

4.7 SHARING AND COORDINATING THE EMPLOYMENT OF MULTI-UNIT EMPLOYEES

There are important considerations that preparers in the home department, secondary service center and the central offices *must* think about when doing an action for employees working in two or more units served by different Service Centers. This section will provide you with some of the important issues that you must think about when sharing a multi-unit employee (e.g., *How will this additional appointment or changes to an existing appointment affect the employment & benefits status of this employee as a “whole”?*) The guiding principles when sharing an employee with another service center are:

- Communication
- Coordination
- Cooperation

Important Considerations

1. Does this action affect the employee’s eligibility for leave accruals? (Accruals for overtime, holiday, vacation and sick pay are based upon the combination of multiple-unit appointments and duration.)

For impact on staff and/or student appointments, refer to the [Time & Attendance section of the SHR Procedures Manual](#).

For impact on academic employee eligibility for leave accrual, refer to the [Academic Personnel Manual \(APM\) sections 710-730](#).

2. Will this action require a change to this employee’s BELI (benefits eligibility)?
3. Will this action change FICA/Retirement codes?

4. Recognize that each appointment/title code may fall under different personnel programs, appointment types and labor codes. These may affect the conditions of employment differently in each unit.
5. Is there disparity between the payroll cycles (MO/MA) for the different appointments?
6. Has the student status of the employee changed?
7. Is the employee on a leave/furlough from another appointment during this additional employment?
8. Does this action inadvertently create a “break in service” or is a break in service correct (e.g., rehire)?
9. Is there an effect on the existing appointment(s)?
10. Are there pay date/service date issues for academic appointees?
11. Should the Home Department Service Center change? (refer to the criteria listed under [Determining Who Shall be the Home Department](#) below)
12. **Service Centers are not to change another Unit’s appt/distributions** (even with “permission”)

If a PAN reviewer has a problem with an action prepared by another service center for their shared employee, they need to contact the preparer and try to resolve the problem. If the problem cannot be resolved between the service center colleagues, consult with someone from the appropriate central office.

Home Department Service Center Roles & Responsibilities

All of the service centers are responsible for keeping in mind the considerations listed above, however there are particular roles and

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responsibilities that are specific to the multi-unit employee's Home Department Service Center. The Home Department Service Center is responsible for:

- Receiving & Reconciling Reports (e.g., Retirement/FICA report, Zero Unit report, BELI Out of Compliance Report, Time Benefits Roster, and other personnel reports)
- Coordinating accruals for the employee
- Separating employees, which includes the coordination of other Service Centers to end appointments.
- Receiving and serving as the Office of Record for Payroll/Personnel Action Documents (PPADs)
- Granting Alternate Access (see [Section 4.8, Adding Alternate Department/Service Center](#) for procedures)

Determining Who Shall be the Home Department Service Center

The following criteria will help to determine who should be the Home Department Service Center, although in some cases this is a judgement call that the service centers need to make together:

- greater % of time
- longer duration

Note: These are the criteria used by the Career Center when they are adding additional employment for a non-work study student.