

## 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 ]

Aca-LTI Instructor and eMentor-210
Academic FT Faculty-201
Academic PT Faculty-203
Academic-AMC-209
Academic-Chicago-208
Academic-FT staff-202
Academic-Library-205
Academic-LTI FT staff-206
Academic-LTI PT staff-207
Academic-PhD-211
Academic-PT staff-204
Advancement-401
<del>F&amp;A Accounting-502</del> <b>obsolete</b>
<del>F&amp;A Admin-503</del> <b>obsolete</b>
F&A-Administration-501
<del>F&amp;A Dormitory-504</del> <b>obsolete</b>
<del>F&amp;A eMITC-505</del> <b>obsolete</b>
<del>F&amp;A Facility-506</del> <b>obsolete</b>
<del>F&amp;A HR-507</del> <b>obsolete</b>
LES Taiwan-601
President Office-100
Student Development-101

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

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

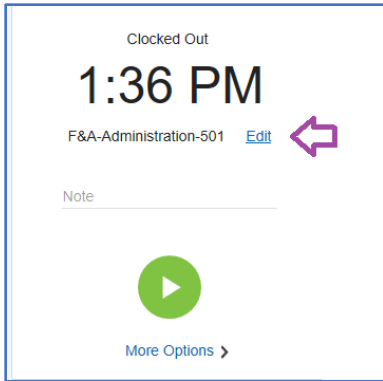
Please ensure your first position's department is assigned correctly – to save your time. (If not, please contact HR Office for a correction)

When you work under your primary position, you clock in and out as all other employees – no difference.

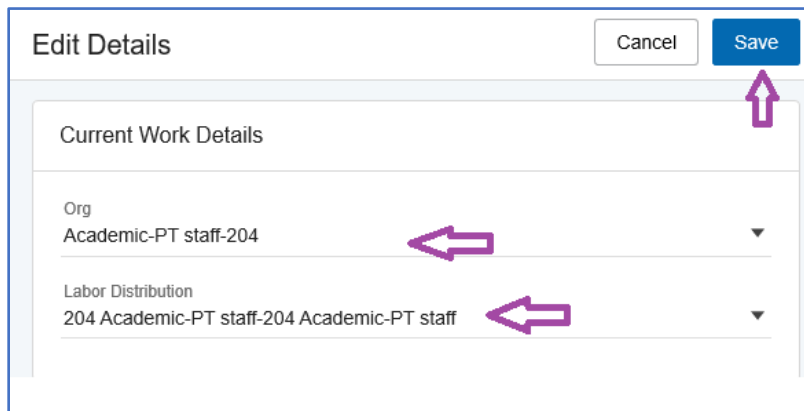
When you work under your secondary job/position, please be sure to set your Level 1 and Labor Assignment to the correct department, such as

[ 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](#)

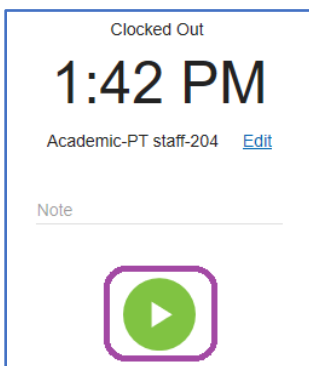


Set **Org** and **Labor Distribution** as your secondary department, such as



Then Click on **Save** button,

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



[ End of SOP ]