

Add an Employment Instance

Purpose

In PayServ v 9.2, Concurrent Hire functionality is replaced by the delivered Add Employment Instance process.

The purpose of this task is to Add an Employment Instance in the Payroll System. A concurrent job is used to establish a new record number when an employee is being hired into a different company. It is also used to set up dual employment or extra service records when no existing records can be used.

This task assumes the employee currently exists in the Payroll System.

Helpful Hints

- Use Statewide Job Summary to determine if any existing records can be used for this transaction.
 - The Agency must have both the NYS Empl ID and the National ID in order to complete a Concurrent Hire/Add Employment Instance.
 - In many cases, existing records can be used for a rehire or transfer transaction.
- Concurrent records are set up to be independent of existing records. Each concurrent record must be set up with its own unique employment information.
- For dual employment and extra service positions, pertinent documentation must be provided.

Add Employment Instance

Navigation Path

Main Menu > Workforce Administration > Job Information > Add Employment Instance

Steps

1. Enter the Empl ID, Empl Rcd Nbr, and National ID.
NOTE: If Empl Rcd Nbr is left as the default value of "0", the system will automatically assign the employee the next valid Empl Rcd Nbr.

2. Click Add Relationship.

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Employee [REDACTED] Empl ID [REDACTED]
Empl Record 1

Work Location Details

*Effective Date [] Date Created 12/02/2020 Go To Row + -
Effective Sequence 0 Action Concurrent Hire
HR Status Active *Reason []
Payroll Status Active *Job Indicator Primary Job

*Position Number [] Line Number [] History
NYS Position []
Position Entry Date []
 Position Management Record Comments
*Regulatory Region USA United States
*Company []
*Business Unit NYSPY New York State Payroll
*Department []
Department Entry Date []
*Location []
Position Location []
Establishment ID []
Last Start Date []
Expected Job End Date []

Job Data Employment Data Earnings Distribution Benefits Program Participation

3. Enter or confirm the following fields:

- Effective Date: The date the employee starts working at the concurrent job.
- Effective Sequence: Confirm the default of "0".
- Action: The field will automatically be populated with "Concurrent Hire".
- Reason
NOTE: The Reason must be "EXS" for an extra service job.
- Position Number and NYS Position: Defaults to the regular Position Number. If necessary, update the NYS Position.
NOTE: Position Number and NYS Position number will be the same, unless the employee is in an under-filled position.

4. Continue to the Job Information page.

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Employee
Empl ID [REDACTED]

Empl Record 1

Job Information Details ?
1 of 1

Go To Row

| | |
|----------------------------|----------------------------|
| Effective Date: 12/02/2020 | Action: Concurrent Hire |
| Effective Sequence: 0 | Reason: |
| HR Status: Active | Job Indicator: Primary Job |
| Payroll Status: Active | Current |

| | |
|--|--------------------------|
| *Job Code: [REDACTED] | |
| NYS Jobcode: [REDACTED] | |
| Appointment Code: PERM | |
| Entry Date: 12/02/2020 | |
| Supervisor Level: [REDACTED] | |
| Reports To: [REDACTED] | |
| *Regular/Temporary: Regular | *Full/Part: Full-Time |
| Empl Class: [REDACTED] | *Officer Code: None |
| *Regular Shift: Not Applicable | Shift Rate: [REDACTED] |
| *Jurisdictional Class: (Invalid Value) | Shift Factor: [REDACTED] |

Standard Hours ?

| | |
|--|---|
| Work Schedule: NYYYYYN | Position FTE: [REDACTED] |
| Standard Hours: 40.00 | Part-Time Pct: 1.0000 |
| Work Period: W Weekly | Empl Work Percent: 0.0000 |
| <input type="checkbox"/> Adds to FTE Actual Count? | <input type="checkbox"/> Encumbrance Override |
| Combined Standard Hours: 0.00 | As of Date: 12/02/2020 |

Contract Number ?

| | |
|-----------------------------|----------------------|
| Contract Number: [REDACTED] | Next Contract Number |
| Contract Type: [REDACTED] | |

5. Enter or confirm the following fields:

- Appointment Code: Confirm the default or select the Appointment Code for this employee.
NOTE: If the employee is in an extra service position, the Appointment Code should be set to "N/A"
- Work Schedule: Confirm the default Work Schedule or enter the days the employee will work.
- Full/Part: If necessary, update the Full/Part field by selecting a value from the drop down list.
NOTE: If the employee is in an extra service position, confirm the Full/Part is "Full".
- Part-Time Pct: If necessary, type the percentage indicating the ratio of work time for the employee.
NOTE: If the employee is in an extra service position, confirm the percentage is "1.0000".

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6. Continue to the Job Labor page.

Employee [Redacted] Empl ID [Redacted]
 Empl Record 1

Labor Information ? 1 of 1

Effective Date: 12/02/2020 Go To Row
 Effective Sequence: 0
 HR Status: Active
 Payroll Status: Active
 Action: Concurrent Hire
 Reason: Primary Job
 Job Indicator: Primary Job
 Current

Bargaining Unit:
 Labor Agreement:
 Labor Agreement Entry Dt:
 Employee Category:
 Employee Subcategory:
 Employee Subcategory 2:
 Position Management Record
 Union Code:
 Union Seniority Date:
 Works Council ID:
 Labor Facility ID:
 Entry Date:
 Stop Wage Progression
 Pay Union Fee
 Exempt from Layoff
 Benefit Flag: 9
 No Coverage
 Reason:

Assigned Seniority Dates ? 1-1 of 1 View All

| Seniority Date | Control Value | *Labor Seniority Date | Override | Override Reason |
|----------------|---------------|-----------------------|--------------------------|-----------------|
| | | | <input type="checkbox"/> | |

- Enter the Benefit Flag value that is applicable for the employee's position.
NOTE: If the employee is in an extra service position, confirm "9", indicating no coverage.
- Continue to the Payroll page.

Employee [Redacted] Empl ID [Redacted]
 Empl Record 1

Payroll Information ? 1 of 1

Effective Date: 12/02/2020 Go To Row
 Effective Sequence: 0
 HR Status: Active
 Payroll Status: Active
 Action: Concurrent Hire
 Reason: Primary Job
 Job Indicator: Primary Job
 Current

Payroll System: Payroll for North America

Payroll for North America ?

Pay Group:
 Employee Type:
 Tax Location Code:
 GL Pay Type:
 Combination Code:
 Holiday Schedule:
 *Tipped:
 FICA Status: Subject
 Edit CharFields

9. Enter or confirm the following fields:

- Tax Location Code: Confirm the default or enter the state and local tax jurisdiction for this position.
- FICA Status: If necessary update the employee's FICA (Federal Insurance Contribution Act) Status as a participant in Social Security and Medicare, by selecting a value from the drop down list.

10. Continue to the Salary Plan page.

Work Location Job Information Job Labor Payroll **Salary Plan** Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 1

Salary Plan Details

Effective Date 12/02/2020 Go To Row

Effective Sequence 0 Action Concurrent Hire
HR Status Active Reason
Payroll Status Active Job Indicator Primary Job Current

Salary Admin Plan

Grade Grade Entry Date 12/02/2020
Step Step Entry Date 12/02/2020

Includes Wage Progression Rule

11. Enter or confirm the following fields, which are based on the attributes of the position:

- Salary Administration Plan
- Grade
- Grade Entry Date

12. Continue to the Compensation page.

Work Location Job Information Job Labor Payroll Salary Plan **Compensation**

Employee [Redacted] Empl ID [Redacted]
Empl Record 1

Compensation Details

Effective Date 12/02/2020 Go To Row

Effective Sequence 0 Action Concurrent Hire
HR Status Active Reason
Payroll Status Active Job Indicator Primary Job Current

Compensation Rate 0.000000 *Frequency B Biweekly

Salary Information

Anniversary Date 12/02/2020 Increment Code 0000
FIS Amount 0 NYS Grade

▶ Comparative Information

▶ Pay Rates

Pay Components

| *Rate Code | Seq | Comp Rate | Currency | Frequency | Percent |
|------------|-----|-----------|----------|-----------|---------|
| 1 | 0 | | | | |

13. Verify that the Comp Rate Code is correct.

14. Review the following fields:

- Increment Code: Defaults to zero.

- FIS Amount: Defaults to zero.
- Anniversary Date: The field defaults to the effective date of the Concurrent Hire but is updated after the Job Action Request has been approved.
- Compensation Rate: The field is automatically populated after the Salary has been approved.

NOTE: Salary is entered on the Job Action Requests page (see Entering Salary Data for a New Hire, Rehire or Concurrent Hire)

15. Continue to the Employment Data page.

Employment Information

Employee [REDACTED]

Empl ID [REDACTED]

Empl Record 1

Mail Drop ID

Organizational Instance ?

| | | | | | |
|-----------------------------|------------|-----------------------------------|------------|-----------------------------------|---|
| Organizational Instance Rcd | 1 | Original Start Date | 12/02/2020 | <input type="checkbox"/> Override | |
| Last Start Date | 12/02/2020 | First Start Date | 12/02/2020 | | |
| Termination Date | | Years | Months | Days | |
| Org Instance Service Date | 12/02/2020 | <input type="checkbox"/> Override | 0 | 0 | 1 |

Organizational Assignment Data ?

Instance Record

| | | | | | |
|------------------------------|--|-----------------------------------|--|------|---|
| Last Assignment Start Date | 12/02/2020 | First Assignment Start | 12/02/2020 | | |
| Assignment End Date | | | | | |
| Home/Host Classification | Home | Years | Months | Days | |
| Company Seniority Date | 12/02/2020 | <input type="checkbox"/> Override | 0 | 0 | 1 |
| Benefits Service Date | 12/02/2020 | <input type="checkbox"/> Override | 0 | 0 | 1 |
| Seniority Pay Calc Date | 12/02/2020 | <input type="checkbox"/> Override | 0 | 0 | 1 |
| Probation Date | <input style="width: 80%;" type="text"/> | | | | |
| Professional Experience Date | <input style="width: 80%;" type="text"/> | Last Verification Date | <input style="width: 80%;" type="text"/> | | |
| Business Title | ADMINISTRATIVE ASSISTANT | Position Phone | | | |

16. Enter the desired information into the Mail Drop ID field.

NOTE: Earnings Distribution page is not used during this process.

17. Continue to the Benefit Program Participation page.

The screenshot displays the 'Benefit Program Participation' page. At the top, there's a header with 'Benefit Program Participation' and 'Empl ID' followed by a redacted ID. Below this, 'Employee' and 'Empl Record 1' are visible. The main content area is divided into two sections: 'Benefit Status' and 'Benefit Program Participation Details'.
 In the 'Benefit Status' section, the 'Benefit Record Number' is set to 1. The 'Effective Date' is 12/02/2020, 'Effective Sequence' is 0, 'HR Status' is Active, and 'Payroll Status' is Active. The 'Action' is 'Concurrent Hire', 'Reason' is 'Appoint', and 'Job Indicator' is 'Primary Job'. The 'Benefits System' is 'Base Benefits'. There are also fields for 'Annual Benefits Base Rate' and 'USD'. A 'Go To Row' button is present.
 The 'Benefits Administration Eligibility' section contains a dropdown for 'Eligible for Health Insurance Coverage (Y/N)' and a 'Date Eligible for Health Insurance Coverage' field.
 The 'Benefit Program Participation Details' section shows the '*Effective Date' as 12/02/2020 and 'Currency Code' as USD. There is a search field for '*Benefit Program'.

18. Enter the following fields:

- Benefit Record Number: Change this field to match the Empl Rcd #.
- Eligible for Health Insurance Coverage: Select coverage.
NOTE: Select N for Extra Service.
- Date Eligible: If N was selected in Eligible for Health Insurance Coverage, this field is grayed out. If Y was selected, enter the eligible date.
- Benefit Program Participation Details: Update to the Concurrent Hire effective date, the date on which the employee's benefit program becomes active.
- Benefit Program: Select the program for which the employee is eligible.

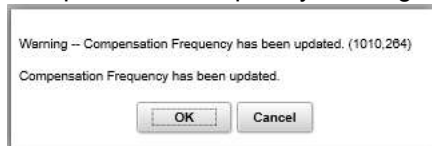
19. Click the OK button.

20. Various warning messages will be received:

- Pay Change Request warning: This is a reminder that you have to submit a Job Request. Click OK



- Compensation Frequency warning: Click OK.



- Primary Job warning: This is a reminder that an employee may have only one Primary Job. Click OK.

Warning -- This employee already has a primary job. (1000,604)

An employee should have exactly 1 primary job.



Result

An employment instance has been added for the employee.

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