SECONDARY POSITIONS AND RATES OF PAY

When employees hold more than one position in the organization with different rates of pay, the timesheet must reflect these additional positions in order for the employee to be paid for the correct role that they were working in.

On the WFM timesheet, there are fields that must match an employee's non-primary position for the employee to be paid at their additional rates of pay: job, cost center override, secondary rate checkbox.

- Open employee's timesheet for the day they worked their secondary position
- Expand day by clicking arrow on the far left side of the day they worked in their secondary position
- Verify/update any/all job fields to match their secondary position during the hours the employee worked their secondary position
- Verify/update any/all cost center override fields to match their secondary position during the hours the employee worked their secondary position
    - If an employee worked their secondary position, but was floated to another department, you must **leave** the cost center override field to match their secondary position
- Verify/update any/all cost center worked fields to match their secondary position during the hours the employee worked their secondary position
    - If an employee worked their secondary position, but was floated to another department, enter the floated to department in the cost center worked field
- Select the secondary rate checkbox for any/all worked rows during the hours the employee worked their secondary position
- Click Submit