for non-exempt employees, including using the Time and Attendance system to track time worked and request leave.
  o Employees will receive blended rates of pay for any time worked over 40 hours in a workweek.
• Dual job employees whose hours are split exactly in half between an exempt and a non-exempt position are classified as non-exempt and all non-exempt rules apply.
  o Pay and leave procedures follow procedures for non-exempt employees, including using the Time and Attendance system to track time worked and request leave.
  o Employees will receive blended rates of pay for any time worked over 40 hours in a workweek.
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Leave benefits
- Leave for an employee who has more than one job will be kept in one accrual profile.
- Employees will accrue leave based on the total hours of both jobs as long as the combined total meets the County’s benefits eligibility threshold.
- If an employee has both a ten-month and a twelve-month position, leave benefits will follow the position with the higher FTE.
  o If the positions have same FTE, the employee will be treated as a 12-month employee in regard to leave benefits.

Step-by-step documentation for issues relevant to dual job employees:
- Timecard checklist
- Troubleshooting time issues
- Troubleshooting leave issues
- Creating a schedule pattern for dual job employees
- Using move amounts
- Adding non-work days information for a secondary job

What employees need to know
Employees should know the following in order to use the time and attendance system successfully:
- Which job is primary and which job is secondary
- Status of each position (exempt or non-exempt)
- Work/non-work days for each position
Consult with your supervisor/timekeeper for specific information, if you do not already know these details.

Logging time
The employee should clock in and out based on the below guidelines:
- If the jobs are both non-exempt, clock in and out for each position.
- If both jobs are exempt, do not clock in or out.
- If one job is exempt and one job is non-exempt, contact your HR Generalist for guidance on how you should track time for your non-exempt position.

Taking leave
Taking leave in the primary job:
- Use the time and attendance system to submit leave for the primary job.
- The primary job supervisor will approve or deny this leave using the system.
Taking leave in the secondary job:
- Request leave via email or written notification with the immediate supervisor in the second job.
- If approved, the supervisor in the second job will manually apply the leave time to the employee timecard.
- If not approved, the supervisor will notify the employee via email or written notification.
Family Medical Leave:
- Review information for employees about Family Medical Leave here.
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- You must notify both supervisors and timekeepers about any intermittent FML time used; the timekeeper for your primary job will enter the intermittent FML for both jobs on your timecard.

**Weekly approvals and sign-offs**

**Note:** this timeline gives employees slightly more time to approve timecards due to the complexity of dual jobs.

- Monday: employee reviews timecard and notifies appropriate supervisor of any adjustments that need to be made (missed punches, incorrect leave, etc.). Supervisors complete any identified adjustments needed to timecard.
  - Review the **Dual jobs – timecard checklist** for more information.
- Tuesday: employee reviews and approves, or informs the centralized timekeeper of any additional changes.
- Wednesday: supervisor for secondary position reviews timecard and notifies primary supervisor and centralized timekeeper of any errors related to that position.
- Wednesday, end of day: supervisor for primary position completes final review and approves timecard.
- Thursday, by 4:30 pm: centralized timekeeper completes signoff.
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What supervisors need to know
Supervisors should know the following about the dual job position for which they are the direct supervisor:

- Position name
- Status (exempt or non-exempt)
- Number of calendar days per year
  - Use the below link to view data about number of days per year (you must sign in with your regular username and password to access): http://cob-gp-dyn2016.albemarle.org/Reports/report/COB/General/PositionsByEmployee
- Base hours per day
  - Use the below link to view data about number of hours per day for each job (you must sign in with your regular username and password to access): http://cob-gp-dyn2016.albemarle.org/Reports/report/COB/General/PositionsByEmployee
- Weekly schedule
- Labor levels

Example:

<table>
<thead>
<tr>
<th>Data needed</th>
<th>Primary job</th>
<th>Secondary job</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position name</td>
<td>EDEP teacher</td>
<td>Teaching Assistant</td>
</tr>
<tr>
<td>Status</td>
<td>Non-exempt</td>
<td>Non-exempt</td>
</tr>
<tr>
<td>Calendar days per year</td>
<td>188</td>
<td>182</td>
</tr>
<tr>
<td>Base hours per day</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Weekly schedule</td>
<td>2 pm-6pm</td>
<td>9 am-12 pm</td>
</tr>
<tr>
<td>Labor levels</td>
<td>2107HR/3300-6330-6103/003476/465301-129400/NA/20167/1BP</td>
<td>2220HR/2000-62100-6109/005606/461902-124100/NA/20064/0BP</td>
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Editing employee timecards

- Review the Dual jobs – timecard checklist as a reminder of how to fix common scenarios, such as when an employee forgets to punch or works outside their normal schedule.
- Supervisor for primary job: add missed punches for job you supervise, and verify that all time logged for your job has been properly identified on the timecard.
  - May need to break time into separate shifts by adding a line and editing punches
  - May need to complete labor level transfer if employee works a shift for you that’s far outside their normal schedule
- Supervisor for secondary job: add missed punches for job you supervise, and verify that all time logged for your job has been properly identified on the timecard.
  - May need to break time into separate shifts by adding a line and editing punches
  - May need to complete labor level transfer if employee works a shift for you that’s far outside their normal schedule
- To see the timecard of an employee who works for your location as their secondary job:
  1. Open the Total Hours genie on the Manage My Department page.
2. On the right-hand side of the page, click on the Hyperfind dropdown menu and select “All Home and Transferred In.”

3. The employee should now display on your list of employees in the Total Hours genie.

Managing leave requests
Review the Dual jobs – timcard checklist as a reminder of how to fix common scenarios, such as when an employee submits a leave request for the wrong job.

Supervisor for primary job
- Review and approve leave requests for the primary job just as you would for a regular full- or part-time employee.
  - Refuse any requests that cover primary and secondary job and have employee submit a leave request that is only for the primary job.
  - Refuse any requests submitted for the secondary job.

Supervisor for secondary job
- Review leave requests submitted via email or written notification.
  - If approved, manually apply the leave time directly to the employee timcard and perform a labor level transfer to charge the time to the correct job.
- If refused, the supervisor notifies the employee via email or written notification.

Family Medical Leave
- If an employee is out on continuous leave, that leave will be added to the timecard by the HR Specialist.
- The primary timekeeper will enter intermittent leave for the employee in either job using these directions.
- The employee must notify both supervisors and timekeepers about any intermittent FML time used.

Weekly approvals and sign-off
Note: this timeline gives employees slightly more time to approve timecards due to the complexity of dual jobs.
- Monday: employee reviews timecard and notifies appropriate supervisor of any adjustments that need to be made (missed punches, incorrect leave, etc.). Supervisors complete any identified adjustments needed to timecard.
  - Review the Dual jobs – timcard checklist for more information.
- Tuesday: employee reviews and approves, or informs the centralized timekeeper of any additional changes.
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- Wednesday: supervisor for secondary position reviews timecard and notifies primary supervisor and centralized timekeeper of any errors related to that position.
- Wednesday, end of day: supervisor for primary position completes final review and approves timecard.
- Thursday, by 4:30 pm: centralized timekeeper completes signoff.
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What timekeepers need to know
Timekeepers should know the following about each dual job position:

- Position name
- Status (exempt or non-exempt)
- Number of calendar days per year
  - Use the below link to view data about number of days per year (you must sign in with your regular username and password to access):
- Base hours per day
  - Use the below link to view data about number of hours per day for each job (you must sign in with your regular username and password to access):
- Weekly schedule
- Labor levels

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Editing employee timecards

- Verify each pay period that base pay and any additional pay are charged to the correct position.
- Resolve any timekeeping discrepancies in consultation with the appropriate supervisor.
  - Review the Troubleshooting time issues documentation for guidance on common scenarios.
- If you need to complete historical corrections, review the SOP – Making historical corrections to employee timecards, which contains links to specific instructions for the type of edit you need to make.

Reviewing leave usage

- Verify each pay period that any leave taken is charged to the correct position.
- Resolve any leave discrepancies in consultation with the appropriate supervisor.
  - Review the Troubleshooting leave issues documentation for guidance on common scenarios.
- Enter any intermittent FML for either job.
- If you need to complete historical corrections, review the SOP – Making historical corrections to employee timecards, which contains links to specific instructions for the type of edit you need to make.
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Employee schedules
- The Timekeeper for the primary position will set up the schedule for both jobs. Review this documentation for step-by-step directions.
- The time and attendance system will not display work/non-work days for more than one job.
  - The calendar for the job with the greater number of calendar days per year will automatically be used in the time and attendance system.
  - This means that the calendar days are not necessarily the ones for the primary job.

What to do when the timecard does not display all non-work days
Because the system only stores calendar information for the job with the higher number of days, a dual job employee may have pay periods that do not accurately reflect all work and non-work days for each position.

- The employee’s timecard must be updated manually by the Timekeeper to reflect the non-work day when one position shows a work day and the other, non-exempt position does not. See these instructions for step-by-step directions.
- Failure to add the Dual Job – No Shortfall paycode will result in the employee inaccurately receiving shortfall and having leave taken.

Dual-job employees split between exempt and non-exempt positions:
- Supervisor, timekeeper, and employee should review all employee information (schedule, hours per day [especially important for getting leave right], days per year) with your HR generalist.
- Employee should not log any time for either job.
  - Employee should keep track of non-exempt time via paper/Excel spreadsheet and submit to timekeeper at end of each pay period.
- If the employee worked over or under their schedule in the non-exempt position:
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- Over the schedule: Timekeeper adds a line to the timecard and adds the punches; the system realizes there is more time and generates a straight time or OT line in the totals tab.
  - Review how the system is distributing time and leave between the jobs and move amounts, if needed, to the appropriate position. Complete labor level transfers as necessary to charge the time and leave correctly.
- Under the schedule: enter punches for time worked in both positions, so that the schedule for the week is accurate.
  - Review how the system is distributing time and leave between the jobs and move amounts, if needed, to the appropriate position. Complete labor level transfers as necessary to charge the time and leave correctly.
- If the employee needs to take leave:
  - Employee should submit all leave requests via email and not use the system.
  - Timekeeper/supervisor should enter leave directly on the timecard, so that the leave is entered in proper amounts for each position and charged to the correct job.