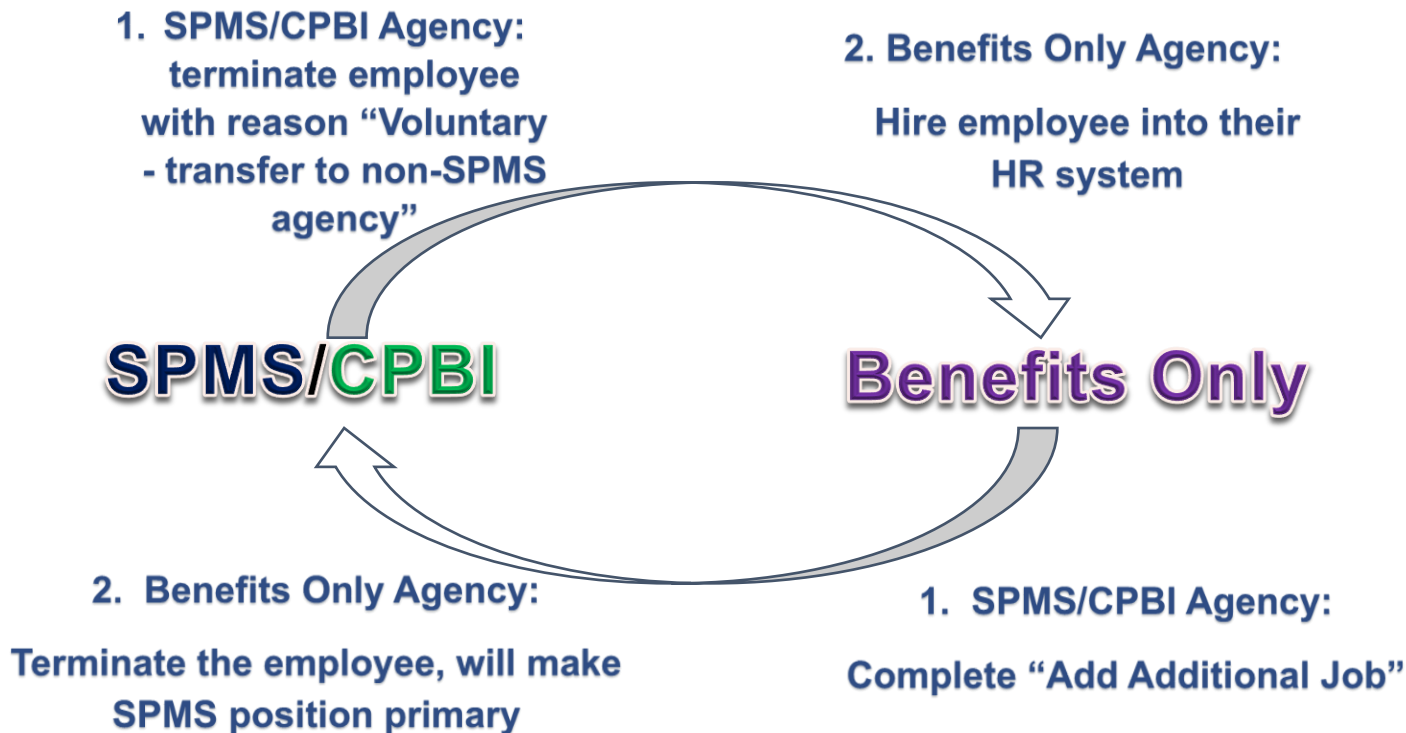


Quick Guide: Transferring an Employee to or from a NON SPMS Agency

Employees transferring between SPMS Agencies and NON SPMS Agencies have a modified transaction process in the SPS system. Due to a lag in processing between outside HRIS systems and Workday, we need to follow this procedure:



Scenario 1: Employee transferring from an SPMS/CPBI Agency to a Benefits only or NON-SPMS Agency

The transfer business process cannot be used in this situation. HRCs must terminate the employee using the reason “***Voluntary – transfer to non-SPMS agency***”. The new agency will hire this employee into their own HRIS system.

- Use an accurate effective date for the termination (do not wait for the non-spms agency)
- Ensure all normal offboarding procedures are completed
- For complete termination instructions and guidance please see the job aid, [Terminate Employee – HRC User Guide](#)

Quick Guide: Transferring an Employee to or from a NON SPMS Agency

Scenario 2: Employee transferring from a Benefits only or NON-SPMS Agency to an SPMS/CPBI Agency

Do not wait to receive a transfer request. HRCs should hire the employee using the “**Add Job**” business process even though if the employee is not maintaining the other position. The non SPMS/Benefits Only agency will then terminate the employee out of their old position.

- A “*Primary Job Switch*” request should be put into the Shared Services ticketing system.
- If the employee has already been terminated from the other agency, HRCs should start the hire process as a *Rehire* event.