



# Determine Primary Institution and View Multiple Jobs



*The Determine Primary Institution and View Multiple Jobs tip sheet is for all employees with multiple jobs.*

Many employees work for multiple CHES institutions and/or hold multiple jobs at the institution(s). These employees will identify a “primary” institution to use for logging into the Workday system.

**NOTE:** Employees will log into Workday through a “primary” institution and will be able to view job details for all jobs through this primary login.

## Determine Primary Institution

The following hierarchy of determination should be used for identifying an employee’s primary institution.

1. Employees who are “benefits eligible” through one of the CHES institutions will use that institution as primary.
2. For multiple part-time institution affiliations, the employee will be “primary” at the school where the employee has worked the longest.

**NOTE:** If you have any questions or concerns, please submit a Help / Service Desk ticket for assistance determining “primary” institution or logging into Workday.

## View Multiple Jobs

For employees who hold multiple jobs at one or more institutions, it is possible to view a list summary of all jobs.

1. Click on the **Profile** icon and select **View Profile**.
2. Select the **Job** app.
3. Select the **All Jobs** tab at the top of the viewing window to see all current job contracts.

Employees can also view each job’s profile, individually.

1. Click on the **Profile** icon and select **View Profile**.
2. Click on the arrows next to the job title under the Employee name.
3. Select the job profile to view.