

IMPORTANT! You are required to maintain all positions and rates for your associate's additional jobs in ADP TimeSaver on Demand. Unlike primary jobs, additional jobs DO NOT transfer over from Workday to TimeSaver. You are welcome to use Workday for managing additional jobs if you find it helpful to have the positions, locations, and rates accessible in Workday. You will not have access to add the job in TimeSaver if the associate's home site is a different client location. Instead, you will submit a non-exempt timecard in Excel to Payroll for all hours worked. Depending on the type of change(s) you are requesting, your screens and processes will vary from this document. In each section, click the Edit icon to enter or modify information. Red asterisks denote required fields.

Add a Job:

1. Check your Supervisory Organization to make sure you have an open position for the job you want to add. To do this, in the search bar type in "View Open Positions" and hit enter.
2. Your Supervisory Organization will display along with a box that is by default checked to "Include Subordinate Organizations" – click OK to continue.
3. The next page will display your open positions. If you have the right open position to use for the additional job, move onto the question in red below.
4. If you do not have an open position for the job you want to add, email the Recruiting Team (jobs@hfit.com) to create the position before you proceed any further. Once the position is created, you may continue below.

Are you the primary manager for this associate? If YES, follow Option 1. If NO, follow Option 2.

Option 1 -

1. Click the MY TEAM MANAGEMENT application and select the associate from MY TEAM
2. From the ACTIONS menu below their name, navigate to JOB CHANGE and select ADD JOB

Option 2 -

1. Using the search bar, type in the associate's name and hit enter
2. In the list of results, locate the associate and click on their name
3. From the ACTIONS menu next to their name, navigate to JOB CHANGE and select ADD JOB

Your supervisory organization and the associate's name will display on the next page, click OK and continue with the steps below.

1. Enter an EFFECTIVE DATE
2. The REASON field will pre-populate (No changes required, there is only 1 option for this field) and you will fill out the fields below:
3. **POSITION** –Search for the position you want to add
4. **EMPLOYEE TYPE** –There are 5 to choose from:
 - Intern: A person who works, without pay, to gain professional work experience.
 - On-Call: A person who is not regularly scheduled, and is actively available to work as a substitute.
 - Paid Intern (Trainee): A person who works, with pay, to gain professional work experience.
 - Regular: A person who works a regular schedule, year round.
 - Temporary: A situation where the employee is expected to leave the employer within a certain period of time.
5. **JOB PROFILE** –This field is auto-populated with the job profile name and code, do not make any changes to this information.
6. **TIME TYPE** –Select Part-Time



- 7. LOCATION** –This field is auto-populated with your location, do not make any changes to this information. It pre-fills from the position.
- 8. WORK SPACE** –Leave this field blank, no changes needed.
- 9. PAY RATE TYPE** –This field is auto-populated, do not make any changes to this information. It pre-fills from the position.
- 10. SCHEDULED WEEKLY HOURS** –Enter the hours per week for this additional job.

There is an ADDITIONAL DETAILS section that is collapsed on the page. If you expand it you will see additional fields that can be modified. No changes are necessary in this section. Review your entries and make any edits before you click SUBMIT to complete the transaction.

End a Job:

1. Click the MY TEAM MANAGEMENT application and select the associate from MY TEAM
2. From the ACTIONS menu next to their name, navigate to JOB CHANGE and select END ADDITIONAL JOB
3. Enter the END DATE
4. Select a REASON
5. Check the CLOSE POSITION box if you will not be replacing the position. Leave it unchecked if you will replace the position.
6. **LAST DAY OF WORK** –The end date you entered above will auto-populate this field. You can edit this date if you need to change the information.
7. **PAY THROUGH DATE** –The end date you entered above will auto-populate this field. Contact HR if you need to change this date.
8. **NOTIFY BY** –This field will be auto-populate with a default date two weeks prior to the end date. No changes necessary.
9. **ATTACHMENTS** –If you have a resignation letter attach it here.
10. Review your entries and make any edits before you click SUBMIT to complete the transaction.

