

Adding a Secondary Job (Job Aid 7)

Overview

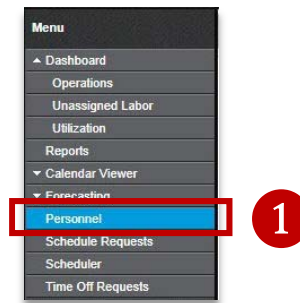
If a qualified employee will be scheduled to work in a department or scheduled job other than his/her home department or primary scheduled job, the following adjustments should be made to the personnel screen. This action will allow Store Directors/Schedule Writers to schedule (transfer) the employees to secondary job roles.

Process

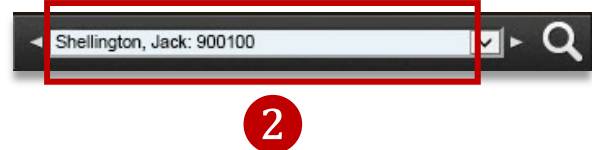
In the following example, a Courtesy Clerk, Jack Shellington will be assigned a secondary job role as a Day Stocker for the Grocery department.

From the main screen:

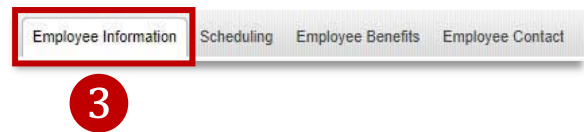
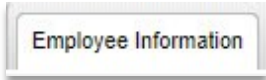
1. Select the **Personnel** tab.



2. Go to the toolbar at the top of the screen and locate the employee's name (Shellington, Jack) from the drop down list.



3. Select the **Employee Information** tab found under the toolbar.



4. Go to the **Labor** table and click the **Add** icon.



Sort	Labor	Primary	Pay Rate Adj	Adj Value	Auto Schedule	JobCode
	347 FE Service,Courtesy Clerk	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004
	349 Indirect,Indirect	<input type="checkbox"/>			<input type="checkbox"/>	11004
	352,Trainee,Trainee	<input type="checkbox"/>			<input type="checkbox"/>	11004
		<input type="checkbox"/>			<input checked="" type="checkbox"/>	11004

A blank row will appear at the bottom of the table.

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Adding a Secondary Job (continued)

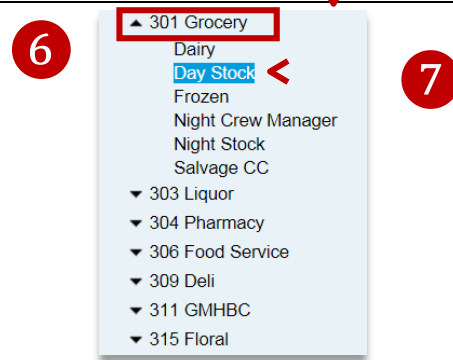
5. Click inside the blank row.
A selection window will appear.



6. Locate the secondary job department by expanding the arrow and highlight the desired job.



In this case, the **Day Stock** role can be found by expanding **301 Grocery**



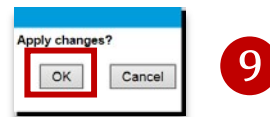
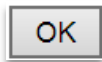
7. Double-click the job. The screen will return to the previous page and the selected job will be added on the Labor table. The Auto-Schedule box will default to checked.

Sort	Labor	Primary	Pay Rate Adj	Adj Value	Auto Schedule	JobCode
	347 FE Service Courtesy Clerk	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004
	349 Indirect Indirect	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004
	353 Training Training	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004
	301 Grocery Day Stock	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004

8. Click the **Save** icon from the toolbar.



9. Select **OK** when prompted to apply changes.



10. Repeat steps 4 thru 9 to assign additional jobs.

Relief Rate (Pay Rate Adjustment) assigns a wage rate to a scheduled job that is different than the average wage rate.

Sort	Labor	Primary	Pay Rate Adj	Adj Value	Auto Schedule	JobCode
	301 Grocery Day Stock	<input checked="" type="checkbox"/>	Pay Rate Replace		<input checked="" type="checkbox"/>	11004
	347 FE Service Courtesy Clerk	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004
	349 Indirect Indirect	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004
	352 Training Training	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004

11. Click in the **Pay Rate Adj** box for the job and choose **Pay Rate Replace** from the drop down.

12. Click in the **Adj Value** box for the job and enter the **Wage Rate**.

Sort	Labor	Primary	Pay Rate Adj	Adj Value	Auto Schedule	JobCode
	301 Grocery Day Stock	<input checked="" type="checkbox"/>	Pay Rate Replace	14.00	<input checked="" type="checkbox"/>	11004
	347 FE Service Courtesy Clerk	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004
	349 Indirect Indirect	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004
	352 Training Training	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004

13. Click in the **Job Code** box and manually enter or select from drop-down the **Relief Job Code** that will be processed in WorkBrain.

Sort	Labor	Primary	Pay Rate Adj	Adj Value	Auto Schedule	JobCode
	301 Grocery Day Stock	<input checked="" type="checkbox"/>	Pay Rate Replace	14.00	<input checked="" type="checkbox"/>	11004
	347 FE Service Courtesy Clerk	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004
	349 Indirect Indirect	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004
	352 Training Training	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004

14. Click the **Save** icon from the toolbar.



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To Remove a Secondary Job Role

From the Employee Information screen:

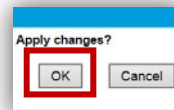
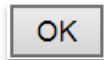
1. Go to the **Labor** table and click on the **Delete** icon next to the job role to be removed.



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Sort	Labor	Primary	Pay Rate Adj	Adj Value	Auto Schedule	JobCode
	301 Grocery Day Stock	<input type="checkbox"/>	Pay Rate Replace	14.00	<input checked="" type="checkbox"/>	11004
	347 FE Service Courtesy Clerk	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004
	349 Indirect Indirect	<input type="checkbox"/>			<input type="checkbox"/>	11004
	352 Training Training	<input type="checkbox"/>			<input type="checkbox"/>	11004

2. Click **OK** when prompted to apply changes.



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3. Confirm the removal of the secondary job role from the Labor table.

Sort	Labor	Primary	Pay Rate Adj	Adj Value	Auto Schedule	JobCode
	347 FE Service Courtesy Clerk	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004
	349 Indirect Indirect	<input type="checkbox"/>			<input type="checkbox"/>	11004
	352 Training Training	<input type="checkbox"/>			<input type="checkbox"/>	11004

If you only want to delete the **Relief Rate** of a job, you can do so with remove the entire secondary job role.

4. For the job that is having the **Relief Rate** removed, click in the **Pay Rate Adj** box and select **blank** from the drop down menu.

5.

Sort	Labor	Primary	Pay Rate Adj	Adj Value	Auto Schedule	JobCode
	301 Grocery Day Stock	<input type="checkbox"/>		14.00	<input checked="" type="checkbox"/>	11004
	347 FE Service Courtesy Clerk	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004
	349 Indirect Indirect	<input type="checkbox"/>			<input type="checkbox"/>	11004
	352 Training Training	<input type="checkbox"/>			<input type="checkbox"/>	11004

6. Click in the **Adj Value** box and delete the value there.

Sort	Labor	Primary	Pay Rate Adj	Adj Value	Auto Schedule	JobCode
	301 Grocery Day Stock	<input type="checkbox"/>			<input checked="" type="checkbox"/>	11004
	347 FE Service Courtesy Clerk	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	11004
	349 Indirect Indirect	<input type="checkbox"/>			<input type="checkbox"/>	11004
	352 Training Training	<input type="checkbox"/>			<input type="checkbox"/>	11004

7. Click the **Save** icon from the toolbar.



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