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EMPLOYEE SERVICES

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Primary Job

"Primary Job" functionality in the Human Resources Management System (HRMS) aids in payroll and benefit activities for employees who have multiple jobs. The primary job is the job (employee record number) from which benefits are calculated.

Usually, the primary job is maintained on Record 0. An employee must have only one primary job for each benefit record number to calculate the employee's paycheck correctly, and each benefit record number must be in sync with the employee's benefit enrollment. This ensures benefit contributions are charged correctly.

Because this is critical to payroll/benefits functions, as part of nightly HRMS maintenance, a job is run to coordinate the primary job with the benefit record, and benefit enrollments for each employee. **Departments can assist in this process by always using the lowest available job record number when re-appointing their employees.**

Attachments:

Video:

Images:

Groups audience:

Employee Services

Source URL: <http://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedure-49>