

### **Managing an Inter-Agency Transfer Overview**

The Transfer Employee business process refers to the movement of an employee from one position to another position. This Job Aid addresses the following transfer transactions, otherwise known as Inter-Agency Transfers:

- An employee transfers from one state agency to another state agency
- An employee transfers from one state agency to a locality or exempted agency

This document covers the actions taken by the Receiving Agency. Before starting this process, the approval process must be completed and you will need the employee's Social Security Number (SSN). Because the approval process occurs outside of the Cardinal system, this document does not cover the transfer approval process. All approvals must be completed prior to updating the employee job data in Cardinal.

All employees who are transferring from one agency to another must be terminated from their sending agency prior to being hired into their receiving agency. When these employees are active in both agencies, Anthem, Aetna, and other healthcare providers receive data files that show the employee as active in two agencies, which results in both records cancelling. When this data mismatch occurs, the healthcare vendors do not receive the updated information regarding the agency change and the transferring employee loses health benefits coverage.

Coordination between the Sending and Receiving Agencies is imperative as the effective dates of the termination and hire/rehire transactions must be reviewed to prevent or address any breaks in service, as required by applicable HR Policies. The sending agency selects the transfer date (i.e., termination effective date) as the day after last day worked. (i.e., Transfer date is 1/1/2020, but last day worked was 12/31/2020.) The Receiving Agency must be sure to update the employee's Agency Provided Email address in Personal Data, if applicable.

For further details on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This job aid is located on the Cardinal website in **Job Aids** under **Learning**.

This document does not cover the steps to upload the transfer information to the Cardinal system. The Job Aid titled **Cross Functional Performing a Mass Upload** and can be found on the Cardinal website under **Learning**.

Transferring an employee from one agency to another, the Agency BA will need to re-elect benefit elections of the employee once the transfer process to the receiving agency is complete. See **Job 361 Benefits** quick reference guide for more details. This job aid is located on the Cardinal website in **Job Aids** under **Learning**. When an employee transfers in to a new agency, the Benefit Administrator of the receiving agency needs to reelect the employee's benefit elections to match what the employee was enrolled in prior to the transfer.



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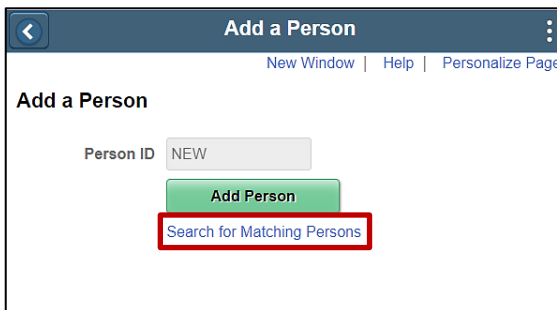
### Using the Employee Search Match

Before beginning, the applicable employee's SSN must be available for immediate reference. This process is performed in order to validate the employee's termination from the sending agency and obtain the existing Employee ID.

1. Navigate to the **Search Match** page using the following path:

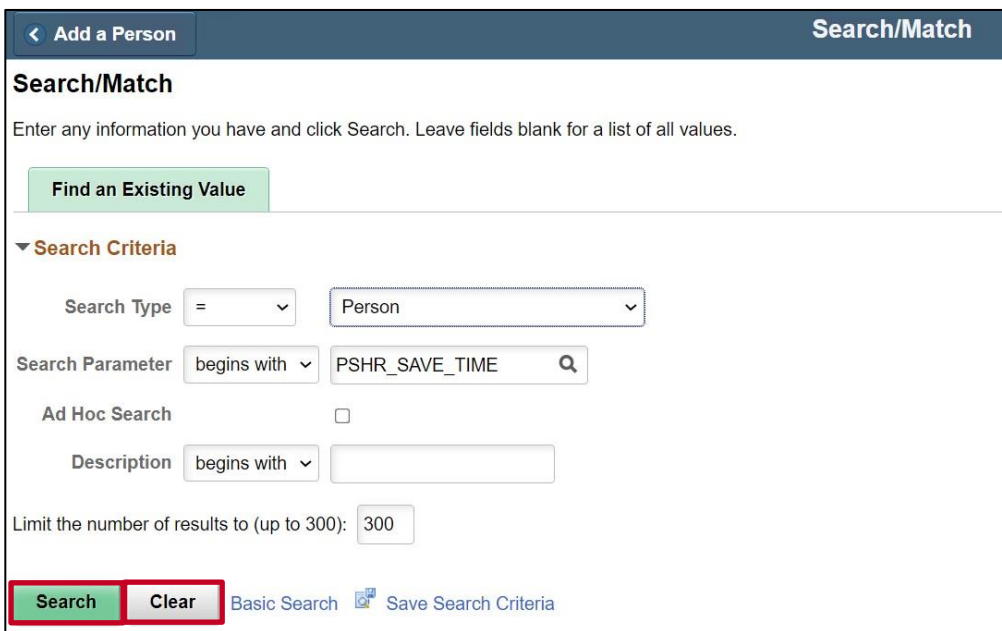
**Navigator > Workforce Administration > Personal Information > Add a Person**

The **Add a Person** page displays.



2. Click the Search for Matching Persons link.

The **Search Criteria** page displays.



1. Click the **Clear** button.
2. Click the **Search** button.

The **Search Criteria** page displays.

**Search Criteria**

Search Type  Person  Ad Hoc Search

Search Parameter PSRS\_HIRE Prepare For Hire

Search Result Rule [?](#)

Search Result Code   Prepare For Hire

User Default

**Search Criteria** [?](#)

Search Fields

National Id

**Search by Order Number** [?](#)

Search Order	Description
10	NID Only

3. Enter the employee's SSN into the **Value** field.
4. Press the **TAB** key on the keyboard to enable the **Search** button and automatically reformat the SSN (e.g., dashes removed if entered).
5. Click the **Search** button.

The **Search Results** page displays.

**Search Results**

Search Type  Person  Ad Hoc Search

Search Parameter PSRS\_HIRE Prepare For Hire

Result Code PSRS\_HIRE Prepare For Hire

▼ **Search Results Summary**

Number of ID's Found	1	
Search Order Number	10	NID Only

[Return to Search Criteria](#)

▼ **Search Results**

1-1 of 1 | View All

	Empl ID	Last Name	First Name	Middle Name		
1	<input type="button" value="Carry ID"/>				<a href="#">Person Organizational Summary</a>	<input type="button" value="+"/> <input type="button" value="-"/>

6. Click the Person Organizational Summary link.

The **Person Organizational Summary** page displays in a new browser tab.

**Person Organizational Summary**

Person ID [REDACTED]

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▼ **Employment Instances** Q | < << 1 of 2 >> > | View All

ORG Instance 0      Last Hire 05/06/2020      Termination Date 10/25/2020  
 HR Status Inactive      Payroll Status Terminated

**Assignments**

Q

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Job Code	Grade	Benefits Status
0	Inactive	Terminated	10/26/2020	71800	05/06/2020	Other Non-Classified	10/25/2020	96615		Active

Return to Search    Notify

**Note:** The **Person Organizational Summary** page displays the employee’s Empl Records in order starting with Empl Record “0”.

7. Navigate to the desired Empl Record using the Navigational Arrows or **View All** link in the top right portion of the page.

The **Person Organizational Summary** page refreshes with all Empl Records displayed (the **View All** link was selected in this example).

**Person Organizational Summary**

Person ID [REDACTED]

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▼ **Employment Instances** Q | < << 1-2 of 2 >> > | View 1

ORG Instance 0      Last Hire 05/06/2020      Termination Date 10/25/2020  
 HR Status Inactive      Payroll Status Terminated

**Assignments**

Q

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Job Code	Grade	Benefits Status
0	Inactive	Terminated	10/26/2020	71800	05/06/2020	Other Non-Classified	10/25/2020	96615		Active

---

ORG Instance 1      Last Hire 10/28/2020      Termination Date 01/03/2021  
 HR Status Inactive      Payroll Status Terminated

**Assignments**

Q

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Job Code	Grade	Benefits Status
1	Inactive	Terminated	01/04/2021	99900	10/26/2020	Classified Salary	01/03/2021	69034	5	Active

Return to Search    Notify

8. Review the information and validate it is consistent with the information obtained from the Sending Agency. If the information is not consistent, contact the Sending Agency and/or employee. At a minimum, the following information should be reviewed:
  - a. **Person ID** field: Displayed at the top of the page. Make a note of the Employee ID as it will be needed to complete the transfer action.

- b. **HR Status** field: Should be “**Inactive**”. If it is “Active”, contact the Sending Agency and/or employee to coordinate the timing (date) for the termination and new hire/rehire transactions.
- c. **Payroll Status** field: Should be “**Terminated**”. If the status is not “**Terminated**”, contact the Sending Agency and/or employee to coordinate the timing (date) for the termination and new hire/rehire transactions.

**Note:** The Sending and Receiving Agencies **MUST** coordinate the effective date of termination and hire/rehire to prevent a break in service. For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**. To evaluate the impact of a possible break in service, see the Job Aid titled **HR351 Impacts of Breaks in Service Overview**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

- 9. Continue with the hire/rehire action if the record is as expected and the Sending Agency completed the termination action. If the record is not as expected or if the Sending Agency has not completed the termination action, reach out to the Sending Agency to verify the status and effective date before updating the employee’s Job Data.

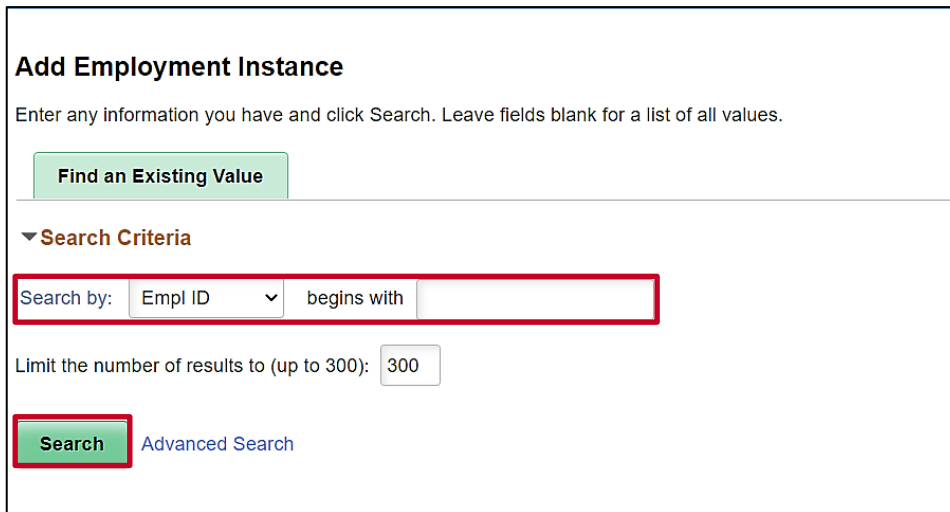
### Updating the Employee Job Data

Validate the Position Information is correct prior to updating the Employee's Job Data. If the Position Data is in correct, cancel the action and make corrections to the Position before assigning the employee to the position.

1. Navigate to the **Job Data** page using the following path:

Navigator > Workforce Administration > Personal Information > Organizational Relationship > New Employment Instance

The **Add Employment Instance Search** page displays.



2. Enter the employee's Employee ID into the **Search Criteria** field.
3. Click the **Search** button.

The following message displays in a pop-up window.



4. The employee requires a new employment instance for an Inter-Agency transfer. Click the **No** button to create a new employment instance.

**Note:** For guidance on how to answer this question, review the following scenarios below:

5. Click the **No** button if the employee is being transferred into a different agency or transferred into a new position at the same agency but into a different employee type (i.e., wage to salaried). The **New Employment Instance** page displays and clicking the **Add Relationship** button creates a new employee record that the employee can be hired into. Refer to the Job Aid titled **HR351 Creating a New Hire**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

- Click the **Yes** button if the employee is being rehired into the same agency and back into the same employee type (i.e., wage to wage). This hires the employee back into the same employee record they had previously.

The **Add Employment Instance** page displays as a result of click the **No** button.

**Add Employment Instance**

Empl ID XXXXXXXXXX

Empl Record    2

Add Relationship

Return to Search

- Click the **Add Relationship** button.

**Note:** The Employee Record increments to the next sequential number.

The **Add Employment Instance** page refreshes and the **Work Location** tab is displayed by default.

Work Location

Job Information

Job Labor

Payroll

Salary Plan

Compensation

Empl ID XXXXXXXXXX

Employee Empl Record    2

**Work Location Details** 1 of 1

\*Effective Date    01/09/2021 📅

\*Action    Hire ▼

Effective Sequence    0

Reason ▼

HR Status    Active

\*Job Indicator    Primary Job ▼

Calculate Status and Dates

Position Number   🔍

Override Position Data

Position Entry Date 📅

Position Management Record

\*Regulatory Region    USA 🔍

United States

\*Company 🔍

\*Business Unit    15100 🔍

Department of Accounts

- The **Effective Date** field defaults to the current system date. Update this date to the applicable date of transfer as needed using the **Calendar** icon.



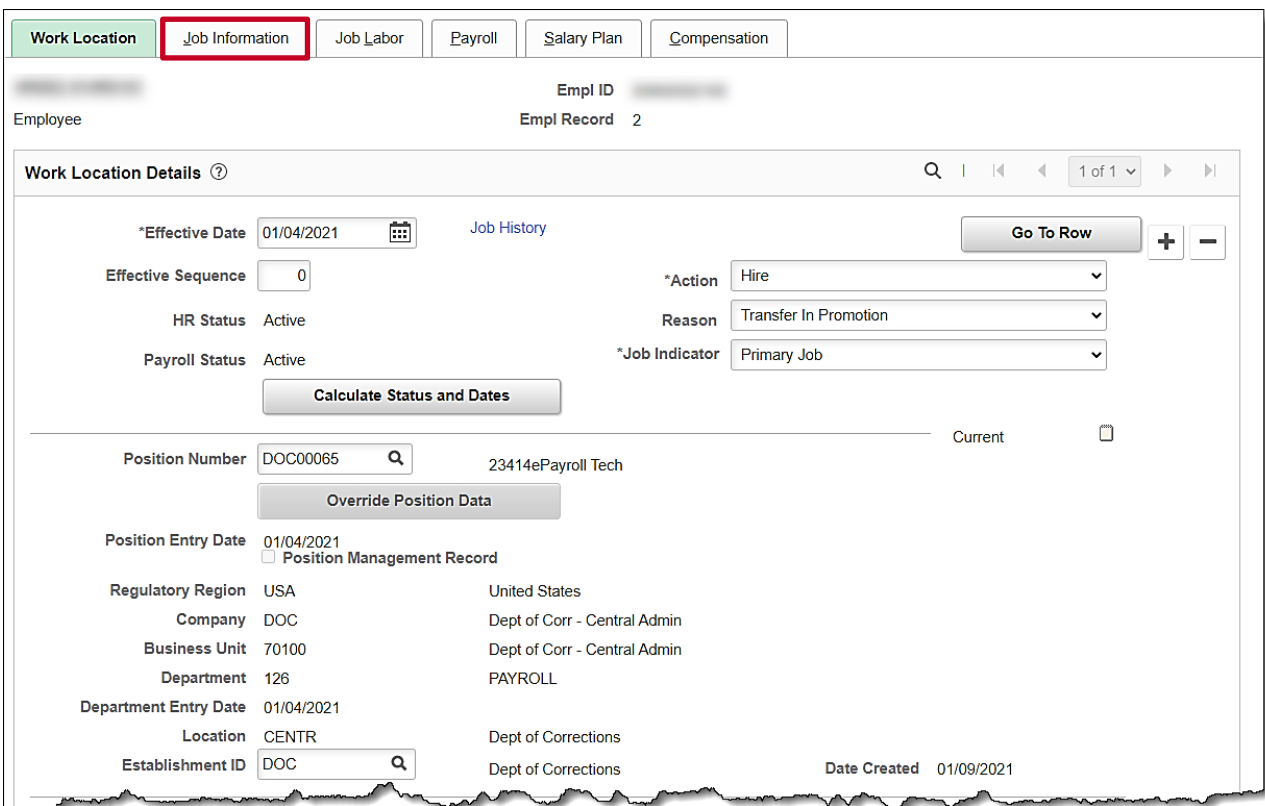
**Note:** Classified/VPA employees cannot have a break in service between the Termination and Hire/Rehire actions. Refer to DHRM Policy 2.10, Hiring, for additional guidance. For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

6. The **Action** field defaults to “**Hire**”; no other options are available.
7. Click the **Reason** field drop-down button and select from one of the “**Transfer In**” reasons.

**Note:** For further information on valid Action and Reason code combinations and a PMIS crosswalk, see the Job Aid titled **HR351 Action Reason Codes**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

8. Enter/select the Position Number in the **Position Number** field using the look-up icon.

The **Work Location** tab refreshes and the remaining Position Data populates based upon the selected **Position Number**.



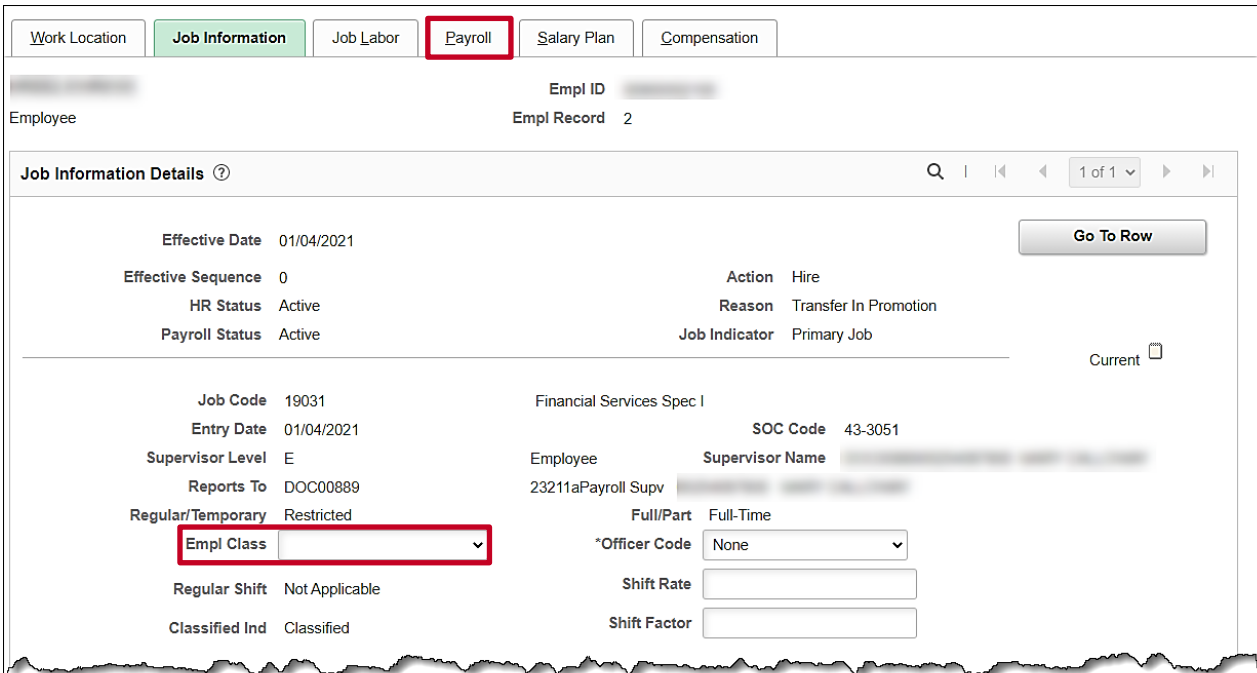
The screenshot shows the 'Job Information' tab selected. The 'Effective Date' is 01/04/2021. The 'Action' is set to 'Hire' and the 'Reason' is 'Transfer In Promotion'. The 'Position Number' is DOC0065, which has populated the following details: 23414ePayroll Tech, Position Entry Date 01/04/2021, Regulatory Region USA, Company DOC, Business Unit 70100, Department 126, and Establishment ID DOC. The 'Date Created' is 01/09/2021.

9. The remaining information populates based on the Position Number entered/selected. Review the information. If the Position Data is not correct, cancel the action and make corrections to the Position before assigning the employee to the position.

**Note:** For further information on updating Position Data, see the Job Aid titled **HR351 Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

10. If the Position Data is correct, click the **Job Information** tab.

The **Job Information** tab displays.



The screenshot shows the 'Job Information' tab selected. The 'Payroll' tab is highlighted with a red box. The 'Empl Class' dropdown menu is also highlighted with a red box. The form displays the following information:

- Effective Date: 01/04/2021
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Hire
- Reason: Transfer In Promotion
- Job Indicator: Primary Job
- Current:
- Job Code: 19031
- Entry Date: 01/04/2021
- Supervisor Level: E
- Reports To: DOC00889
- Regular/Temporary: Restricted
- Empl Class:
- Regular Shift: Not Applicable
- Classified Ind: Classified
- Financial Services Spec I
- SOC Code: 43-3051
- Employee: 23211aPayroll Supv
- Supervisor Name: [Redacted]
- Full/Part: Full-Time
- \*Officer Code:
- Shift Rate:
- Shift Factor:

- Review the job information. If the job information is not correct, cancel the action and make corrections to the Position before assigning the employee to the position.

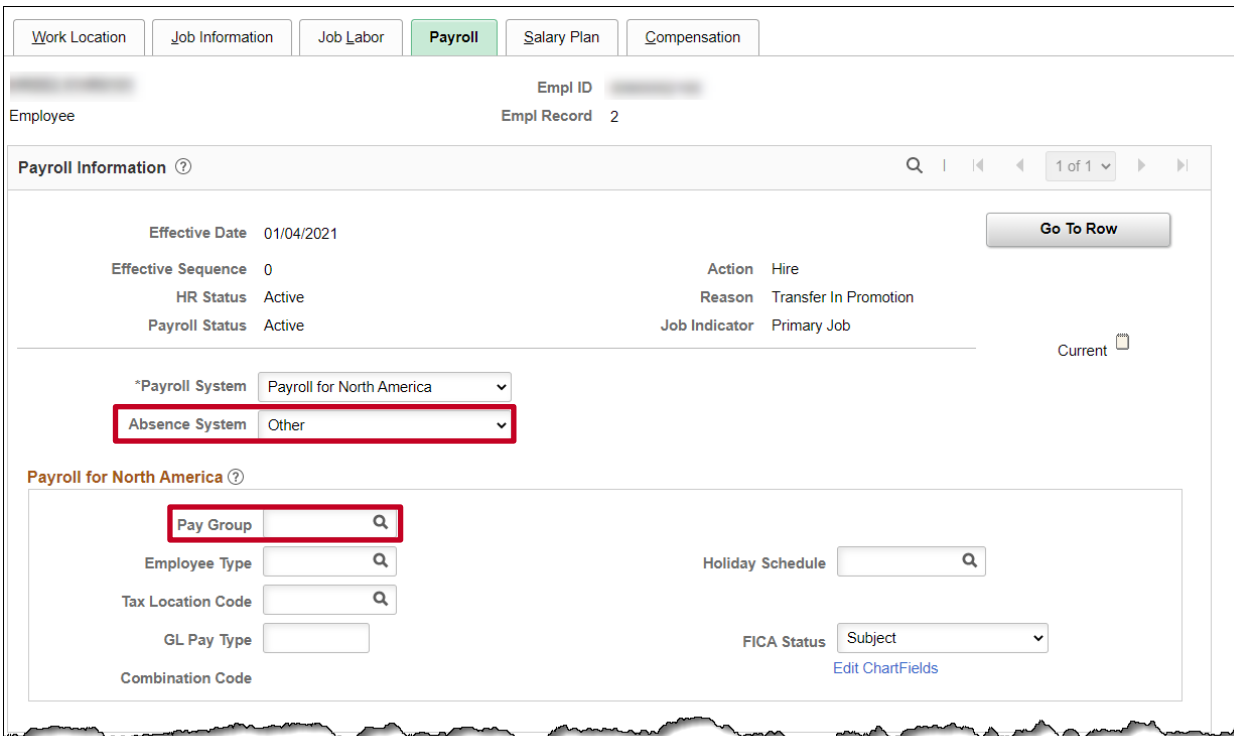
**Note:** For further information on updating Position Data, see the Job Aid titled **HR351 Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

12. If the job information is correct, click the **Empl Class** field drop-down button and select the applicable Classification. The following classifications are available for selection:

- Adjunct
- Admin/Prof
- Agncy Hd
- Classified
- Emerg Hrlly
- FedWrkStdy
- Grad Asst
- LODA Em
- LTD
- LegiAssist
- Non Class
- ORP CNV
- Othr Offcl
- Ret EE
- Ret Judge
- SPORS
- StWrkStdy
- Student
- Sub Judge
- TLC EE
- TchResrch
- Uemply
- VALORS
- Wage
- Wage NE

13. Click the **Payroll** tab.

The **Payroll** tab displays.



The screenshot shows the HR351 interface with the **Payroll** tab selected. The interface includes several tabs: **Work Location**, **Job Information**, **Job Labor**, **Payroll** (active), **Salary Plan**, and **Compensation**. Below the tabs, the employee's name is redacted, and the **Empl ID** is also redacted. The **Empl Record** is 2.

The **Payroll Information** section displays the following details:

- Effective Date: 01/04/2021
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Hire
- Reason: Transfer In Promotion
- Job Indicator: Primary Job

There is a **Go To Row** button and a **Current** indicator.

The **\*Payroll System** is set to **Payroll for North America**. The **Absence System** is set to **Other**.

The **Payroll for North America** section contains the following fields:

- Pay Group**: Searchable field (highlighted with a red box).
- Employee Type**: Searchable field.
- Tax Location Code**: Searchable field.
- GL Pay Type**: Text input field.
- Holiday Schedule**: Searchable field.
- FICA Status**: Set to **Subject**.
- Combination Code**: Text input field.

A link for **Edit ChartFields** is visible below the FICA Status field.

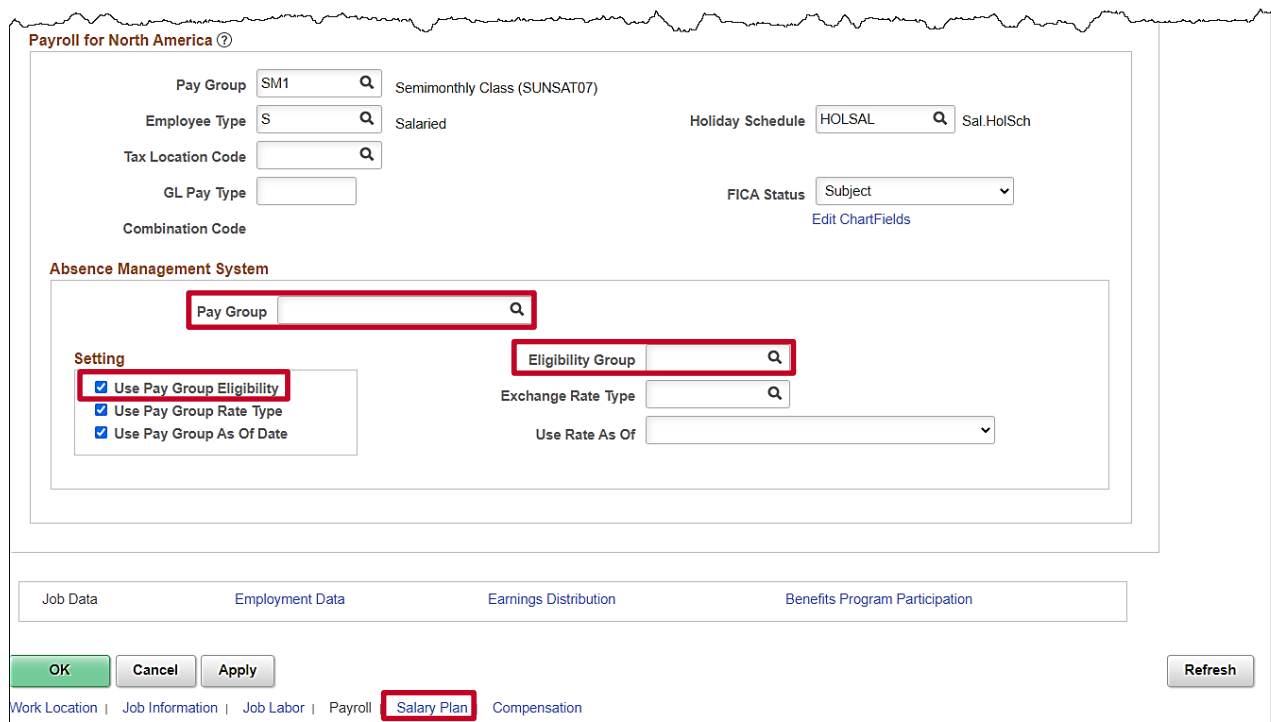
- The **Absence System** field defaults to “Other”. If the agency uses Cardinal Absence Management, click the drop-down button and select “**Absence Management**”.

**Note:** The **Absence Management** section is visible only if “**Absence Management**” is selected in the **Absence System** field, otherwise this section is hidden.

- Enter/select the applicable Pay Group in the **Pay Group** field within the **Payroll for North America** section.

**Note:** The options available within the **Pay Group** field are driven by the type of Absence System selected. It is, therefore, important to complete this page in order from top to bottom.

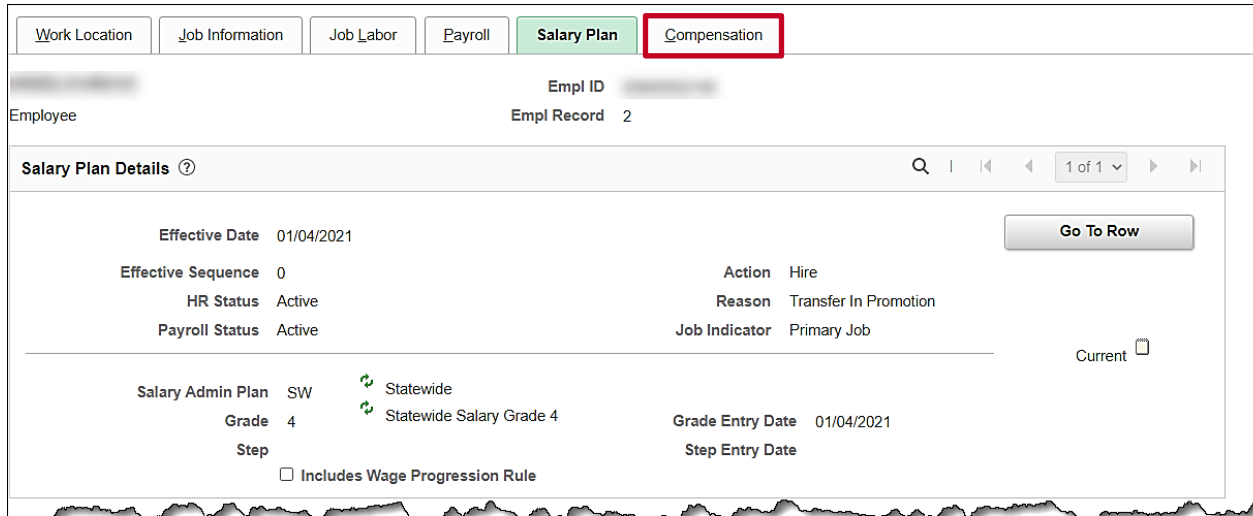
The page refreshes.



**Note:** The **Employee Type** and **Holiday Schedule** fields default based on the Pay Group selection. The **Absence Management System** section only displays if “**Absence Management**” is selected in the **Absence System** field.

- Enter/select the applicable Tax Location Code (previously known as the FIPS code) in the **Tax Location Code** field.
- Enter/select the same Pay Group in the **Pay Group** field within the **Absence Management System** section as was selected in the **Pay Group** field within the **Payroll for North America** section if the Pay Group is not auto-populated.
- Enter/select the appropriate Eligibility Group in the **Eligibility Group** field.
- De-select the Use Pay Group Eligibility checkbox.

20. Once the payroll information is entered, click the **Salary Plan** link at the bottom of the page. The **Salary Plan** tab displays.



Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | Compensation

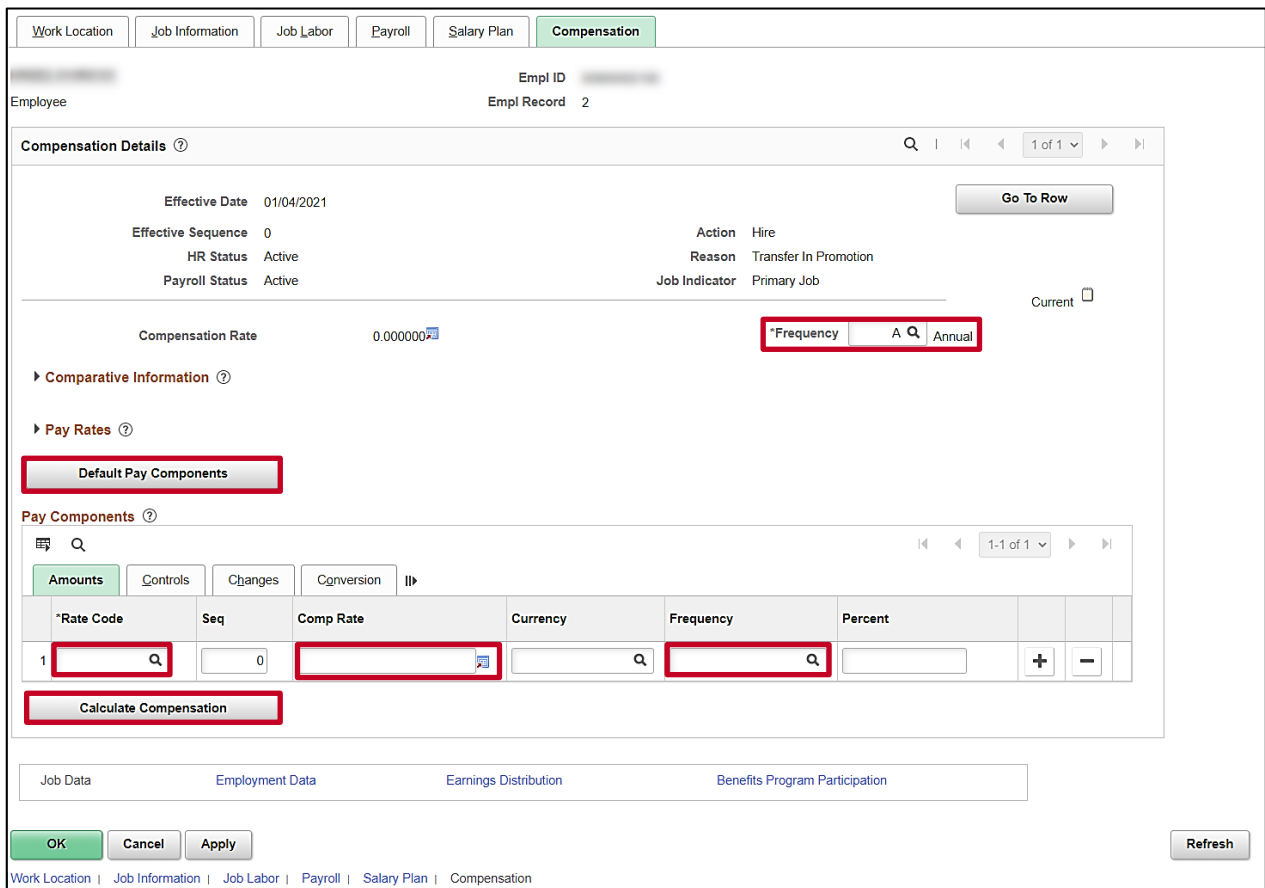
Employee [redacted] Empl ID [redacted]  
Empl Record 2

**Salary Plan Details** ? 1 of 1

Effective Date	01/04/2021	<input type="button" value="Go To Row"/>	
Effective Sequence	0	Action	Hire
HR Status	Active	Reason	Transfer In Promotion
Payroll Status	Active	Job Indicator	Primary Job
Current <input type="checkbox"/>			
Salary Admin Plan	SW	Statewide	
Grade	4	Statewide Salary Grade 4	Grade Entry Date 01/04/2021
Step			Step Entry Date
<input type="checkbox"/> Includes Wage Progression Rule			

21. Review the salary plan information. If the salary plan information is not correct, cancel the action and make corrections to the Position before assigning the employee to the Position. The Salary Admin Plan/Grade may change for the employee if this action is a promotion or demotion.
- Note:** For further information on updating Position Data, see the Job Aid titled **HR351 Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
22. If the salary plan information is correct, click the **Compensation** tab.

The **Compensation** tab displays.



Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation**

Employee: [Redacted] Empl ID: [Redacted] Empl Record: 2

**Compensation Details** 1 of 1

Effective Date: 01/04/2021 Go To Row

Effective Sequence: 0 Action: Hire  
 HR Status: Active Reason: Transfer In Promotion  
 Payroll Status: Active Job Indicator: Primary Job Current

Compensation Rate: 0.000000 \*Frequency: A Annual

▶ Comparative Information ?

▶ Pay Rates ?

**Default Pay Components**

**Pay Components** 1-1 of 1

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1	0					+	-

**Calculate Compensation**

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

OK | Cancel | Apply Refresh

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

23. Enter/select the applicable Frequency Code in the **Frequency** field.  
**Note:** The Frequency for salary employees is Semi-monthly, PAY18, PAY20, or PAY22.
24. Click the Default Pay Components button.
25. Enter/select the applicable Rate Code in the **Rate Code** field.
26. The **Currency** and **Frequency** fields default based on the Rate Code entered/selected. Enter the applicable annual compensation amount in the **Comp Rate** field.
27. Click the Calculate Compensation button.

The page refreshes.

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Employee Empl ID [REDACTED]

Empl Record 2

Compensation Details ?
1 of 1

Effective Date	01/04/2021	<a href="#">Go To Row</a>
Effective Sequence	0	Action Hire
HR Status	Active	Reason Transfer In Promotion
Payroll Status	Active	Job Indicator Primary Job

Current

Compensation Rate	3,125.000000	*Frequency	S <input type="text"/> Semimonthl
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▶ Comparative Information ?

▶ Pay Rates ?

Default Pay Components

Pay Components ?
1-1 of 1

Amounts	Controls	Changes	Conversion		
---------	----------	---------	------------	--	--

*	Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1	STATE <input type="text"/>	0	75,000.000000	USD <input type="text"/>	A <input type="text"/>		+	-

Calculate Compensation

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

OK
Cancel
Apply

Refresh

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

28. Click the **Employment Data** link at the bottom of the page.

The **Employment Information** page displays.

Employment Information

Employee
Empl ID [REDACTED]

Empl Record 2

**Organizational Instance** ?

Organizational Instance Rcd 2	Original Start Date	<input type="checkbox"/> Override			
Last Start Date	First Start Date		Years	Months	Days
Termination Date			0	0	0
Org Instance Service Date	<input type="checkbox"/> Override				

**Organizational Assignment Data** ?

**Instance Record**

Last Assignment Start Date 01/09/2021	First Assignment Start 01/09/2021				
Assignment End Date					<a href="#">Time Reporter Data</a>
Home/Host Classification Home		<input type="checkbox"/> Override		0	0
Company Seniority Date		<input type="checkbox"/> Override		0	0
Benefits Service Date		<input type="checkbox"/> Override		0	0
Seniority Pay Calc Date		<input type="checkbox"/> Override		0	0
Probation Date <input type="text"/>					
Professional Experience Date <input type="text"/>	Last Verification Date <input type="text"/>				
Business Title 23414ePayroll Tech	Position Phone				
*Work Mode <input type="text" value="Office/Facility Worker"/>	Tenure Status/Contract Type <input type="text"/>				
Alternate Leave Plan <input type="text"/>	<input type="checkbox"/> Alternate Work Schedule				
VSDP Effective Date <input type="text"/>					
Agency Use Field 1 <input type="text"/>	Agency Use Field 2 <input type="text"/>	Agency Use Field 3 <input type="text"/>			

**Person Employment Dates** ?

Continuous State Service Date <input type="text"/>	
Leave Eligibility Service Date <input type="text"/>	
Previous Months Of Service <input type="text"/>	

USA

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

OK
Cancel
Apply

Refresh

29. Review the employment information and validate for accuracy.
30. If updates to continuous State Service Date, Leave Eligibility Service Date, and Previous Months of Service are needed see the Job Aid titled **HR351 Impact of Breaks in Service Overview Job Aid**. This document can be found on the **Cardinal** website under **Learning**.
31. Click the Benefits Program Participation link.



The **Benefit Program Participation** page displays.

Benefit Program Participation

Employee
Empl ID [redacted]  
Empl Record 2

**Benefit Status** 1 of 1

Benefit Record Number	0	Go To Row
Effective Date	01/04/2021	
Effective Sequence	0	Action Hire
HR Status	Active	Reason Transfer In Promotion
Payroll Status	Active	Job Indicator Primary Job

\*Benefits System Benefits Administration
Current

Annual Benefits Base Rate  USD
Benefits Employee Status Active

**Benefits Administration Eligibility**

BAS Group ID

Elig Fld 1 <input type="text"/>	Elig Fld 2 <input type="text"/>	Elig Fld 3 <input type="text"/>
Elig Fld 4 <input type="text"/>	Elig Fld 5 <input type="text"/>	Elig Fld 6 <input type="text"/>
Elig Fld 7 <input type="text"/>	Elig Fld 8 <input type="text"/>	Elig Fld 9 <input type="text"/>

**Benefit Program Participation Details** 1 of 1 | View All

*Effective Date	11/10/2019	Currency Code	USD
*Benefit Program	SAL	Salaried Employee Benefit Pgm	

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

OK
Cancel
Apply

Refresh

32. Review the Benefits Program Participation information and validate for accuracy.

**Note:** If any of the Benefit Program Participation information is not correct, coordinate with a Benefits Administrator. For further information on Eligibility Configuration Fields, see the **Job Aid** titled **BN361 Overview of the Eligibility of Configuration Fields**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

**Note:** Before clicking the **OK** button, review all Job Information. Once the **OK** button is clicked, the record is saved, and anything entered incorrectly will require a help desk ticket for correction. If either of **Elig Flds 2, 8, & 9** are blank, the warning message below displays.

Warning -- -

The following fields should be populated:  
Eligibility Field 2 - Health Care Group Number  
Eligibility Field 8 - Contract Length/Number of Pays  
Eligibility Field 9 - Employee Status/Bill Premium Code

Any field left blank will be populated with a default value automatically overnight.

Click Cancel to go back and enter the value(s) or click OK to save.

33. Click the **OK** button.

The **Add Employment Instance** page returns.

**Add Employment Instance**

Empl ID

Empl Record 2

**Note:** Be sure to update the employee's Agency Provided Email address in Personal Data, if applicable.

34. Highlight the Employee ID and right click the mouse to copy the employee ID.

35. Use the following navigation to run the **Employee Activity Report** for the employee:

Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report

36. Run the Employee Activity Report for the employee.

**Note:** For further information on reports, see the **HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.

37. Print the report and place the printed transaction in the employee file for future audit requests.