


## About the Add Additional Jobs

Place a current employee with a primary job or position, into another job or position. The additional job can have a different supervisory organization, compensation rate, pay rate, scheduled hours, location, or job profile than the primary job or position. Employees can have any number of additional jobs. You can't give additional jobs to contingent workers.

## Add Additional Jobs

1. Type **Add Job** in the search box
2. Select the **Add Job – Task**
3. Select the **Supervisory Organization** for the Additional Job and the **Employee**
4. Complete the hiring details.



All additional assignments should be placed in the supervisors **Other Personnel** organization. Click the Detail and Process Arrow  to modify the Employment End Date.