



UNIVERSITY SYSTEM OF GEORGIA

# Mini HR Training: Transfers

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# Housekeeping Items

- This WebEx is being recorded and the archive/presentation will be distributed following today's meeting
- You will be muted upon entry, unmute if needed
- Do not place your call on hold
- Let us know if you have difficulty hearing or seeing the presentation
- Hold your questions until the end of the presentation
- We will keep a Parking Lot for items that require additional attention



# Agenda

- Transfer Discussion
- Questions
- Parking Lot Review
- Future Sessions
- Wrap-up





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# **Inter-Institutional Transfer Processing**

# What is a Inter-Institutional Transfer?

- The transfer of a benefited (partial/full) employee to another benefited (partial/full) position at another Institution in the USG within a 30 day time frame
- As a reminder, the SSC is handling the data entry for inter-institutional transfers for Institutions who are on the OneUSG platform
  - During the OneUSG fit gap sessions, decision made by institution practitioners to centralize the transfer process
  - Enhances communication between institutions through ServiceNow
  - Each transfer is well documented in ServiceNow
  - Minimizes risk (benefits, service dates, etc.)



# Transfer Documents

- Institution A provides the Transfer Letter to SSC
  - Submit a draft first with all known information
  - Submit final copy that includes leave balances after last payroll is closed
- Institution B provides the Transfer PAR to SSC
- Submit a ticket to notify SSC  
[oneusgsupport@usg.edu](mailto:oneusgsupport@usg.edu)
- Upload the transfer forms to SSC's FTP server
- The forms can be found at  
[https://www.usg.edu/shared\\_services\\_center/practitioner\\_services/hr](https://www.usg.edu/shared_services_center/practitioner_services/hr)



# Termination Action

- Once the Transfer Letter is received from Institution A, the SSC enters the Termination row into the system for Institution A
  - The Transfer Letter is needed in order for us to begin data entry
- SSC watches Alight for the termination
- Once the termination has been processed, the SSC will provide the Transfer Letter to Institution B via the FTP server



# Hire Action

- Once the Transfer PAR is received from Institution B, the SSC enters the Hire row into the system for Institution B
  - The Transfer PAR is needed in order for us to begin data entry
- SSC watches Alight for the rehire





# General Deductions

- Alight should send stop deductions for Institution A and start deductions for Institution B
- The SSC monitors Alight carefully and will manually enter the deductions if we see that we are nearing a payroll and the stop/start deductions have not loaded



# Reminders

- If the EE is transferring from a OneUSG Institution to another OneUSG Institution, the panels listed below will “follow” the employee from Institution A to Institution B
  - Savings Plan
    - Institution A, do not terminate this panel
    - SSC will notify Institution B of any TSAs that are in the system so that these can be discussed with the employee
  - Direct Deposit
    - Institution A, do not terminate this panel
    - Institution B, review and make necessary updates as needed
  - Leave Balances
    - Institution A, do not zero out leave balances
    - SSC will monitor the leave balances until after the payroll calendar closes



# Reminders

- If the employee works at least one day during the month for Institution A, Institution A is responsible for the benefits for that entire month
  - If arrangements are made outside of this process, please document this in the ServiceNow ticket so that all are aware
  - Please monitor payroll carefully to ensure benefits premiums are deducted appropriately



# Institution Responsibilities

- Submit a ticket to the SSC
- Submit the Transfer Letter and Transfer PAR to the SSC as early as possible, via FTP server
- Be sure to use the NEW Transfer Letter and NEW Transfer PAR
- Review all data entry and report any inaccuracies to the SSC for correction
- Verify Personal Data and make necessary updates as needed
- Verify Direct Deposit and make necessary updates as needed
- Review and update TSAs as needed
- Update Tax Withholding panel
- Notify SSC of any partial vacation payouts





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# Questions



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# Future Sessions



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# Review Parking Lot



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# Wrap Up