SOP PayChex Clock in for Logos Dual-Position Employees

7/21/2023

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

[Reference –Labor Distribution codes]

| All Organizations	As of July 2023
100 President Office	219 Chicago Campus Student Workers
101 Student Development	220 Adv-TEDC Student Worker
201 Academic FT Faculty	401 Advancement
202 Academic-FT staff	402 Adv Full Time
203 Academic PT Faculty	403 Adv Part Time
204 Academic-PT staff	404 Adv Student Workers
205 Academic-Library	501 F&A-Administration
206 Academic-LTI FT staff	511 F&A Full Time
207 Academic-LTI PT staff	512 F&A Part Time
208 Academic-Chicago	601 LES Taiwan
209 Adv-TEDC	
210 Aca-LTI Instructor and eMentor	
211 Academic-PhD	
212 Aca-LTI Chicago	
213 Academic eLearning PT-Staff	
217 Chicago Campus Full Time	
218 Chicago Campus Part Time	

Please verify your PRIMAY (i.e. Default) Organization and Labor Distribution is assigned correctly – this will save your time. (If not, please contact HR Office for a correction)

When you work under your primary job/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 Labor Distribution correctly - one extra step after you click the Green (clock in) button
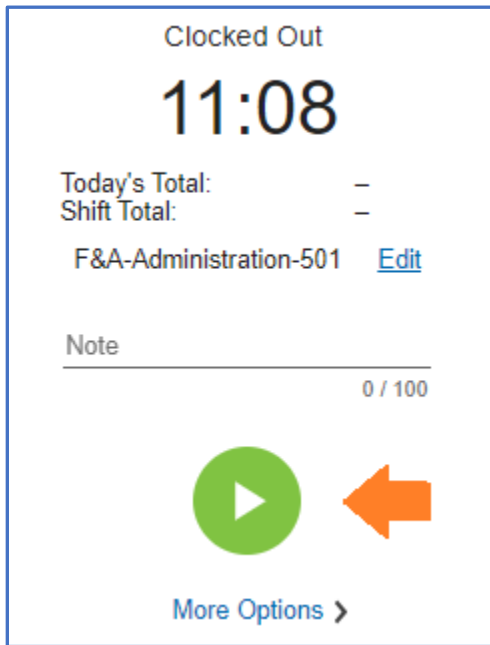
Set your **Labor Distribution**, such as
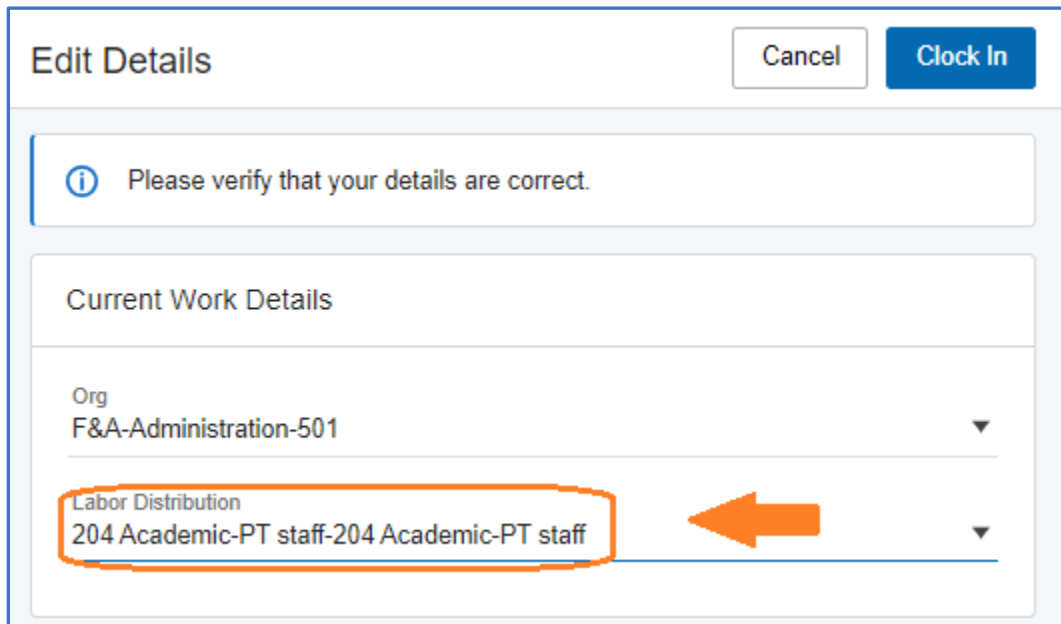
Then clock the Clock In button as usual.

Now you completed a clock in under your secondary job/position.

[End of SOP]