

## Primary Position in SAP

### Background

Primary position in SAP indicates the position where the employee's benefits will be stored. This is important for an employee's Benefits open enrollment process. The employee will need to know their primary position to participate in the open enrollment process.

In our current legacy systems, we have a home department field. The SAP primary position should not be confused with the home department. Today, home department can be used in the following ways:

1. The home department indicates the department where the paycheck will be delivered. In SAP, we will have delivery codes to determine where the paycheck should be delivered.
2. The home department is sometimes used to indicate the department where the salary analysis occurs during the annual budget process. Per the Budget Construction team, they will no longer need a field similar to home department to determine where the salary analysis occurs. Budget users will set the analysis flag to the appropriate department during the budget construction process.

### Decision Process

When an employee holds multiple positions, it is necessary to determine the position where the benefits will be stored.

The general rules for determining the primary position are as follows:

1. If all positions are non-benefits eligible, the first position held by the employee will be considered primary.
2. If all positions are benefits eligible and at least one is exempt, the exempt position will be considered primary. This will be consistent with our practice of granting the "highest" level of benefits available to the employee.
3. If all positions are benefits eligible and have a consistent exemption status (either all exempt or all non-exempt), the first position held by the employee will be considered primary.