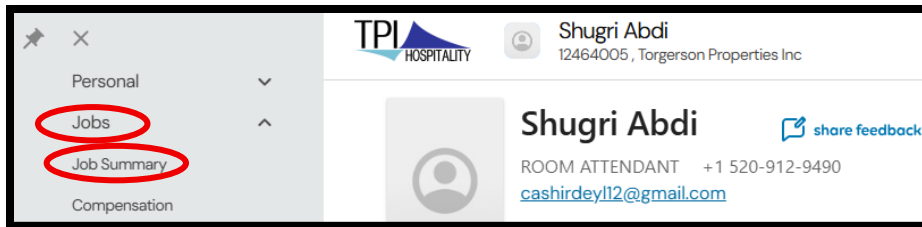


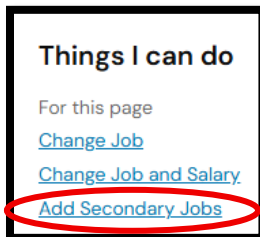
HOW TO ADD SECONDARY JOBS

My Team > Team Overview

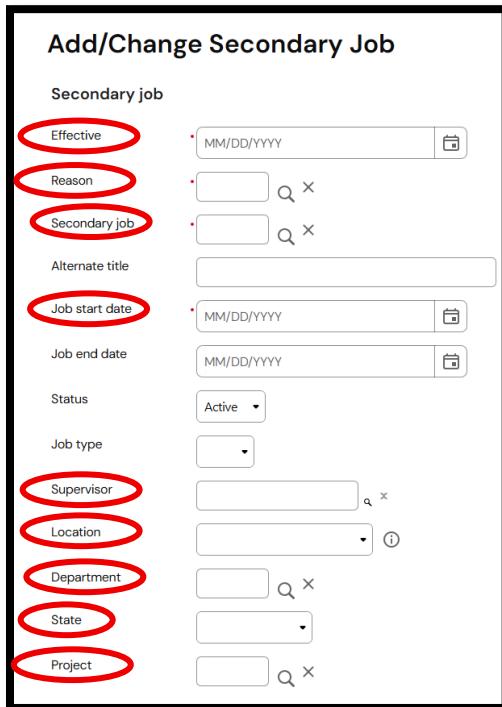
- Click on the **associate** you want to add a secondary job for. A new window will open.
- Click on **jobs** and **job summary**



- Click on **add secondary jobs** on the right-hand side



- Fill in the highlighted fields below



Add/Change Secondary Job

Secondary job

Effective

Reason

Secondary job

Alternate title

Job start date

Job end date

Status

Job type

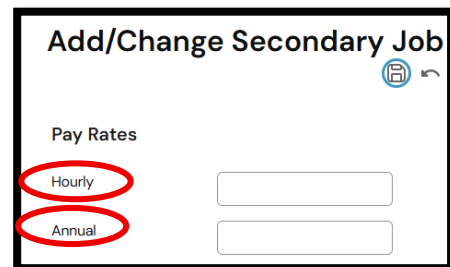
Supervisor

Location

Department

State

Project



Add/Change Secondary Job

Pay Rates

Hourly

Annual

- **Effective date** should be the start of the payroll period
- **Reason** should be CONV
- **Job start date** will populate with the effective date
- The other boxes are based on the job, location, etc. that is being added

- Click **save** at the top and then click **submit**. This goes to the corporate office for approval.