mySchedule

# Adding a Secondary Job (Task 14)

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.
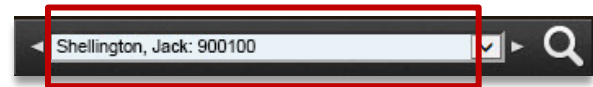
Process

In the following example, a Courtesy Clerk, Jack Shellington will be assigned a secondary job role as a Day Stocker for the Grocery department.
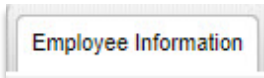
From the main screen:
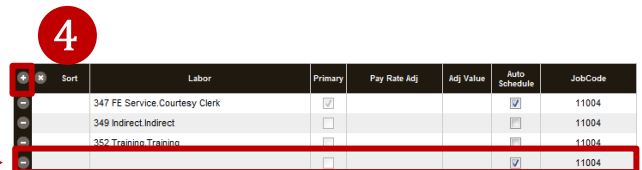
1. Select the **Personnel** tab.
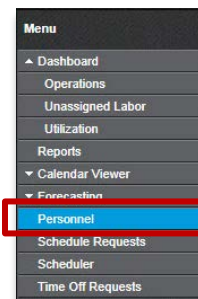
2. Go to the toolbar at the top of the screen and locate the employee's name (Shellington, Jack) from the drop down list.

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	☑			☑	11004
			349 Indirect.Indirect	☐			☐	11004
			352 Training.Training	☐			☐	11004
				☐			☑	11004

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

Continued on next page
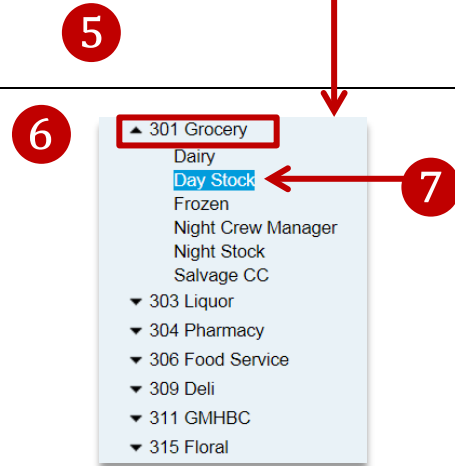

Adding a Secondary Job (continued)

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.

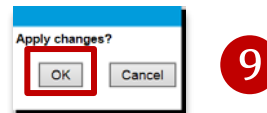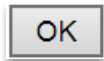   *In this case, the **Day Stock** role can be found by expanding **301 Grocery***

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.

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.

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**.

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

To Remove a Secondary Job Role

From the Employee Information screen:

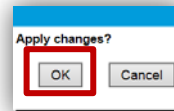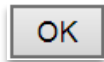1. Go to the **Labor** table and click on the **Delete** icon next to the job role to be removed.

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

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

If you <u>only</u> 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.

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

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