

## TRANSFER REASON AND INFORMATION CHART

**Transfers:** moving an employee *from one pin to another*

Note: Moving an employee from a State/Regular position to another State/Regular position with compensation is **NOT** a transfer

FROM Agency	TO Agency	Salary change (plan or amount)?	Pay Group Change?	From Employee Type	To Employee Type	JobAps? Comes over from Jobaps	Workday Reason	Accrual and other Info
SPMS	Same Agency	Y	Y	Contractual	Regular <i>(Contractual Conversion criteria met)</i>	N	<p><b>Transfer&gt;Transfer - Contractual Conversion</b></p> <p><i>meets criteria:</i> A contractual employee can <b>convert</b> to a Regular/State PIN if the following criteria are met:</p> <ol style="list-style-type: none"> <li>1. Permanent need but budgeted position was not available at time of hire.</li> <li>2. Employee was hired competitively for the contractual position following the same selection process used for skilled and professional services.</li> <li>3. Employee has successfully worked 6 months.</li> <li>4. Budgeted position becomes available to replace contractual function.</li> </ol> <p><b>NOTE:</b> The contractual PIN is abolished when an employee is converted to a Regular/State PIN.</p>	<p>Current position's <b>timesheet</b> must be completed, submitted, and approved <b>prior</b> to the start of the transfer process because:</p> <ul style="list-style-type: none"> <li>- Once the transfer starts, <b>the pay group changes</b> and removes the ability for the employee to be paid on the previous pay group's payroll.</li> <li>- <b>Leave balances disappear</b> once they are transferred, must be manually put into sick and save (regular employee); Contractuals cannot use any leave</li> <li>- For a Contractual Conversion – last pay period an employee is on contract they must be paid out COE balance</li> </ul>

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SPMS	Any SPMS Agency	Y	Y	Any	Different	Y or N  <i>(must be selected after it comes over from Jobaps)</i>	<p><b>Transfer&gt;Transfer - Transfer (non-conversion)</b></p> <p style="background-color: yellow;"><i>Select this reason after the JobAps transaction comes over into Workday.</i></p> <ul style="list-style-type: none"> <li>- Current State/Regular PIN to contractual with a change in salary</li> <li>- Current contractual employees who are moving to a State/Regular PIN <i>(not meeting contractual conversion criteria)</i> or Temporary position</li> </ul>	<p>Current position's <b>timesheet</b> must be completed, submitted, and approved <b>prior</b> to the start of the transfer process because:</p> <ul style="list-style-type: none"> <li>- Once the transfer starts, <b>the pay group changes</b> and removes the ability for the employee to be paid on the previous pay group's payroll.</li> <li>- <b>Leave balances disappear</b> once they are transferred, must be manually put into sick and save (regular employee); Contractuals cannot use any leave</li> </ul>
SPMS	Any SPMS Agency	Y	N	Contractual	Contractual	Y or N  <i>(must be selected after it comes over from Jobaps)</i>	<p><b>Transfer&gt;Transfer - Transfer (non-conversion)</b></p> <p style="background-color: yellow;"><i>Select this reason after the JobAps transaction comes over into Workday.</i></p> <ul style="list-style-type: none"> <li>- Current contractual employees who are moving from their contractual PIN to another contractual position <b>with a change in salary</b></li> </ul>	

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SPMS	Any SPMS Agency	Y	N	State/Regular	State/Regular	Y or N	<b><i>DO NOT use TRANSFER (select a different reason in jobaps or Workday: Promotion or Demotion)</i></b>	
SPMS	Same Agency	N	N	Any	Same	N	<i>Transfer&gt;Transfer - End of Temporary Employment</i>	
SPMS	Same Agency	N	N	Any	Same	N	<i>Transfer&gt;Transfer - Intra Agency</i>	
SPMS	Same Agency	N	N	Any	Same	Y	<i>Transfer&gt;Transfer - JobAps-Intra Agency</i>	
SPMS	Different SPMS Agency	N	N	Any	Same	N	<i>Transfer&gt;Transfer - Other Agency</i>	
SPMS	Different SPMS Agency	N	N	Any	Same	N	<i>Transfer&gt;Transfer - JobAps-Other Agency</i>	
SPMS	Same Agency	N	N	Any	Same	N	<i>Transfer&gt;Transfer - Temporary Duty</i>	
SPMS	Same Agency	N	N	Any	Same	N	<i>Transfer&gt;Transfer - Reassignment in Same Agency</i>	
CPBI Agency (ref list)	Any SPMS Agency	Y	Y	Any	Any	Y	<b><i>Transfer&gt;Transfer - Transfer (non-conversion)</i></b>	
Any SPMS Agency	CPBI Agency (ref list)	Y	Y	Any	Any	N	<b><i>Transfer&gt;Transfer - Transfer (non-conversion)</i></b>	

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SPMS	Non SPMS (ref list)	Y	Y	Any	Any	N	<i>Transfer&gt;Transfer - Transfer (non-conversion)</i>	
Non SPMS (ref list)	SPMS	Y	Y	Any	Any	N	<i>Add Additional Job</i>	

***If there is an increase or decrease in compensation for a merit (state/regular) employee then promotion or demotion needs to be selected in workday and JobAps***

***HR Coordinators process the Change Job business process to transfer employees. This can be initiated in JobAps or directly in Workday.***