

Archdiocese of New Orleans locations will have a new field called Primary Location as of September 15, 2017, that will show where an employee's main or Primary Location is within the Archdiocese. This record will be maintained and used for Census information.

Primary Location

The new field helps identify All employees main or Primary Location as well as Multiple Location employees. It facilitates the data feed to 401K provider Voya for benefit information. This field needs to be maintained so the proper data can be transmitted to Voya.

Yes – Primary Location
No – Not primary location

Only 1 Location can be set to Yes. You can have multiple No's. The system will not allow more than 1 Yes.

Primary Location, works at single location

No message appears

Employee works at Multiple Locations

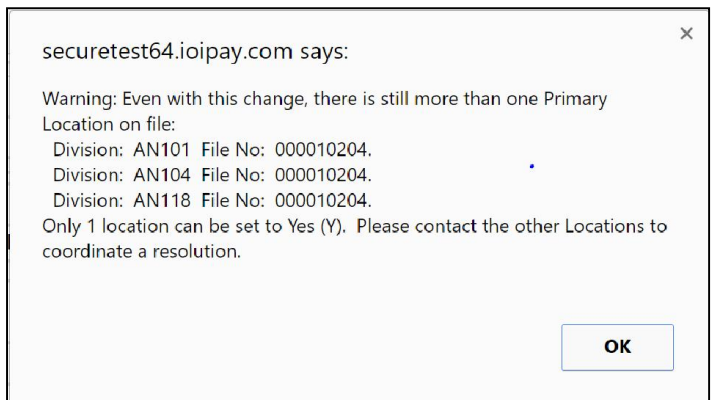
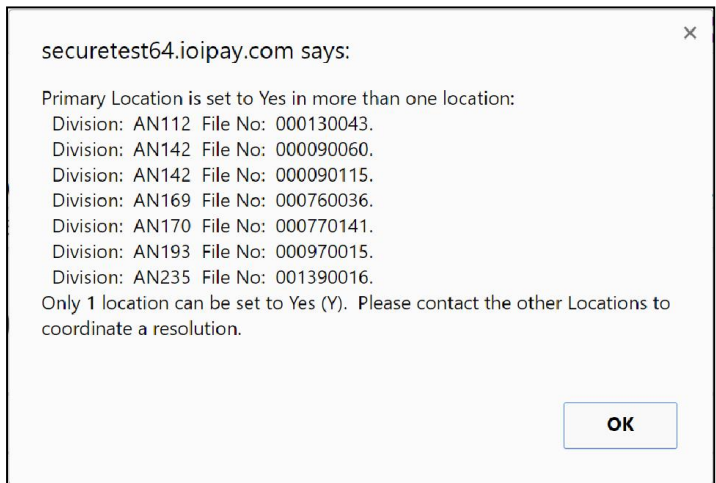
If the flag is set correctly at all locations, no message will appear

IF the flag is set to Yes in MORE than 1 Location, a warning prompt will appear showing each location they are located.

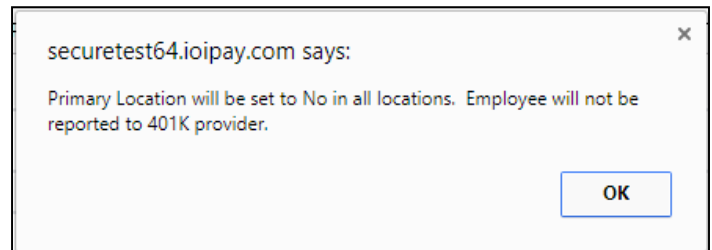
The message will ask to coordinate between Locations to resolve the employees' Primary Location.

*NOTE: If prior to the update there was an employee set to more than 1 location (yes), upon the next Save, this message would appear

Once you change and update the Location(s) where the employee is NOT the Primary Location, the message will count down until you have ONLY 1 Location set as the Primary and the others are set to NO.



IF you set a multiple location employee Primary Location flag to NO and there are no other Primary Locations set to YES on this employee across the Archdiocese, the screen will warn and notify you this employee will be set to NO in All Locations and WILL NOT BE SENT to the 401K provider.



New Hires

Automatically sets to YES if they don't exist anywhere in the Archdiocese.

IF they exist at a Location already, the screen will show the Locations for each and allow the Hire, but set the Primary Location flag to NO. This can be updated and resolved after the Employee information is saved (if needed).

IF they exist in the same division, the screen will show you the employee and you can edit the record on the Demographic screen.