

## How to add a secondary job to one of your employees....

Steps:

On the HR Intranet Page, click on “HR Requests”:

Manager Resources	Staff Resources	HR Information
<ul style="list-style-type: none"><li>• Action Plan Tools – Jackson Group Survey</li><li>• Contingent Staff Request</li><li>• Employee Separation Guidelines</li><li>• Evaluation Tools</li><li>• <b>HR Requests</b></li><li>• Kronos Reports</li><li>• Initial Housewide Orientation</li><li>• Onboarding Guide</li><li>• Performance Management Tools</li><li>• Succession Planning Tools</li></ul>	<ul style="list-style-type: none"><li>• Compensation Charts – Non Exempt</li><li>• Handbook</li><li>• HR Forms</li><li>• Job Competencies</li><li>• Job Descriptions</li></ul>	<ul style="list-style-type: none"><li>• FAQs</li><li>• Holidays</li><li>• New Hire Orientation Calendar</li><li>• Pay Periods &amp; Pay Dates</li></ul>

Next, you should see the “HR Requests” page:

SIERRA VIEW  
MEDICAL CENTER  
Your Health Partner for Life.  
Phone Directory

Home Clinical Physicians Employee

Compliance Care Menu SVM

Home Employee > Approval Requests > HR Requests

## HR Requests

- Employee Change Notice - Director/Manager
- New Hire Notice
- Position Control - Create New Position
- Position Control - Post Position
- Termination Notice

Click on “Employee Change Notice – Director/Manager” to open form

Complete the following fields:

Example:

Formstack User Name (Your email address)	axiong@sierra-view.com
Submitter's Name	AMY XIONG
Employee's Name	JOHN SMITH
EE Number	0004444
Request Type	Secondary Job Only
Add Secondary Job Code - Department	EMERGENCY ROOM-01.7010
Add Secondary Job Code - Job Title & Code	CHARGE NURSE-2712
Additional Information - Current Rate	40.00
Additional Information - New Rate	44.00
Additional Information - Effective Date	Mar 05, 2017

Secondary Rate information:

- If the secondary job code is set at the same or at a lower pay grade than the employee's primary job, the employee's secondary pay rate will be the same as the employee's primary pay rate. See "Compensation Charts – Non Exempt" under "Staff Resources" on the HR Intranet Page to find position's pay grade.
- If the secondary job code is set at a higher pay grade than the employee's primary job, then the employee's secondary pay rate will be 10% above the employee's primary position's pay rate.
- RN Preceptor (Job code 2722) rate is paid at \$2.00 above the employee's RN (JC 2700) pay rate.
- Exempt employees – secondary pay rates are the same as the employee's primary position's pay rate.
- Per Diem secondary rate will be based on the secondary position's Per Diem "flat" rate.

Once all the fields have been completed, click on the "Submit" button at the end of the form.

The form will be routed to HR for approval.

Please let the employee know that he/she has to stop by HR to sign the ECN before the ECN can be processed. The employee must also sign a job description of the secondary position.

**Very important: Employees must meet the job requirements in order to perform the duties of the position as a secondary job. Job Descriptions can be found on the HR Intranet Page under Staff Resources.**