



## Secondary Job Smart Form

**PURPOSE:** This form should be used when an agency is hiring an employee who is currently working part-time and or full-time with another agency, receiving benefits and is benefits eligible with the hiring agency.

The Secondary Smart Form allows an agency to hire an employee who is now going to be working multiple jobs at a different agency and benefits eligible at one or both jobs.

- Example I: Employee is currently working in a benefits eligible position at an agency on GaBreeze. Later your agency also hires them as a Part-time employee who is NOT benefit's eligible. Use the Secondary Smart Form to enter the employee's employment information and your agency will be the Secondary Agency.
- Example II: Employee is currently working in a benefits eligible position at an agency on GaBreeze. Later your agency also hires them as a benefit's eligible employee. Use this smart form to enter the employee's employment information and your agency will be the Secondary Agency.
- Example III: Employee is currently working part-time in a non-benefits eligible position at an agency on GaBreeze. Later your agency also hires them as a benefit's eligible employee. You would use the Secondary Smart Form to enter the employee's employment information, the employee will be allowed to elect benefits and your agency will be the Primary Agency. (Please note – if the employee is in your agency in a non-benefits eligible position and they are moving to a benefits eligible position, please use the Employee Indicative Data Smart Form instead).
- Example IV: Employee is currently working in a benefits eligible position at an agency on GaBreeze and will soon terminate. Later your agency also hires them as a benefit's eligible employee prior to their termination date. You would use the Secondary Smart Form to enter the employee's employment information and your agency will be the Secondary Agency. Once the termination is entered into GaBreeze by the primary agency, all benefits will transfer to your agency and your agency will become the Primary Agency.

You would not use this form if the participant is transferring to your agency and will no longer be employed by his/her current agency. Rather, you would perform the same process you currently do today for Transfers.

Since the employee already exists on the GaBreeze system, you will encounter the screen below upon entering the SSN for your agency. This screen will be enhanced to read the following:

"This employee is already currently working at another agency. If this employee has recently transferred to your agency, then you must work with the current agency to first process a termination of employment so

that you can hire the individual into your agency. If this employee is still employed by his/her current agency and is now working another job at your agency that is eligible for PSR benefits, please click on the "Enter a New Secondary Job" link below to add the information related to his/her second position. For more details refer to the "Related Information" section on this page.

## Enter a New Hire

Only Secondary Job is available for the employee in the current agency. Do you want to hire?

▪ xxx-xx-7762



### Next Steps

[Enter a New Secondary Job](#) OR

**Look Up Another Employee**

SSN  -  -

**Continue**

## Employer Website

**Enhancement #3 (Continued):**

Home | Employee Inquiry | **Smart Forms** | Your Reports | File Sharing | PSR Funding | Agency Profile | Audit Log

[Print Page](#)

**LAUREN ANN SEBER**  
New Secondary Job Set Up

**Related Information**  
[How to use New or Update Secondary Job Setup](#)

Hire Date \*  (mm-dd-yyyy)

Department Code \*

Employment Status \*

Benefit Program Code \*

Retirement System \*

Employee ID

All fields marked with an asterisk (\*) are required.




## Employer Website

**Enhancement #3 (Continued):**

**FRANCES NEWBERRY**  
New Secondary Job Set Up  
**Completed Successfully**

Your request to submit a **New Secondary Job Set Up** is complete.

Return to [Smart Forms](#).

**Transaction Recap**

Hire Date	03-01-2011
Department Code	6561000
Employment Status	Active
Benefit Program Code	FLX - Benefits Eligible
Retirement System	T - TRS
Employee ID	

## **Need Help?**

If you need help navigating the GaBreeze Employer Web site or have questions about any of the features described in this job aide, you can contact the SPA Team at 1-888-968-0490, or 404-656-2730 if calling within the metro-Atlanta area, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern Time.



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