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

Coordination between the Sending and Receiving Agencies is imperative as the **effective dates** and **Action/Reasons** of transactions must be entered correctly by **both** agencies to prevent inaccurate breaks in service and healthcare. Sending agency should enter **Termination/Transfer Out** and Receiving agency should enter **Hire/Transfer In (XXX).** The sending agency enters the transfer date (i.e., termination/transfer out 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 use the same date or the next day to prevent a break in service. The DHRM Policy Team recommends the following:

> *"The Receiving Agency should consult with the Sending Agency and determine the resignation/separation date. If there is a difference that involves a few days, then we encourage the former agency to approve the employee's use of LWOP and expand the separation date so there is no break in service."*

If applicable, the receiving agency must also update the employee's Agency Provided Email address in Personal Data, update the employee's telework agreement and process a leave balance adjustment.

All salaried 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 in active salaried positions 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.

Transferring an employee from one agency to another, the Agency Benefits Administrator will need to review benefit elections of the employee once the transfer to the receiving agency is complete. See job aid titled **BN361_Benefits Quick Reference Guide** for more details. This job aid is located on the Cardinal website in **Job Aids** under **Learning**.

If the receiving agency uses Cardinal Absence Management, the HR Administrator of the receiving agency should request the salaried employee's leave balances as of the date of transfer from the sending agency. Leave balances do not transfer automatically in Cardinal, therefore the receiving agency will have to process a balance adjustment in the Time and Attendance module when the transfer is complete. For further details on balance adjustments, see the Job Aid titled **TA374_Managing Absence Balances**. This job aid is located on the Cardinal website in **Job Aids** under **Learning**.

As of 11/11/2022, per DHRM policy, Service Credit for Annual Leave Accruals, the annual leave accrual rate is determined by using state service and a veteran's service in the military, National Guard or Reserves. A Veteran's service is determined by adding the net active service, total prior active service, and total prior inactive service data found on the form DD-214. To assist in identifying employees who are eligible, the RHR294-Disability and Veteran Service Report can be used. In order to run this report, the user must have the manager role due to the disability information on the report.

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Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

Sending Agency Tasks

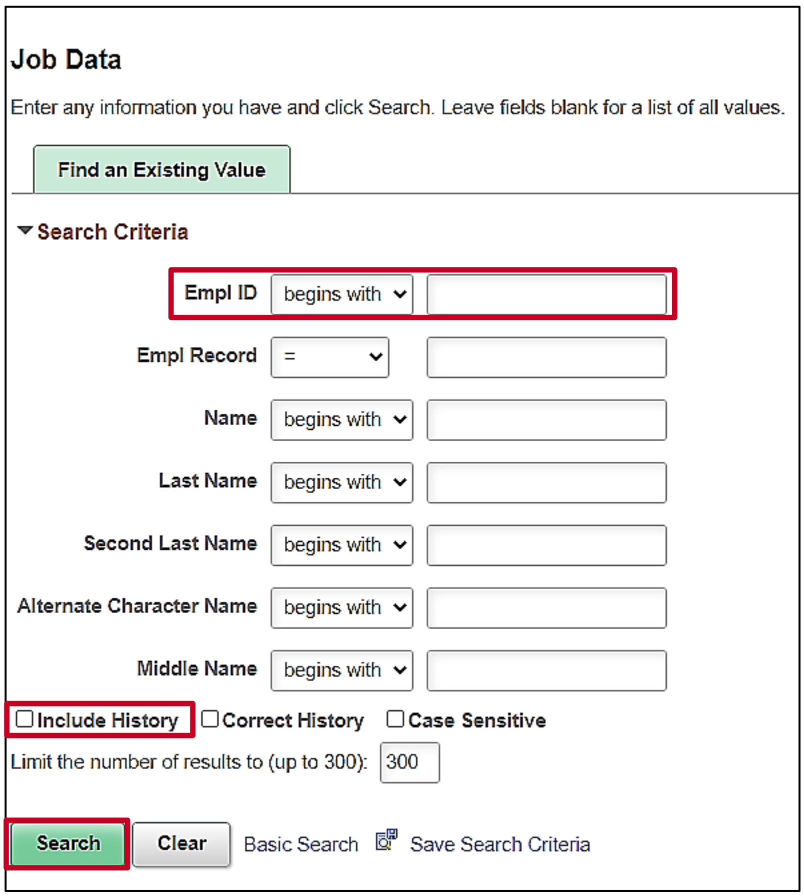
Termination/Transfer Out

Before beginning, make sure you have coordinated the termination effective date with the Receiving Agency.

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

   Menu > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.



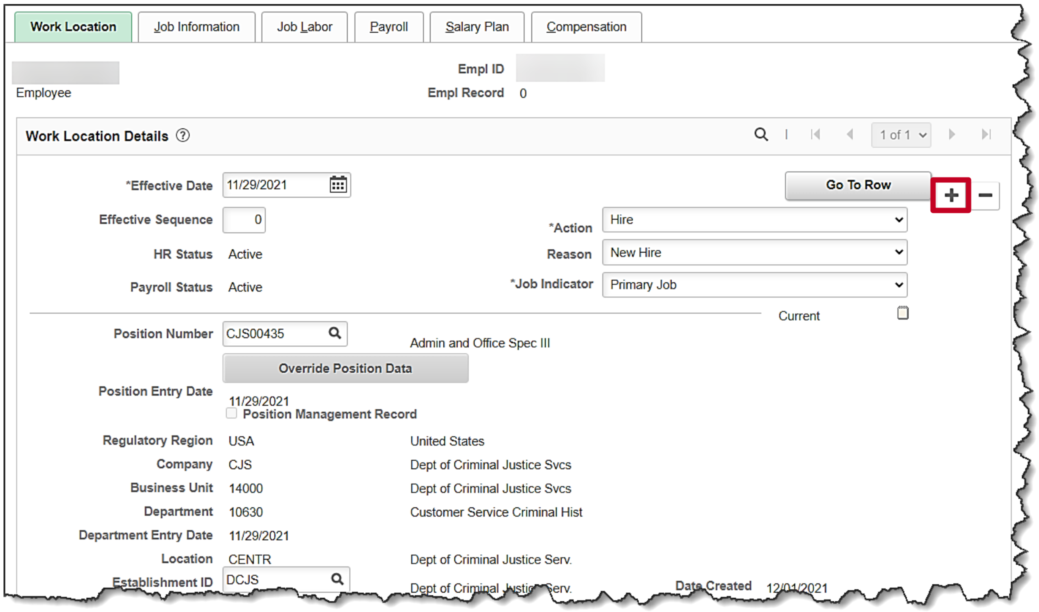
2. Search for the applicable employee by entering the Employee ID in the **Empl ID** field.

   Note: You can also search by Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Include History** checkbox.

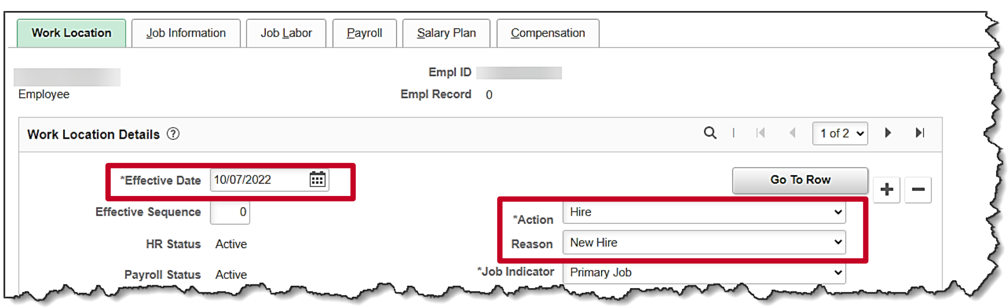
4. Click the **Search** button.

The **Job Data** page for the applicable employee displays with the **Work Location** tab displayed by default.



5. Click the **Add a New Row** icon (**+**) to add a new effective dated row.

The **Work Location** tab refreshes with a new effective dated row displayed.



Note: When adding a new effective dated row, Cardinal copies the data from the previous row to reduce the amount of data entry required.

6. The **Effective Date** field defaults to the current system date. Update to the correct date.

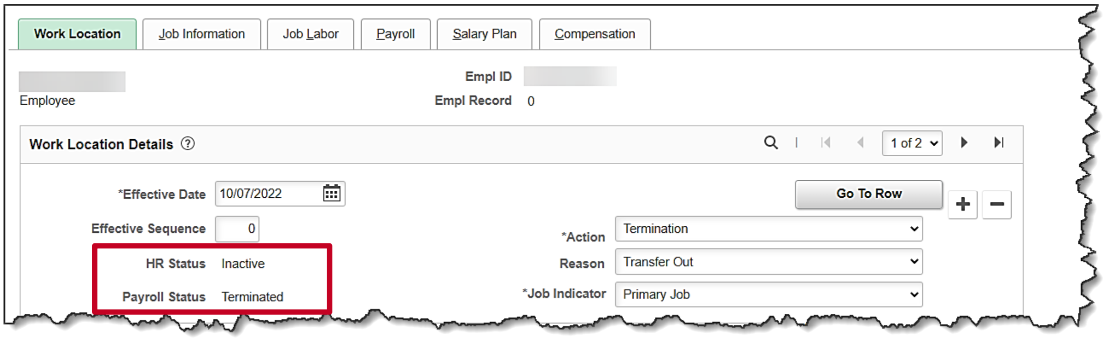
   Note: Set the effective date to be one day after the employee's last day worked. Effective date of Termination transactions is generally the day immediately following last day worked (or the day after the employee's last day on the payroll).

   If an employee's last day is 11/10/2021, the effective date of the termination should be 11/11/2021. 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**.

7. Select the **Termination** option using the **Action** field dropdown button.

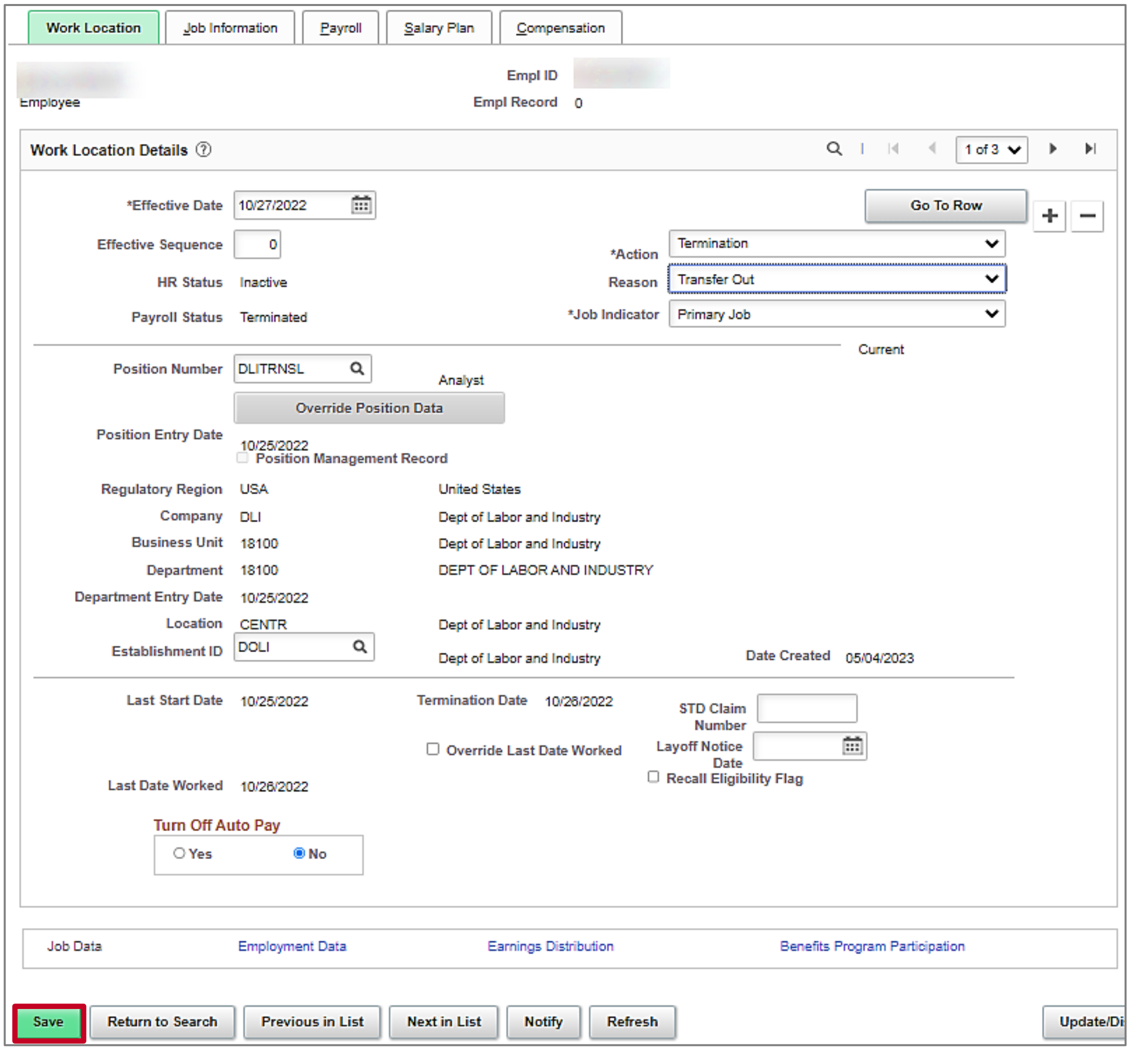
8. Select the **Transfer Out** reason using the **Reason** field dropdown button.

The **Job Data** page refreshes.



9. After selecting the **Action** and **Reason**, the **HR Status** and **Payroll Status** fields automatically update. Validate that the HR status displays as **Inactive** and the Payroll status displays as **Terminated**.

The **Job Data** page returns.



10. Click the **Save** button.

Receiving Agency Tasks

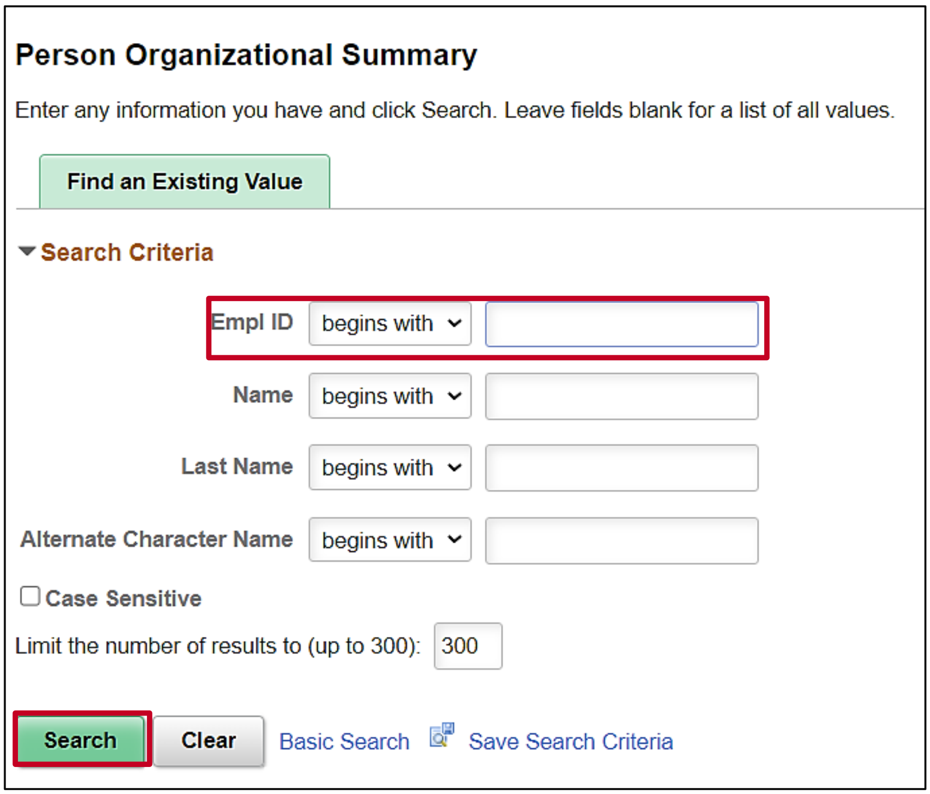
Reviewing Person Organizational Summary

The receiving agency must review the **Person Organizational Summary** page to ensure the sending agency has processed the termination transaction to transfer the employee out of their agency.

1. Navigate to the **Person Organizational Summary** page using the following path:

   Menu > Workforce Administration > Personal Information > Person Organizational Summary

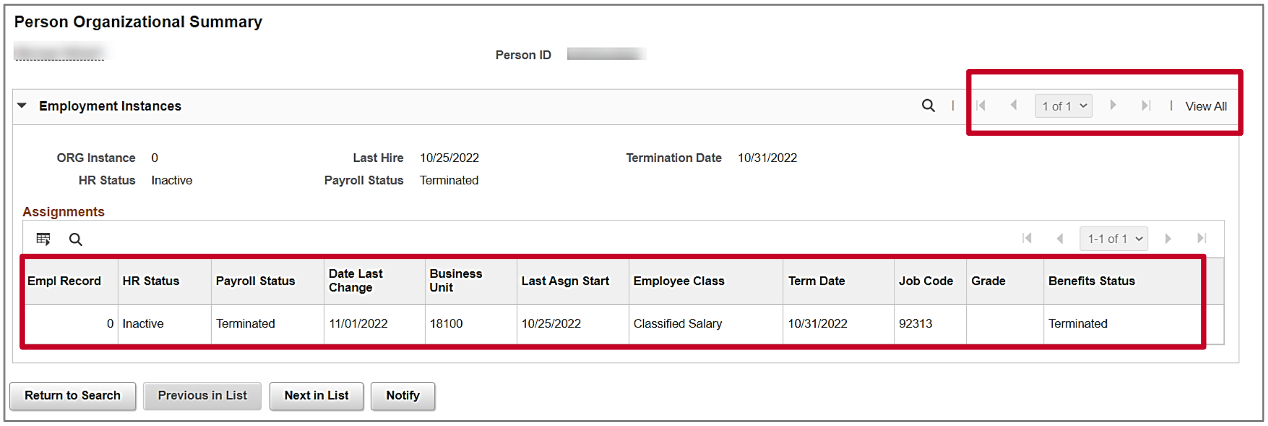
The **Person Organizational Summary** page displays.



2. Enter the employee’s ID in the **Empl ID** field.

3. Click the **Search** button.

The **Person Organizational Summary** page displays the employee's Empl Records in order starting with Empl Record 0.



Note: To navigate to the desired Empl Record, if there are more than one, use the navigational arrows or **View All** link in the top right portion of the page.

4. 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: Employee ID 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 transaction.

    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 transaction.

    d. **Date Last Change** field: This should match the agreed upon Effective Date.

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

5. 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.

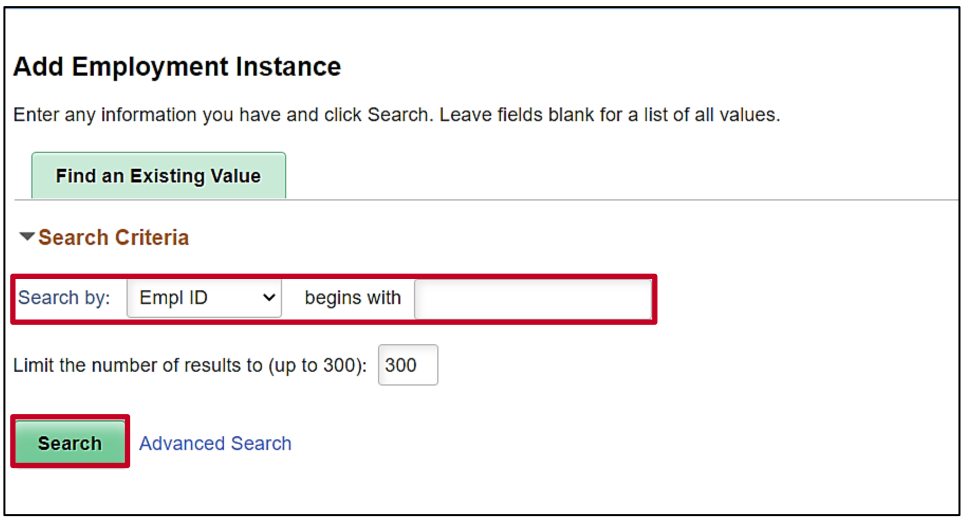
Updating the Employee Job Data

Validate the position information is correct prior to updating the employee's Job Data. If the position data is incorrect, 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:

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

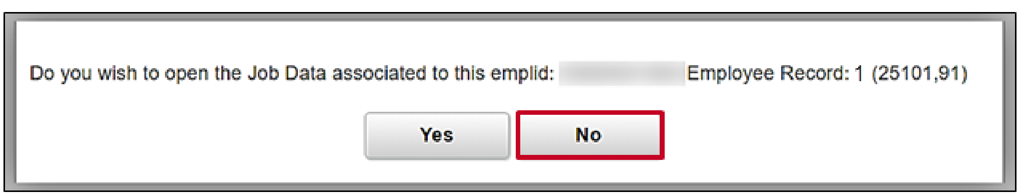
The **Add Employment Instance Search** page displays.



2. Enter the employee's Employee ID into the **Search by** field.

3. Click the **Search** button.

The following message displays in a pop-up window.



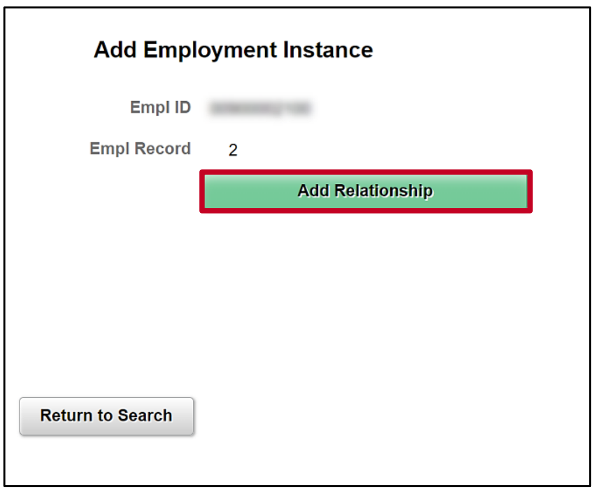
4. The employee may require a new employment instance for an Inter-Agency transfer. If the employee has never worked for this agency click the **No** button to create a new employment instance.

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

Scenario 1: 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 Completing a New Hire**. Instead of using **Action/Reason** of Hire/New Hire, use the **Action** of Hire and applicable Transfer In **Reason** code. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Scenario 2: 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.

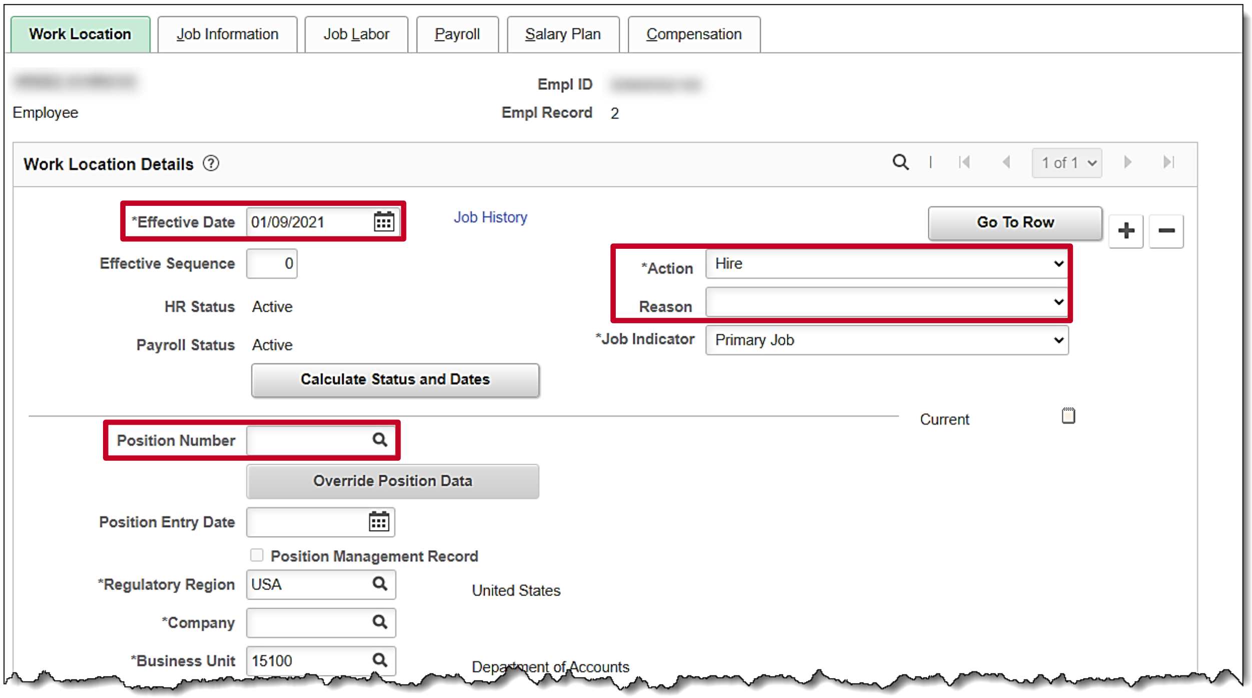
The **Add Employment Instance** page displays as a result of click the **No** button.



5. 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.



6. The **Effective Date** field defaults to the current system date. Update this date to the applicable date of transfer.

   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.

7. The **Action** field defaults to **Hire**; no other options are available.

8. Click the **Reason** field drop-down button and select from one of the **Transfer In** reasons.

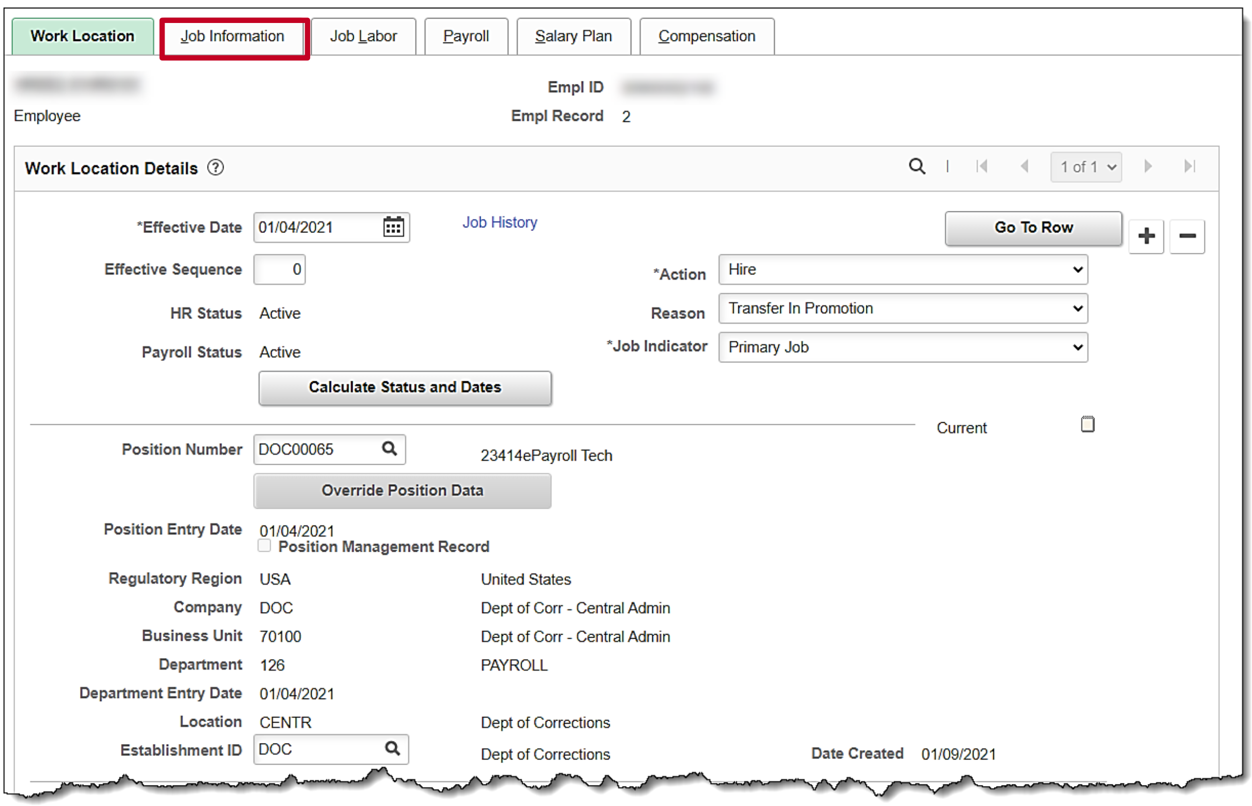
   Note: For further information on valid Action and Reason code combinations and a PMIS crosswalk, see the Job Aid titled **HR351 Action Reason Codes**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

9. Enter the Position Number in the **Position Number** field.

   Note: Validate the position selected is the required position and all data related to the position is as expected, this includes verifying whether the position is eligible for telework.

   For more information on reviewing Position Data, see the Job Aids titled **HR351_Managing a Position** and **HR351_ Managing Employee Teleworker Data**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**. If the Position Data is correct, click the **Job Information** tab.

The **Work Location** tab refreshes.



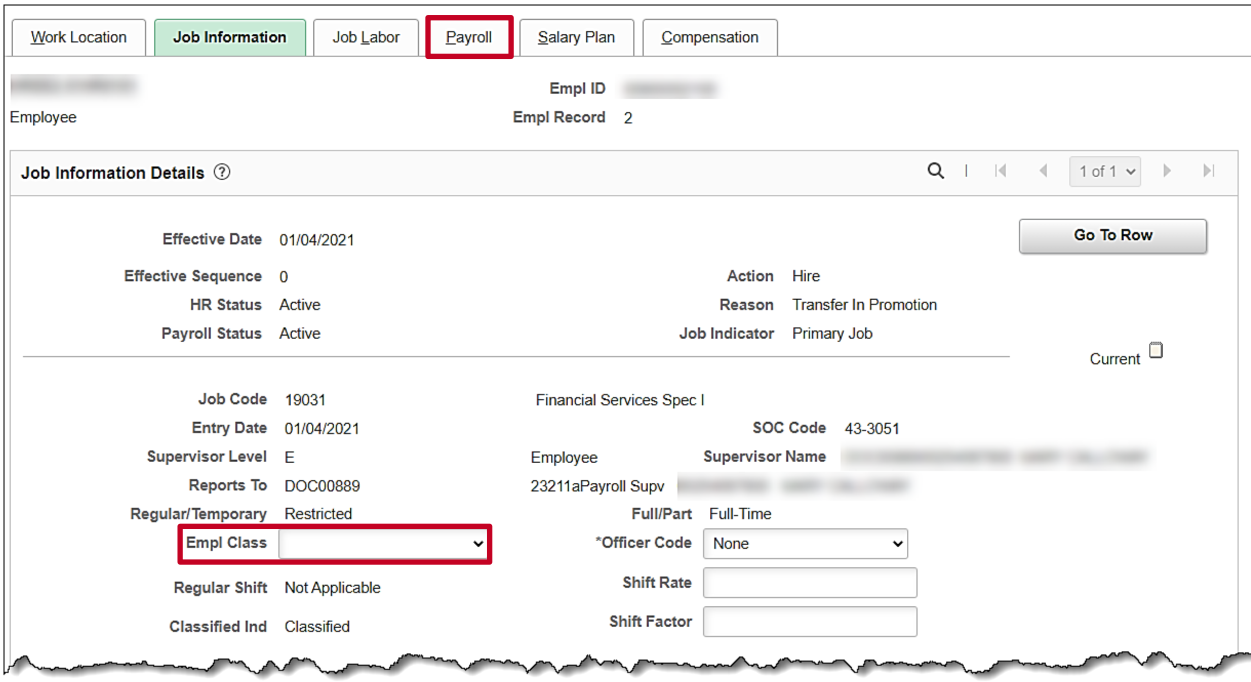
10. The remaining information populates based on the Position Number entered/selected. Review the information.

    Note: If the position data is not correct, this includes verifying whether the position is eligible for telework, cancel the action and make corrections to the position before assigning the employee to the position.

    For more information on reviewing position data, see the Job Aids titled **HR351 Managing a Position** and **HR351 Managing an Employee's Telework Data**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.

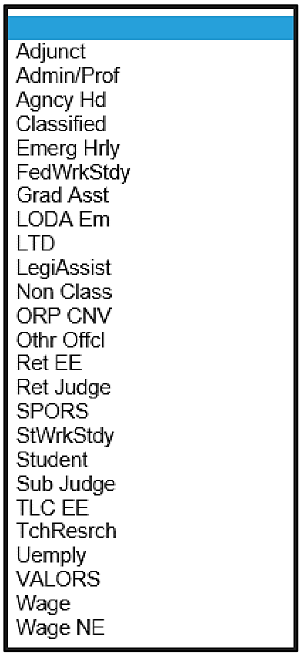
11. If the Position Data is correct, click the **Job Information** tab.

The **Job Information** tab displays.



12. Most information on the Job Information tab is related to the position. Review the information; if the information is not correct, cancel the action and make corrections to the position before assigning the employee to the position.

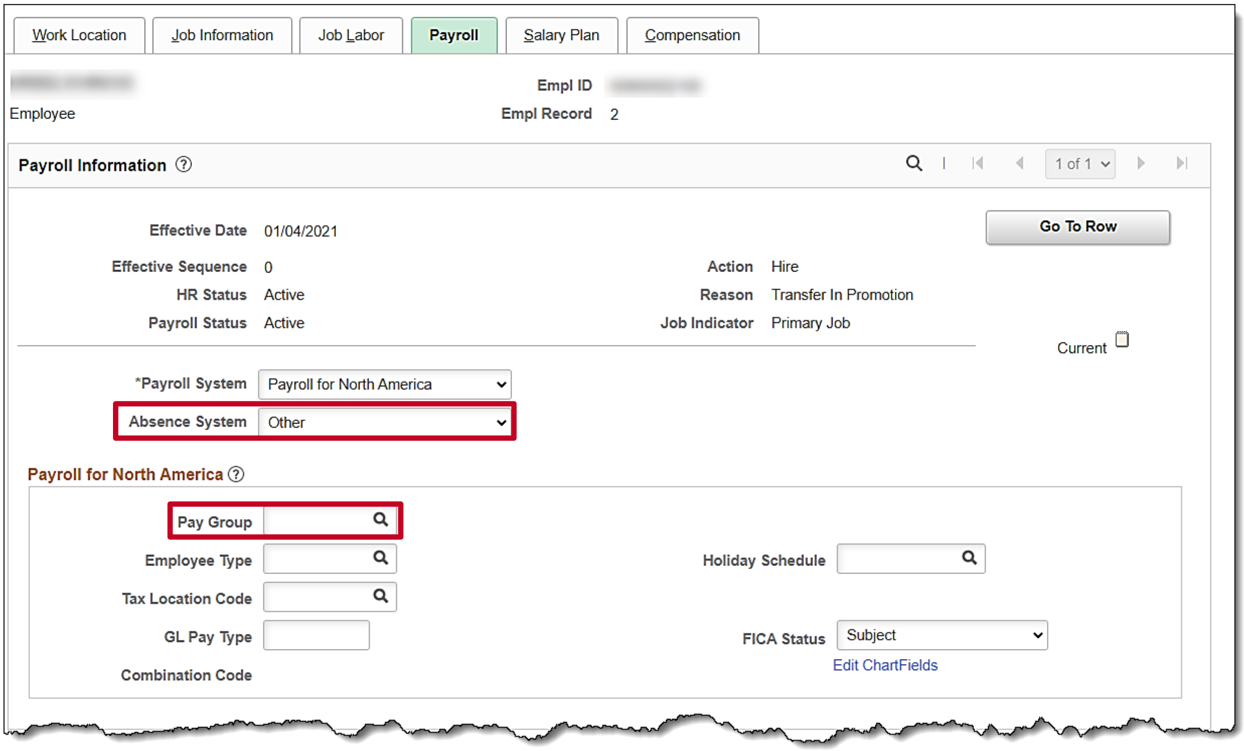
13. Select the appropriate **Empl Class** field drop-down button and select the applicable Classification. The following classifications are available for selection:



Note: The Action/Reason, Employee Class, and Job Code are key fields in the VRS file nightly extract from Cardinal to VRS. VNAV reconciliation will be difficult and time consuming if the incorrect data is entered. For further information on selecting the appropriate employee classification, see the Job Aid titled **HR351 Employee Class Overview**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

14. Click the **Payroll** tab.

The **Payroll** tab displays.



15. The **Absence System** field defaults to “**Other**”. Keep the default of **Other** if the employee is Wage. If the employee is salaried and their agency uses Cardinal Absence Management, click the drop-down button and select “**Absence Management**”.

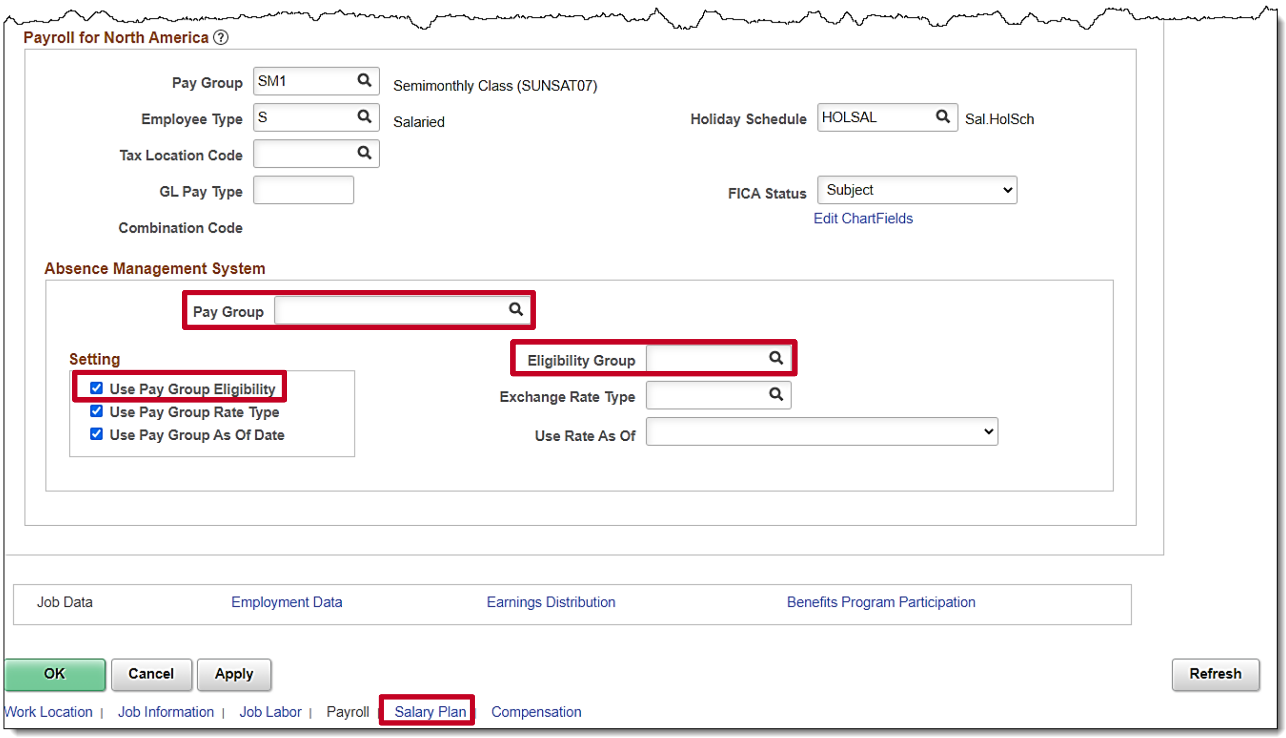
    Note: The **Absence Management** section is visible only if “**Absence Management**” is selected in the **Absence System** field, otherwise this section is hidden.

16. 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 important to complete this page in order from top to bottom.

    Note: FICA Status defaults to “Subject” for regular Social Security and Medicare tax withholdings. Update this value to “Exempt” if the employee is exempt from both Social Security and Medicare tax withholdings or “Medicare only” if the employee is only subject to Medicare tax withholdings.

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.

17. Enter the applicable Tax Location Code (previously known as the FIPS code) in the **Tax Location Code** field.

    Note: Updates made to the **Tax Location Code** will update the **Tax Data** pages in the Payroll module.

18. 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.

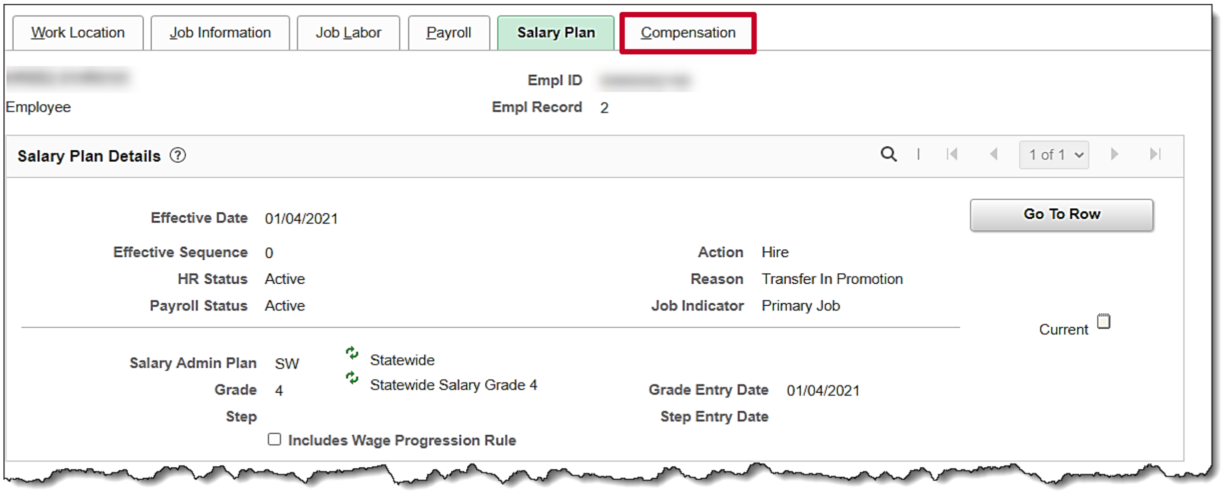
19. Select the appropriate eligibility group in the **Eligibility Group** field.

    Note: For further information on updating Eligibility Group, see the Job Aid titled **TA374 Absence Management Leave Types and Eligibility.** This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

20. De-select the **Use Pay Group Eligibility** checkbox.

21. Once the payroll information is entered, click the **Salary Plan** link at the bottom of the page.

The **Salary Plan** tab displays.

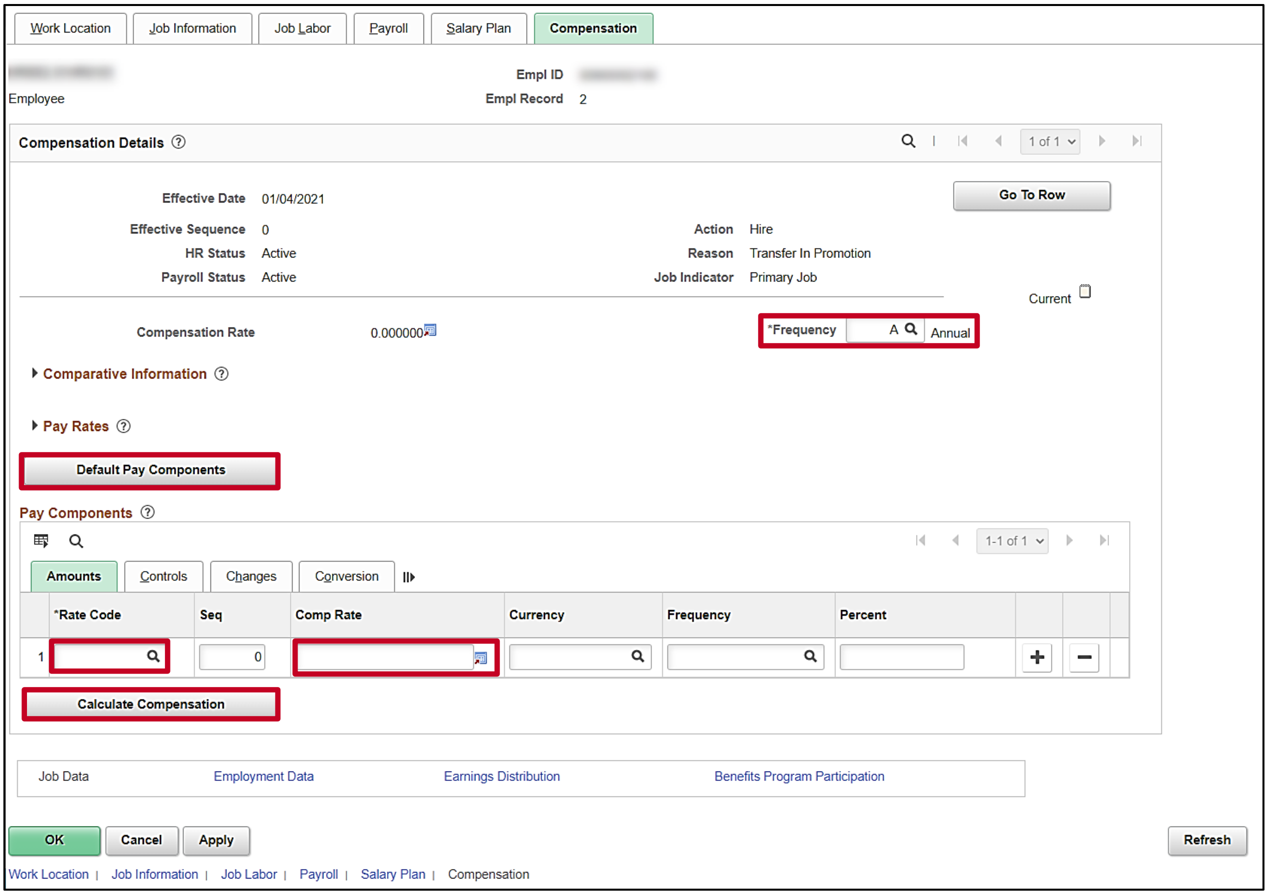


22. Review the salary plan information. If the salary plan information is not correct, cancel the action and make corrections to the position before assigning the employee to the position. The **Salary Admin Plan/Grade** may change for the employee if this action is a promotion or demotion.

    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**.

23. If the salary plan information is correct, click the **Compensation** tab.

The **Compensation** tab displays.



24. Select the applicable pay frequency in the **Frequency** field.

    Note: The Frequency field at the top the employee's pay frequency. (I.e., S for Semi-monthly, H for Hourly).

25. Click the **Default Pay Components** button.

26. Select the applicable rate code in the **Rate Code** field.

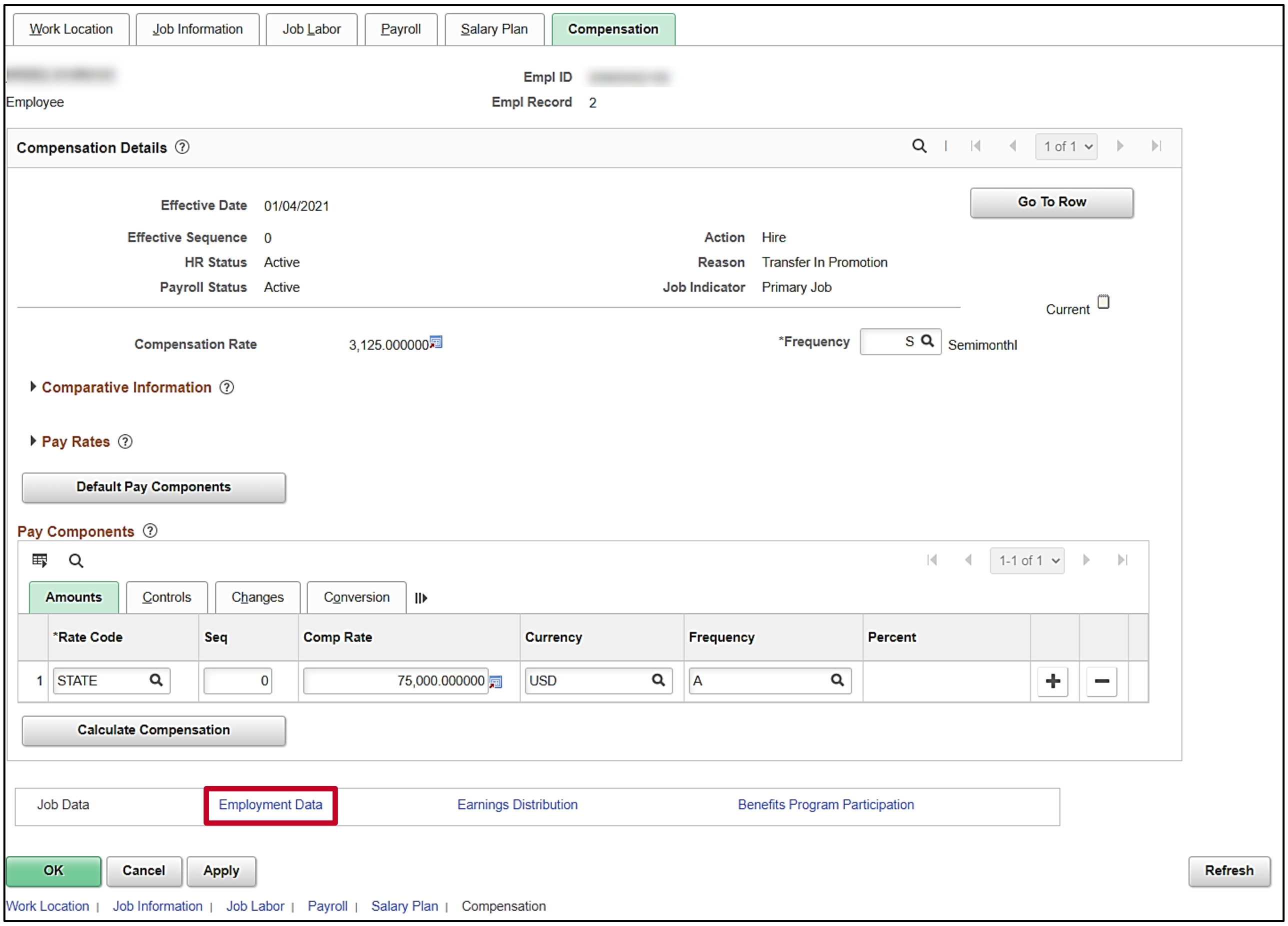
27. Enter the employee's annual salary or hourly rate in the **Comp Rate** field.

28. The **Currency** and **Frequency** fields default based on the Rate Code selected.

    Note: Frequency for Salaried will be **A** and Frequency for Hourly will be **H**.

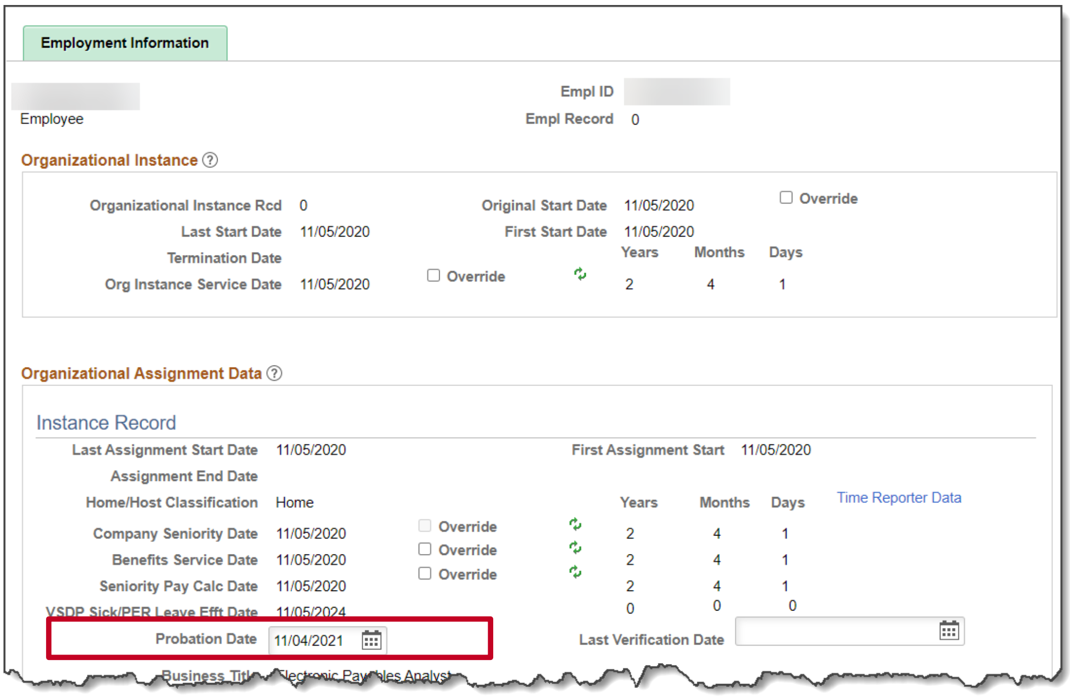
29. Click the **Calculate Compensation** button.

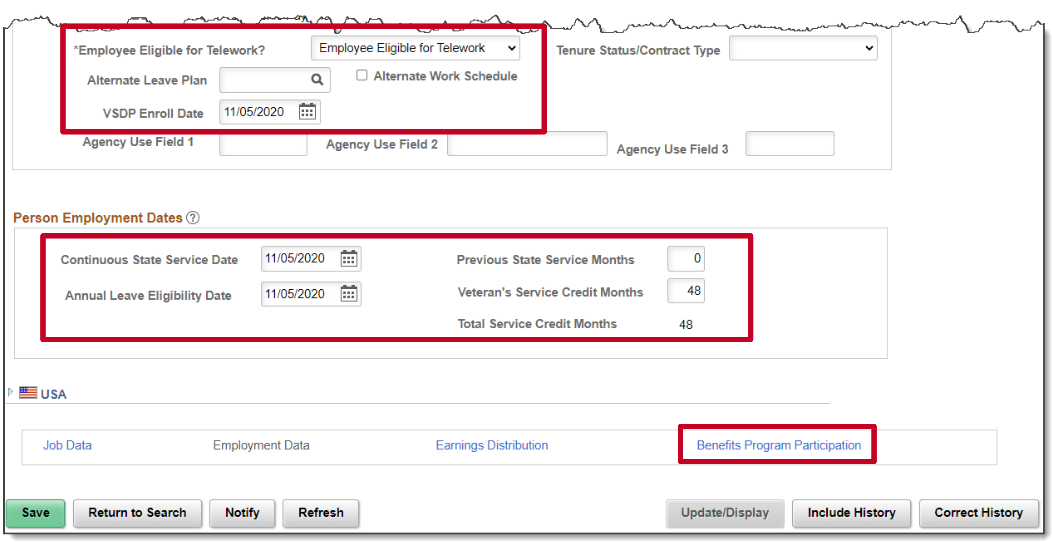
The **Compensation** page refreshes.



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

The **Employment Information** page displays.





Note: Before recording the employee's telework status, the Agency HR administrator should verify and/or update the following if the employee will be teleworking:

- The **Available for Telework** field = "Yes" on the employee's position record

Note: For further information on selecting the appropriate telework option, see the Job Aid titled **HR351_Managing Employee Teleworker Data**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

31. Select the appropriate value for the ***Employee Eligible for Telework** field.

32. If your agency does not use Cardinal Absence Management, the **Alternate Leave Plan** field must be completed based on the employee's leave program (i.e., VSDP Elig Group) in order for the employee to have a complete Total Compensation statement in Cardinal ESS.

33. Enter the enrollment date in the **VSDP Enroll Date** fields. This field is provided to VNAV and is used by the VSDP vendor to determine the program enrollment date.

34. Enter the original hire date in the **Continuous State Service Date** field. This field is used to determine eligibility for legislative pay increases for all salaried employees, as well as severance, benefits at layoff for VPA covered employees (if applicable).

35. Enter the original hire date in the **Annual Leave Eligibility Date** field. This field must be updated for all VPA covered employees and salaried employees for agencies that use Cardinal's Absence Management and auto populates the **Company Seniority Date** field.

    Note: If a correction is needed for the **Annual Leave Eligibility Date**, use the Action Reason combination of **DTA / LED** and then enter the correct date. For further information on Action Reasons, refer to the Job Aid titled **HR351 Action Reason Codes**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

36. Enter the service months in the **Previous State Service Months** field. This field is used when there is a break in service (Rehires only). For further information on breaks in service, refer to the Job Aid titled **HR351 Managing Service Dates and Breaks in Service**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

37. Enter the months of veteran's service in the **Veterans Service Credit Months** field if applicable.

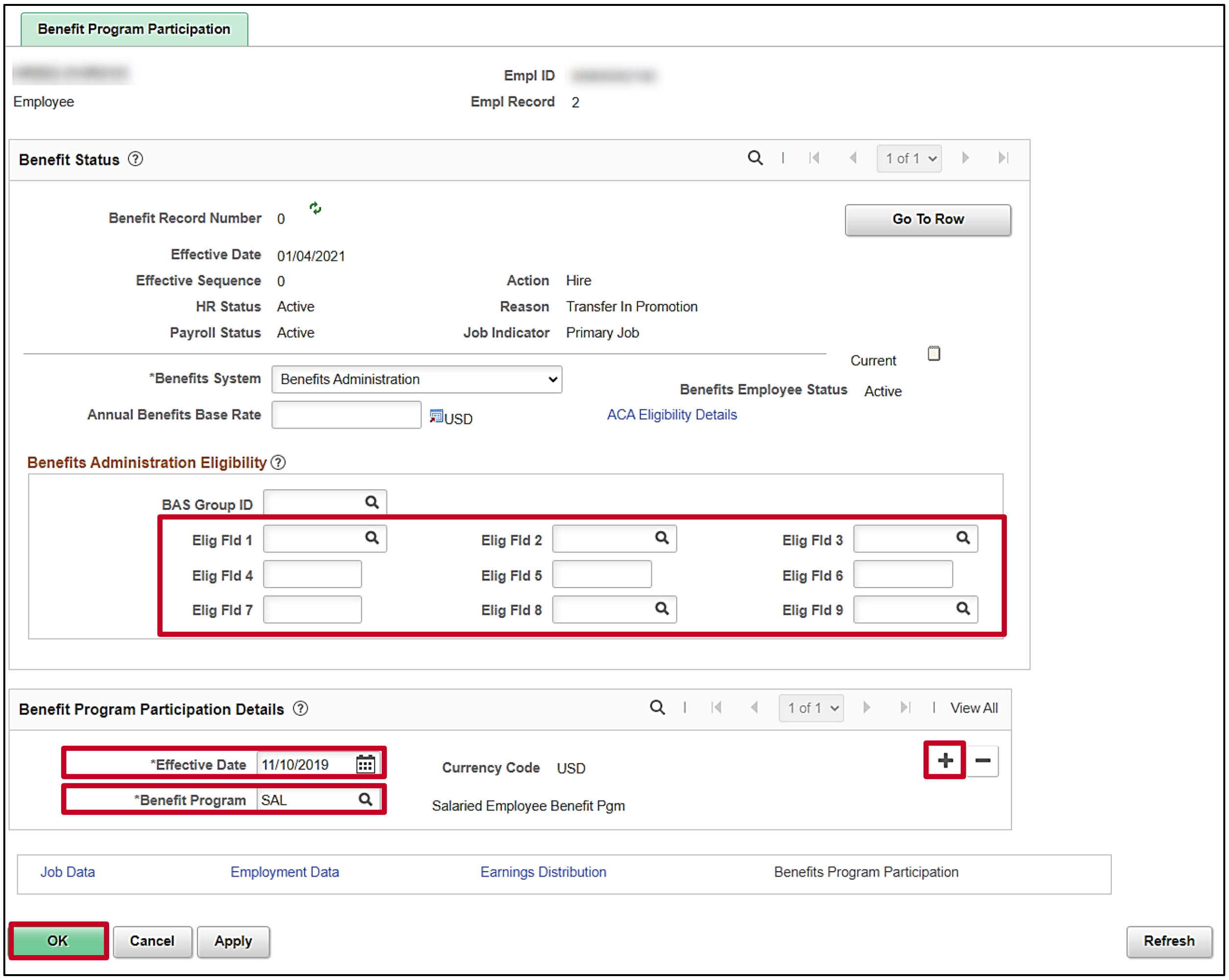
    Note: The annual leave accrual is determined by using state service and veteran's service in the military, National Guard, or Reserves. When entering Veterans Service Credit Months, agencies must also populate the **Leave Eligibility Service Date** field. Failing to do so will result in a delivered PeopleSoft Error code upon save.

38. The **Total Service Credit Months** field is a read only field. It is auto populated as the sum of the veteran's service credit months and the previous state service months. It is used to determine the annual leave eligibility date when there is a break in service or veteran's service applies.

    Note: For a detailed description of the date fields on the **Employment Information** page, refer to the Job Aid titled **HR351 Managing Service Dates and Breaks in Service**. This Job Aid can be found on the Cardinal website in the **Job Aids** under **Learning**.

39. Click the **Benefits Program Participation** link.

The **Benefit Program Participation** page displays.



40. Review the **Benefits Administration Eligibility** information and validate for accuracy.

Note: 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**.

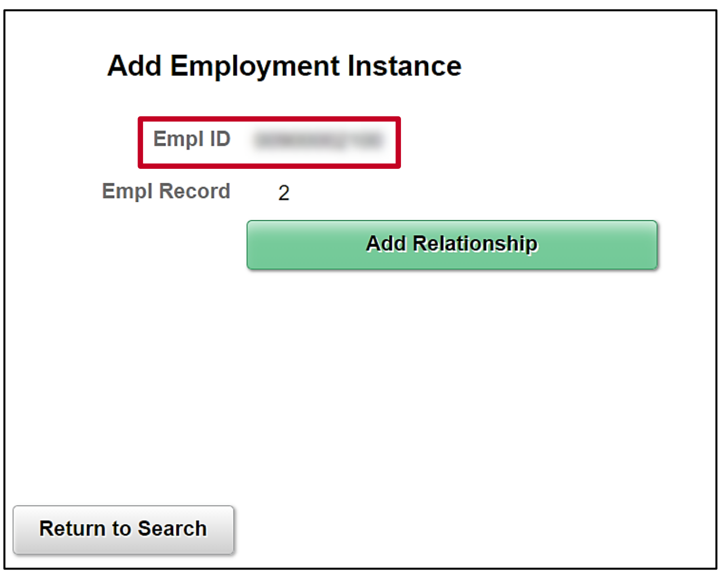
If needed, update **Elig Fld 2**, **Elig Fld 3, Elig Fld 8** and **Elig Fld 9**.

- **Elig Fld 2 -** select the applicable Healthcare Group ID (Department value). These values are provided to the health benefit vendors and reflect the group in which the employee is enrolled (DHRM provided 9-digit number).
- **Elig Fld 3 -** select who will be entering time for the employee.
- **Elig Fld 8 -** select the applicable pay frequency (i. e., salaried is 12-24 and hourly is 12-26).
- **Elig Fld 9 -** select the applicable value. These values represent the nature of the employee and how the employee health premiums are paid. Select the breakdown of how the benefits payment will be split between the employee (EE) and the employer (ER).

  Note: Do not make any updates to the **Benefit Program Participation Details** section.

41. Click the **OK** button.

The **Add Employment Instance** page returns.



42. Continue to the [Agency Next Steps After Hire](#) section of this Job Aid.

Agency Next Steps After Entering the Inter-Agency Transfer

- Be sure to enter/review the employee's citizenship, the employee's personal data, and add telework agreement if one has been established/approved.
  - For further information on entering citizenship information, updating personal data and telework, see job aids titled, **HR351 Viewing and Modifying Personal Data and HR351 Maintain Employee Teleworker Data**. These job aids can be found on the Cardinal website in **Job Aids** under **Learning**.

- If your agency requires the Employee Activity Report to be placed in the personnel file, be sure to run the **Employee Activity Report**. This report can be found in the **Cardinal HCM Human Resources Reports Catalog**. The reports catalog can be found on the Cardinal website in **Reports Catalog** under **Resources**.

- Communicate with the employee to update/review state and federal withholding forms, direct deposit elections, etc. per established business practices. If the tax withholding paper is not collected and entered prior to the first payroll period, withholdings will default to single and zero. State taxes default to VA.

- Receiving Agency Benefits Administrator - Review the transferring employee's information to ensure the transfer is done correctly and with as little disruption to the employee as possible.
  - For further information on transferring to a new agency, see job aids titled, **BN361 Benefits Quick Reference Guide**. This job aid can be found on the Cardinal website in **Job Aids** under **Learning**.

- Coordinate with agency Time and Labor (TL) Administrators to ensure that all employees are assigned the applicable Work Schedule (can be assigned by either a TL Administrator or the employee's supervisor), review their TA eligibilities (i.e., overtime, comp leave, etc.) and leave balance for possible adjustments.
  - For further information on assigning work schedules and entering balance adjustments, see Job Aids titled, **TA_Maintaining Employee Work Schedules and TA374_ Managing Balance Adjustments**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.