INFORMATION ON WHEN TO ADD A SECOND JOB
FOR A CIVIL SERVICE EXEMPT EMPLOYEE

How should a second job be coded for a Civil Service exempt employee to receive an administrative increment, differential pay, and/or overtime pay?

Administrative Increment – via Secondary Job
- If a Civil Service overtime exempt employee is to receive an administrative increment, a second job needs to be added and it should be coded as Secondary.
    - The following are some high-level tips when processing the addition of the secondary job in HRFE:
        - Enter the same position, but a different suffix
        - Enter the FTE as 0
        - Enter comments
        - Ensure the Job Title matches the primary job
        - Change the Job Type to Secondary
        - Change the Step to 0
        - Enter hourly rate
        - Save and route to Campus Apply
        - Update the Leave Category to be Ineligible and Accrue Leave should be set to No.
        - At Campus Apply the processor will need to clear out the Probationary fields and the Increase MM/DD field
    - Once the transaction has successfully applied in HRFE, proceed to Banner to complete the following tasks:
        - Proceed to NBAJOBS
        - Access the secondary job that you just entered
        - Proceed to the Payroll Default tab
        - Change Time Entry Method to "Dept Time Entry with Approvals"
        - Change Time Entry Type to "Pay Period Exception Time Only"
        - Save
        - Proceed to the Default Earnings tab
        - Insert the ADA earnings Code and the Hours or Units
        - Save
- This Secondary job will be included in the calculations in determining the cost of insurance and the value of life insurance.

Differential Pay and/or Overtime Pay – via Overload Job
- If a Civil Service overtime exempt employee can earn differential and/or overtime pay, a second job needs to be added and it should be coded as Overload, the FTE should be set to 0, and default earnings should be removed. Once this HRFE transaction has applied, proceed to Banner, and update the Time Entry Method back to "Employee Time Entry via Web" and Time Entry Type back to "Pay Period Exception Time Only" as this will allow the timesheet to be available to the employee to report time for differential and/or overtime pay.
    - The following are some high-level tips when processing the addition of the overload job in HRFE:
        - Enter the same position, but a different suffix
        - Enter the FTE as 0
        - Enter comments
        - Ensure the Job Title matches the primary job
        - Change the Job Type to Overload
        - Select the Salary Step to match what is on the primary job
        - Save and route to Campus Apply
        - Update the Leave Category to be Ineligible and Accrue Leave should be set to No.
        - At Campus Apply the processor will need to clear out the Probationary fields and the Increase MM/DD field
    - Once the transaction has successfully applied in HRFE, proceed to Banner to complete the following tasks:
        - Proceed to NBAJOBS
        - Access the overload job that you just entered
        - Proceed to the Payroll Default tab
        - Change Time Entry Method to "Employee Time Entry Via Web"
        - Change Time Entry Type to "Pay Period Exception Time Only"
        - Save
        - Proceed to the Default Earnings tab
        - Delete the default earnings
        - Save
- This Overload job will not be part of the calculations in determining the cost of insurance or the value of life insurance.