



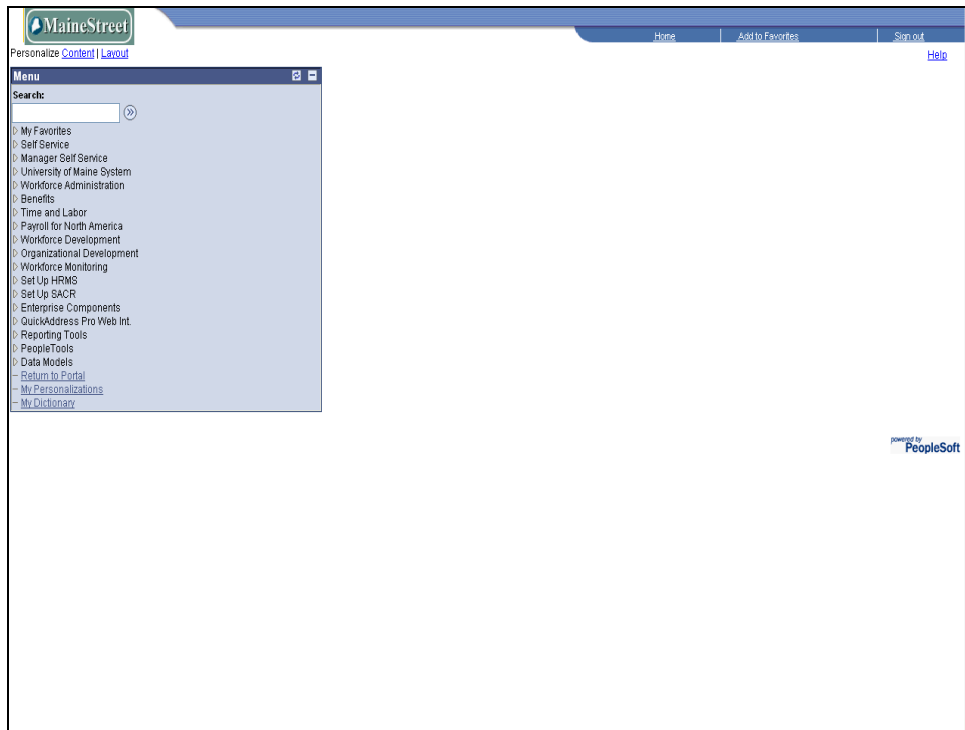
File Name	Maintain Primary Job Flags.doc
Document Generation Date	10/24/2008
Last Changed by	April Strowbridge
Status	Final

Maintain Primary Job Flags

Concept

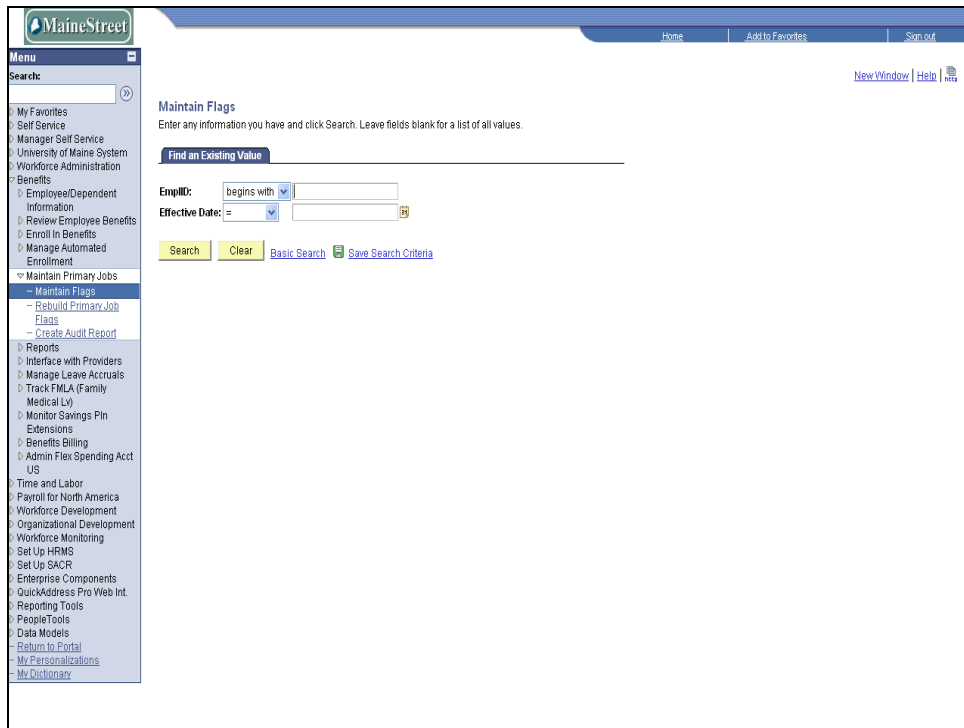
In certain situations, it may be necessary to include or exclude secondary jobs for benefits processing. Use the Maintain Primary Job Flags page to manage secondary jobs as they relate to processing benefits eligibility and coverage.

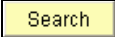
Navigation



Step	Action
1.	Click the Benefits link. ▶ Benefits
2.	Click the Maintain Primary Jobs link. ▶ Maintain Primary Jobs
3.	Click the Maintain Flags link. Maintain Flags

Procedure



Step	Action
4.	Enter the desired information into the EmplID field.
5.	Click the Search button. 

Process Document

HRMS: Maintain Primary Job Flags



MaineStreet

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Maintain Flags
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID: begins with 0099999

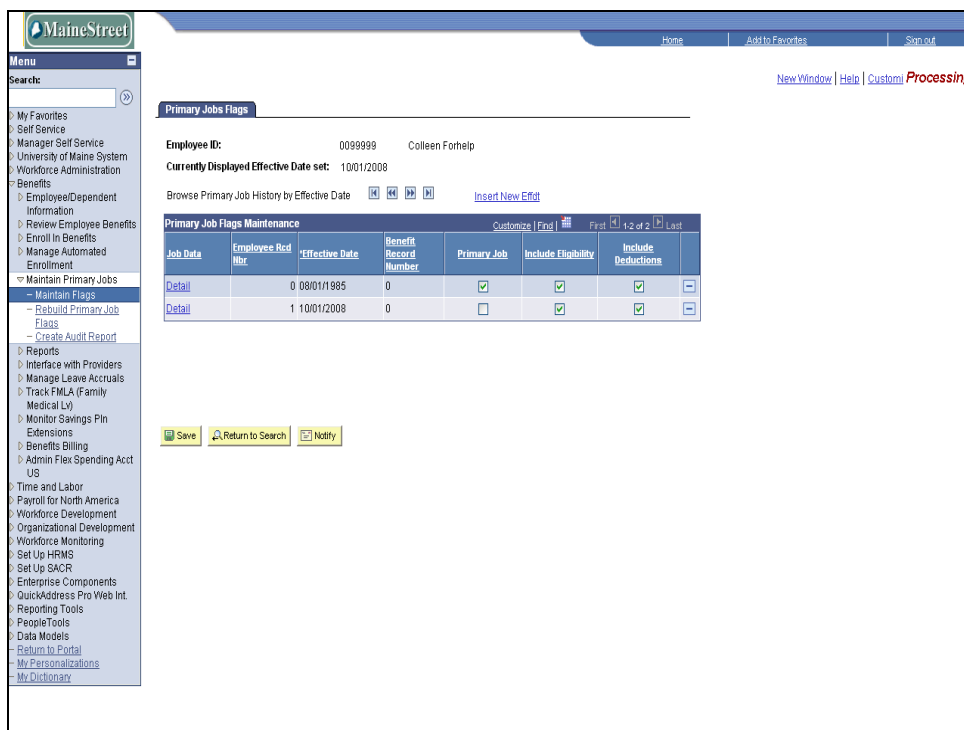
Effective Date: =

Search Clear Basic Search Save Search Criteria

Search Results
View All First 1 of 2 Last

EmpID	Effective Date
1	10/01/2008
1	08/01/1985

Step	Action
6.	Click an entry in the Effective Date column.



Primary Jobs Flags




Employee ID: 0099999 Colleen Forthelp
 Currently Displayed Effective Date set: 10/01/2008

Browse Primary Job History by Effective Date [Previous] [Next] [Insert New Effdt]

Primary Job Flags Maintenance [Customize] [Find] [First] [1-2 of 2] [Last]

Job Data	Employee Recd Mbr	Effective Date	Benefit Record Number	Primary Job	Include Eligibility	Include Deductions
Detail	0	08/01/1985	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Detail	1	10/01/2008	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Save] [Return to Search] [Notify]

Step	Action
7.	On the row for the applicable Employee Record Number, click the Include Eligibility option to exclude this job from eligibility. 
8.	On the row for the applicable Employee Record Number, click the Include Deductions option to exclude this job when calculating benefits coverage. 
9.	Click the Save button. 

Process Document

HRMS: Maintain Primary Job Flags






Primary Job Flags

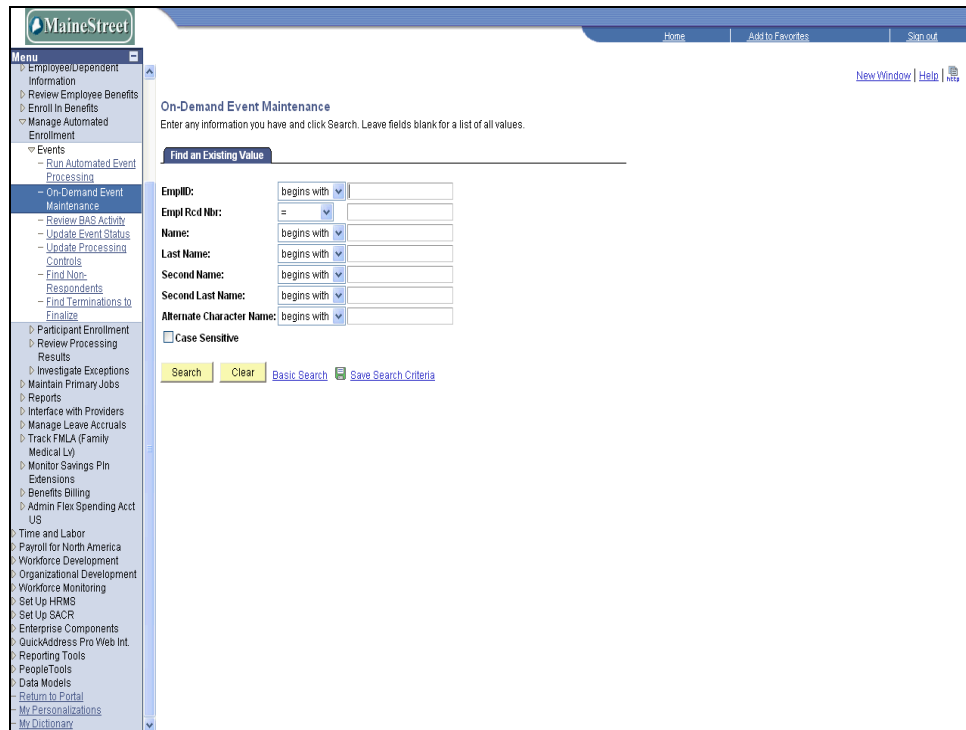
Employee ID: 0099999 Colleen Forthelp
 Currently Displayed Effective Date set: 10/01/2008

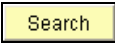
Browse Primary Job History by Effective Date [Home] [Back] [Forward] [Print] [Insert New Entry](#)

Job Data	Employee Rcd Mbr	Effective Date	Benefit Record Number	Primary Job	Include Eligibility	Include Deductions
Detail	0	08/01/1985	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Detail	1	10/01/2008	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Save] [Return to Search] [Notify]

Step	Action
10.	Click the Manage Automated Enrollment link. 
11.	Click the Events link. 
12.	Click the On-Demand Event Maintenance link. 



Step	Action
13.	Enter the desired information into the EmplID field.
14.	Click the Search button. 
15.	Click an entry in the Name column.

Process Document

HRMS: Maintain Primary Job Flags



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On-Demand Event Maintenance

Colleen Forthelp Person ID: 0099999 Ben Rcd#: 0

Activity Date: Source: Pending Activities: 2 [Show Activities](#) Empl Rcd#: 0 Action:

Event ID: 0 Event Date: Status: Class: [Event Status Update](#)

[Enrollment Statement](#) Run Date: Frequency: Deduction Annual


[Election Entry](#) Entered: 0 of 0 [Show Plans](#)

[Validate/Reinitiate](#) Errors: 0 [Show Errors](#) Finalize Apply Defaults

[Confirmation Statement](#) Run Date:

[Reprocess](#) Process Indicator: N Normal Processing

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Step	Action
16.	Click the Show Activities button. 



Step	Action
17.	Click the Sel ACTY option. <input type="checkbox"/>
18.	Click the OK button. <input type="button" value="OK"/>

Process Document

HRMS: Maintain Primary Job Flags



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On-Demand Event Maintenance

Colleen Forthelp Person ID: 0099999 Ben Rcd#: 0

Activity Date: 10/01/2008 **Source:** MultiJob Indicator Change **Empl Rcd#: 1**
Schedule/Prepare Activity **Pending Activities:** 2 **Show Activities** **Action:** MJC

Event ID: 0 **Event Date:** **Status:** **Class:** **Event Status Update**

Prepare Options

Enrollment Statement **Run Date:** **Frequency:** Deduction Annual

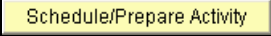
Election Entry **Entered:** 0 of 0 **Show Plans**

Validate/Initialize **Errors:** 0 **Show Errors** Finalize Apply Defaults

Confirmation Statement **Run Date:**

Reprocess **Process Indicator:** N Normal Processing

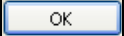
Save **Return to Search** **Previous in List** **Next in List** **Notify**

Step	Action
19.	Click the Schedule/Prepare Activity button. 



Process Document

HRMS: Maintain Primary Job Flags

Step	Action
20.	Click the SAVE button. 


Process Document

HRMS: Maintain Primary Job Flags



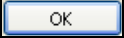
The screenshot shows the 'On-Demand Event Maintenance' page in the HRMS system. The left-hand menu is expanded to show the 'On-Demand Event Maintenance' section. The main content area displays the following information:

- Person ID:** 0099999, **Ben Rcd:** 0
- Activity Date:** 10/01/2008, **Source:** Job Data Change, **Empl Rcd:** 1
- Schedule/Prepare Activity** button (highlighted in yellow)
- Pending Activities:** 1, **Show Activities** button
- Action:** HIR
- Event ID:** 25, **Event Date:** 10/01/2008, **Status:** Prepared, **Class:** MSC, **Event Status Update** button
- Event Status:** Open for Processing
- Frequency** dropdown menu with **Deduction** selected
- Entered:** 0 of 0, **Show Plans** button
- Errors:** 0, **Show Errors** button, **Finalize Apply Defaults** checkbox
- Reprocess** button, **Process Indicator:** N, **Normal Processing**
- Save**, **Return to Search**, **Previous in List**, **Next in List**, **Notify** buttons

Step	Action
21.	Click the Schedule/Prepare Activity button. 



Process Document HRMS: Maintain Primary Job Flags

Step	Action
22.	Click the SAVE button. 
23.	End of Procedure.