



TRANSFER ACTION GUIDE

JOB AID PER-51

PER

The purpose of this job aid is to explain which transfer action to use with each type of transfer.

The transfer action is used to move (transfer) State employees who are currently employed with an Integrated HR/Payroll System agency. The employee may be moving from one agency to another or within the same agency. Typically, the position number will change unless the move is a result of a reorganization which moves both the position and employee. If the transfer is a result of a reorganization, the position number does not change since the position and employee are moving from one Integrated HR/Payroll System agency to another Integrated HR/Payroll System agency. There is no break in service (separation of 31 calendar days) on a **Transfer** action.)

If you have an employee who was previously employed in the Integrated HR/Payroll System with an agency and then transferred to a University or other non-Integrated HR/Payroll System State agency and then transfers back to an Integrated HR/Payroll System agency, use the **Reinstatement/Reemployment** Action with the appropriate **non-Integrated HR/Payroll System transfer** reason. In this case, the employee is not currently employed with an Integrated HR/Payroll System agency but does already have an assigned Integrated HR/Payroll System employee personnel number.

Individuals who are transferring from local government, the public school system, or community college should be processed as a **New Hire**.

The key to selecting the correct **Transfer** action reason is knowing which pay system they are transferring from and which pay system they are transferring to as well as their employment status (EPA or SPA) and appointment type. The following action reasons should be used only for SPA employees transferring from grade to grade or career-band to career-band:

- **Agency-to-Agency Promotion**
- **Agency-to-Agency Lateral**
- **Agency-to-Agency Reassignment**
- **Within Agency Lateral**
- **Within Agency Reassignment**

NOTE: Within Agency Promotions should be coded using the **Promotion** action with the appropriate reason.

The Transfer/Class Pay Plan Change action reason should be used anytime an SPA employee is moving to or from positions assigned to one of the following pay systems (pilot banded, skill-based pay, or flat rate).

The Transfer/EPA-SPA action reason should be used anytime an employee is moving between two positions with different employment types. The employment type status trumps the pay system in determining the appropriate reason. For example, if an employee was transferring from an EPA Flat-rate position to an SPA-Career Banded position, use the EPA-SPA reason instead of the Class Pay Plan Change reason.

The Transfer/Grade Band Transfer action reason should be used anytime an SPA employee is moving to or from positions assigned to a graded class or a career-banded class.

The Transfer/Temp to Perm or Transfer/Perm to Temp action reason should be used for any movement between SPA temporary and SPA permanent positions regardless of the pay system.

The Transfer action is differentiated from the **Non-BEACON to BEACON/ Transfer** action reasons by the individual currently being employed in the Integrated HR/Payroll System.

The Transfer action is differentiated from the Reallocation action by position number change. Exception: position number does not change on position and employee transfers resulting from reorganization between Integrated HR/Payroll System agencies.