

# HOW TO PROCESS A JOB SHARE in PPDB System

Two or more people can job share in a single position number as long as the percentage of time for all employees filling the position # does not exceed 100%. All employees hired into a position number designated as Job Share, must be coded as Job Share.

1. Bring up Position number to be designated as Job Share in PB5D. Use Position Change Code 040 and add Job share Code as shown below. After coding the position (PB5D) with the "J" for Job Share, the Employee side (PBED) will allow you to code the employee as a job share.

## PB5D - POSITION DISPLAY

<b>PB5D</b>	DEPT OF ADMIN SVCS	EMP=ORXXXXXXXX		
CURRENT	POSITION DISPLAY	F6=PBED		
AGENCY: 09000	AGY DISTR: 09000	AUTHNO: 000800880	ACT NEEDED:	
P5 CLASS-COMP: MENN Z7002	AA EXSVC NSV	PRIN EXEC/MANAGER B	RNG: 26X FZP5:	
NEW EFF D/T: . . . . .	END DTE:	RETRO:	EST DTE: 070199	
NEW PA CDE: . . . . .	NUM . . . . .	EMP CNT 002		
CLASS COMP: MENN Z7002	A A	RNG: 26X	POS TYP: PF	
POSNO: 0900776	RDC: 000	<b>JOB SHR: J</b>	FZP5:	
WRK TITLE: PRINCIPAL EXECUTIVE/MANAGER B			FZ AGY:	
BENCHMARK:	FLSA: N	OVERTIME: Y		
CO/CITY: 24M	MASS TRANSIT: S	HOLIDAY: O	TIMESHEET: 2	
APPT AGY: 09000	PAY DISTR:	PR AGENCY: 09000		
LABOR COST/PCT: 1) 001	1.0000 2)			
	3) 4)			
AGY USE: . . . . .				
NAME: SHOESTRING, BROKEN	CLASS-COMP: MENN Z7002	AA	RNG: 26X FZE:	
CO/CITY: 24M	MASS TRANSIT: S	HOLIDAY: O	TIMESHEET: 2	RDC: 000 DBL: M
LABOR COST/PCT: 1) 001	1.0000 2)		FLSA: N OT: Y	
	3) 4)		PAY DISTR:	
EFF D/T: 070199	0000 PA:CDE P10 010		NUM	
ACTION: . . . NXT PA C/N: <b>040</b>		CONFIRM: .	PAGE: 001 OF 001	
CANCEL: . NXT ACT: . . . . .	AGENCY: . . . . .	EMP: . . . . .	JOBNO: .. POSNO: . . . . .	
AUTHNO: . . . . .	EFF DTE: <b>040102</b>	OTHER: . . . . .		
MSG AREA:	CURRENT HISTORY ONLY LOADED			

- To hire an employee into a position designated as job share, the following items on PBED must be coded as follows:

### PBED – EMPLOYEE DISPLAY

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PBED                                DEPT OF ADMIN SVCS
CURRENT                              EMPLOYEE JOB DISPLAY
NAME: SHOESTRING, BROKEN             EMP: OR0000000 JOBNO: 04 DBL: J ACT NEEDED:
AGENCY: 09000 AGY DISTR: 09000      AUTHNO: 000610240 POSNO: 0900004 RDC: 444
EMP CLASS-COMP: MMN X0103 AA MGTSVC NSV OFFICE SPECIALIST 1 RNG: 12 FZE:
NEW EFF D/T: ..... EFF DTE: 050100 END: RETRO: PA PRNT: .
NEW PA: CDE ... .. NUM .....      CREATED: 070600 SH DISP: .

AUTHNO: 000610240 FZP5:             EMPL STATUS: T                FILL STATUS: M
TRIAL SVC END: 103100                WORK PHONE:                   EXT: DIR PRT: N
APPT TYPE: P                         APPT METHOD: C                 APPT DATE: 050100
CERT NUMBER: A123                    ANCMT TYP: OC                 DBL CODE: J
PERFORMANCE APPRAISAL: DATE: 103100 CODE: SCORE:
LEAVE CODE:                          LEAVE DATE:                   LEAVE RETURN:
REC SVC DATE: 050100                 AGY SVC DATE: 050100         REPR SVC DATE: 050100
SEP CODE:                            SEP: DATE TIME                TEMP REASON:
SVC SCORE: 0000.000                 SVC THRU:                     APPT AGY:
PRIOR SVC: SOURCE                    MONTHS SEP DTE
AGY USE/DISP: .....
EFF D/T: 050100 0000 PA:CDE 141 NUM
ACTION: ... NXT PA C/N: ..... CONFIRM: . PAGE: 001 OF 003
CANCEL: . NXT ACT: ... AGENCY: ... EMP: ..... JOBNO: .. POSNO: .....
AUTHNO: ..... EFF DTE: 000000 OTHER: .....
MSG AREA: --->EMPLOYEE DATA BASE UPDATED<---

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PBED                                DEPT OF ADMIN SVCS
CURRENT                              EMPLOYEE PAY DISPLAY
NAME: SHOESTRING, BROKEN             EMP: OR0000000 JOBNO: 04 DBL: J ACT NEEDED:
AGENCY: 09000 AGY DISTR: 09000      AUTHNO: 000610240 POSNO: 0900004 RDC: 444
EMP CLASS-COMP: MMN X0103 AA MGTSVC NSV OFFICE SPECIALIST 1 RNG: 12 FZE:
NEW EFF D/T: ..... EFF DTE: 050100 END: RETRO: PA PRNT: .
NEW PA: CDE ... .. NUM .....      CREATED: 070600 SH DISP: .

CLASS COMP: MMN X0103 A A RNG: 12    WORK: CLASS COMP                RNG
BASE: 1734.00                        BASIS: P                        PAY: 867.00 OFF STEP: N
SED: 050101                          REPR REASON:                   FZE: AT MAX: STEP: 04
FULL/PART CDE: J                   F/P PCT: 0.5000                PERS CDE: WAGE/JOB CLASS:
BENEFIT: XX                          LEAVE ACCR: 1                  FLSA: N OVERTIME: N
WORK SCHED: 8.000                    PAY DISTR:                      PR AGENCY: 09000 EEO: F
FIX DIF TYPE, FMLA & AMT: 1)          2) 3)
LABOR COSTS AND PERCENT: 1) 44409000 1.0000 2)
3) 4)

P5 CLASS-COMP: MMN X0103 AA MGTSVC NSV OFFICE SPECIALIST 1 RNG: 12 FZP5:
POS TYPE: PF CO/CITY: 24M MASS TRNST: S HOLIDAY: O TIMESHEET: 2 CONCUR JOB: 1
EFF D/T: 050100 0000 PA:CDE 141 NUM
ACTION: ... NXT PA C/N: ..... CONFIRM: . PAGE: 001 OF 003
CANCEL: . NXT ACT: ... AGENCY: ... EMP: ..... JOBNO: .. POSNO: .....
AUTHNO: ..... EFF DTE: 000000 OTHER: .....
MSG AREA: COMPLETE HISTORY LOADED

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- When hiring an employee into a job share position, if there is a existing employee on the position, you may need to do a Pay Basis Change on the existing employee and add job share coding. To change existing employee(s) from full to part time, use PA Code 800 to change Pay Basis. To change existing employee(s) to job share, use PA Code 237 to change:  
Full/Part Cde: J and DBL Code: J
- When you want to **REMOVE** the Job Share designation on the position, first go to **PB5D** and use the Position Change Code 040 to remove the “J” from JOB SHR field. After you have done this, you can remove the job share coding on the employee screen (PBED). You will not be able to remove the job share coding from PBED when PB5D still has position as “Job Share”.