

Teacher Job Share Positions

Note: Only employers with teacher job share positions should use this feature. For questions about qualifications and eligibility for teacher job share positions, please contact the NHRS Audit Team at ERAuditEducation@nhrs.org or (603) 410-3681.

Job share positions are added and maintained from the **Job Share** screen, which can be accessed from the **menu** on the left-hand side of the screen.

The screenshot shows the 'Employer Account' menu on the left with 'Job Share' highlighted. The main area shows 'Account Summary' with 'Recent Batches' and 'Employer Communications'.

Batch 114089		Batch 114088	
Scheduled		Posted	
05/24/21		03/10/22	
Report End	--	Report End	02/28/22
Received	--	Received	03/04/22
Due	04/15/22	Due	03/15/22

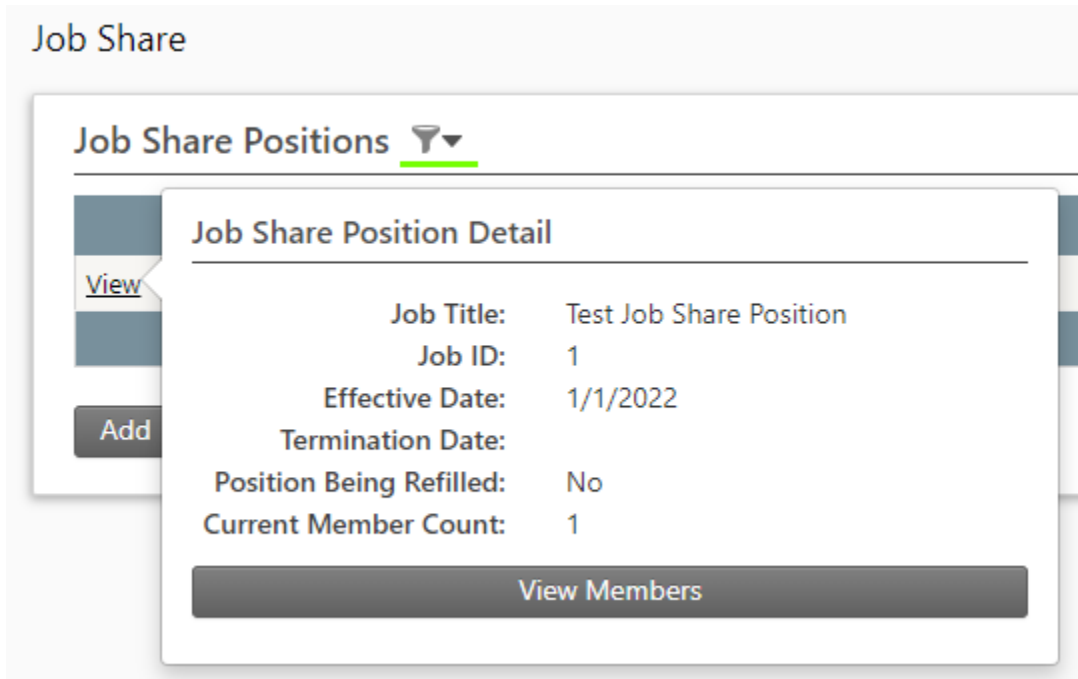
The **Job Share** screen lists all defined job share positions for the employer, if any, with their Job Title, Job ID, Effective Date, and Termination Date.

The 'Job Share' screen displays a table of job share positions. Below the table is an 'Add' button.

	Job Title	Job ID	Effective Date	Termination Date
View Edit Delete	Test Job Share Position	1	1/1/2022	

Add

To view the members currently under the job share, select the **View** link next to the job share position.

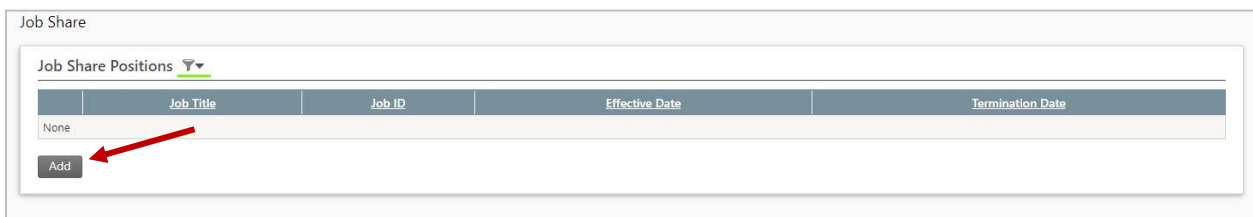


A pop-up window opens displaying the **Job Share Position Detail**. The detail includes the Job Title, Job ID, Effective Date, Termination Date, whether the position is currently being refilled, and current member count (i.e. those who are active with the position). There is also a **View Members** button to view the associated members with the position, both past and present, on the **Job Share – Members** screen.



Adding a Job Share Position

To add the new job share position, select the **Add** button.



You will then be asked to enter the following information:

- **Job Title** – A description of the position the members are filling.
- **Effective Date** – The date the job share position became offered and when the two people should be working under it.
- **Termination Date** (optional) – The date the job share position will no longer be in effect. No one can be working the position after this date.

- **Position Being Refilled** – Select this box to indicate for the employer reporting batch being processed (or for the next batch that will be processed if one is not currently being processed), that it is acceptable for a member to be reported under that job share even though there is not a second member working under it.

Select **Insert**. The position is automatically assigned a unique Job ID.

The screenshot shows a form titled "Job Share - Add". Inside the form, there are four rows of input fields. Each row has a red arrow pointing to the label: "Job Title:", "Effective Date:", "Termination Date:", and "Position Being Refilled:". The "Job Title" field is an empty text box. The "Effective Date" and "Termination Date" fields are date pickers with calendar icons. The "Position Being Refilled" field is a checkbox. At the bottom left, there are two buttons: "Insert" (circled in red) and "Cancel".

Maintaining Job Share

Eventually, a job share position will likely end, or a replacement may be needed when one person in a job share stops working under it.

On the Job Share screen, click **Edit** to view the **Job Share – Edit** screen. You can then revise the position name, add a termination date to the job position, or indicate the position is currently open and intended to be filled while one person still works under it. Make changes as needed and select **Update**.

The screenshot shows a form titled "Job Share - Edit". Inside the form, there are five rows of input fields. The "Job Title" field contains "Test Job Share Position". The "Job ID" field contains "1". The "Effective Date" field is a date picker showing "1/1/2022". The "Termination Date" field is a date picker that is empty. The "Position Being Refilled" field is a checkbox. At the bottom left, there are two buttons: "Update" and "Cancel".

Note: If the Job Title or Effective Date were changed, you will see an error if they were already used, and the update cannot be saved. Please create a new job share position instead.

In the event that a job share was added by mistake, the job share position can be deleted. The **Delete** link is only enabled for job positions that do not have any members listed under them.