SOP PayChex Clock in for Logos Dual-Position Employees

1/14/2021

If you hold two positions at Logos – you will have primary (default) job/position and secondary job/position.

[Reference – Department Code for Level 1 and Labor Assignment]

Note: some obsolete Dept Codes were kept for backward compatible reasons.

NOTE: Dormitory, eMITC, F&A, Facility are all under F&A-Administration-501

Please ensure your first position's department is assigned correctly – to save your time. (If not, please contact HR Office for a correction)

When you work under your primary position, you clock in and out as all other employees – no difference.
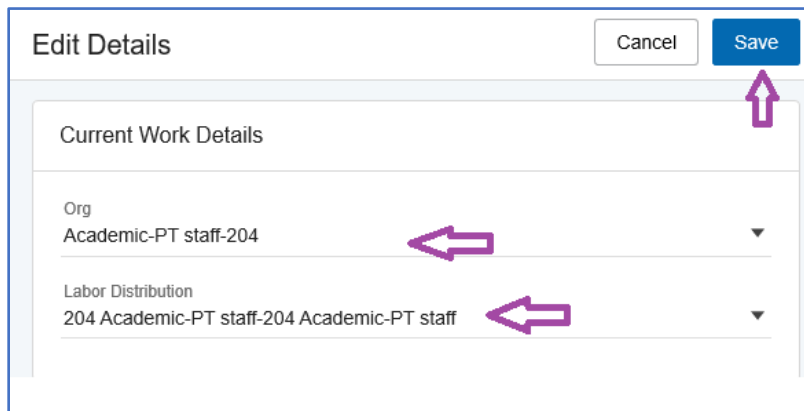
Whey you work under your secondary job/position, please be sure to set your Level 1 and Labor Assignment to the correct department, such as

[When use PayChex Flex on a PC/Mobile Device/Smart Phone]

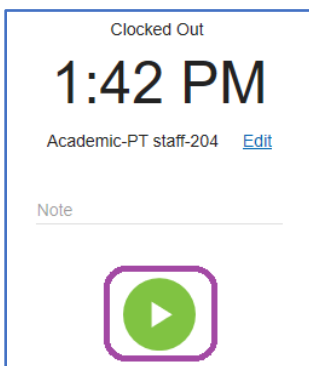From your dashboard, find the clock-in/clock-out area, and click on Edit
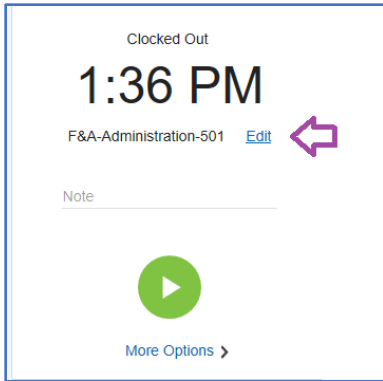
Set **Org** and **Labor Distribution** as your secondary department, such as

Then Click on **Save** button,

Now the department is correct, you may clock in now.

[End of SOP]