



# BEACON TO BEACON TRANSFER PROCESS CHECKLIST

PER

JOB AID PER-48

The purpose of this job aid is to explain all the steps necessary to transfer an employee from one BEACON agency to another BEACON agency.

## CURRENT/RELEASING AGENCY



IMPORTANT ... READ FIRST!

### CRITICAL!

This checklist is to be used for transfers from one BEACON Agency to another BEACON agency with no break in service (defined by OSHR as an employee in non-pay status for more than thirty-one calendar days from the last day of work). The current/releasing agency does not enter a Transfer or Separation action in the Integrated HR/Payroll System. However, if the employee is transferring to a Non-BEACON agency, the current/releasing agency will create a Separation – BEACON to Non-BEACON agency.

- Start date with receiving agency is negotiated among employee, current supervisor, and both HR offices.
- Current/releasing agency HR must contact the current manager/supervisor to update performance information for the transferring employee (or the current manager/supervisor must update performance information for his/her employees if he or she is the one transferring).
- Check with current/releasing agency payroll to determine if there are any outstanding overpayment balances on file.
- Delimit objects on loan (IT0040) that employee has returned.
- Verify if employee is currently on Dual Employment and, if so, notify receiving agency.

## TIME:

- Ensure that all time is entered, released, approved and processed in time evaluation prior to receiving agency creating PCR. Transactions that can be used include CATC and CATS\_DA.
- Review ALL quota balances to determine if a transfer, payout, or recovery is required. (Review PT50)
- Recover any adverse weather liabilities and advanced vacation/sick leave. (Review PT50 and IT9901/7000 records for Adverse Weather liabilities)
- Ensure that negative balances are corrected before transfer. (Review PT50)
- Compensatory time does not transfer. If subject, pay out on IT0416; if non-subject, inform employee that the comp time will be lost if not taken prior to transfer.

### BENEFITS

- Delimit agency specific benefits on IT0014.
  - Transferring to another agency is NOT a qualifying event. Pre-tax benefit plans cannot be changed.
  - NC Flex, State Health Plan, 401(k), 457 & Retirement plans automatically continue with receiving agency. Employee will receive a new card from BCBS for the receiving agency.
- Notify receiving agency that all bullets have been completed so that transfer action can be completed by Receiving Agency.

### RECEIVING AGENCY

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#### IMPORTANT ... READ FIRST!

#### CRITICAL!

If bi-weekly to monthly or vice versa or a National Guardsman transferring to receiving agency, BEST HR must complete the action AFTER PCR has been approved. Please submit a ticket to BEST HR with the Employee ID number, PCR number, Planned working time (IT0007 information), and add notes with the confirmation that everything has been resolved by the releasing agency.

DO NOT ENTER THE TRANSFER ACTION WITHOUT COMMUNICATING WITH CURRENT/RELEASING AGENCY AND KNOWING THAT TIME HAS BEEN ENTERED, RELEASED AND APPROVED!

- Run Employee History Report BP002 to verify employee personnel number, current job classification and current pay. If you don't have the personnel number, use BP004 Employee History Lookup to obtain the personnel number. These reports are located in the Cross Agency Verification Report Folder.
- Contact current/releasing agency to coordinate:
  - Last day with current/releasing agency - be mindful of holidays and leave time.
  - Normally a transfer between agencies results in an employee reporting to work in the receiving agency the first workday following the separation date from the releasing agency. If possible, consider ending one working week with the current/releasing agency and beginning the next working week with the receiving agency.
  - If employee wants to take leave between the two assignments, both agencies must agree on which agency will fund the leave and set the start date accordingly.
  - Verify with the current/releasing agency that all time has been entered, released and approved prior to creating the PCR. Once action is in system, current/releasing agency no longer has access to employee.

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- Discuss eligible leave payout or recovery requirements:
  - Comp Time - Per OSHR policy, comp time does not transfer. If subject to FLSA, comp will be paid out prior to transfer. If not subject to FLSA, comp time will be lost.
  - Vacation/Bonus leave - Per OSHR policy, vacation or bonus leave is not paid out; this leave is transferred.
- Be sure that adverse weather and advanced sick/vacation leave have been recovered prior to transfer.
- Ensure that negative balances are corrected prior to transfer.
- Review employee's State Application (PD-107) for prior state/creditable service and check system to verify that all is entered (use transaction code PT\_BAL00) Contact BEST for changes.
- Verify if any prorated longevity has been paid by current agency; if so, create an IT 2012 to pay the rest at the appropriate time.
- Verify if employee is currently on Dual Employment. If approved, a new dual employment agreement form will need to be submitted.