
EMPLOYEE MOVING FROM COMMUNITY SERVICE BOARD (CSB) TO STATE EMPLOYER

POLICY:

1. The move is considered an initial hire into State service (or a rehire into State service if the employee worked for a State employer before CSB employment)
2. The CSB employer must code the move as a Termination in PeopleSoft (TeamWorks HCM) to accurately document the movement between CSB and State employment
3. The State employer must code the move as a Rehire in TeamWorks, rather than a Hire, to accommodate TeamWorks HCM/health and benefits system requirements that support the continuation of benefits
4. The State employer cannot accept accrued sick, annual, personal, or forfeited leave balances [\(except for Classified employees\)](#) per State Personnel Board Rule 16
5. Graduated annual leave accrual restarts [\(except for Classified employees\)](#)

BENEFITS:

1. Health insurance benefits retained*
2. Flexible benefits retained*
3. ERS membership begins (plan determined by type of State employment and any previous ERS membership)
4. Any FLSA compensatory time is paid out by the CSB employer
5. Any paid leave, deferred holiday, or other compensatory time is paid out or divested per CSB policy, with the exception that sick, annual, personal, and forfeited leave will [transfer for a Classified employee](#)
6. [Unless Classified](#), the employee starts State employment with accrued leave balances set to zero (0)

**Benefits will be terminated with the CSB then reinstated through the State employer without lapse on rehire, although the employee may receive a COBRA notice from State Health and GaBreeze in the interim*

JOB AID

Below are instructions for the losing and gaining employers to support the transition from CSB to State employment

ACTIONS TAKEN BY THE CSB EMPLOYER:

1. Use Action Code of **Termination** and Reason Code of **MSL (Move between State and Local)** in TeamWorks HCM

The screenshot shows the TeamWorks HCM interface for HRMSPP. The breadcrumb trail is: Favorites > Main Menu > Workforce Administration > Job Information > Job Data. The page title is 'TeamWorks HRMSPP'. The employee information is partially visible, showing 'Employee' and 'Empl ID'. The 'Work Location' form is displayed with the following fields: 'Effective Date' (01/01/2018), 'Effective Sequence' (0), 'Retiree' (checkbox), 'HR Status' (Inactive), 'Payroll Status' (Terminated), '*Action' (Termination), 'Reason' (Move Between State and Local), and '*Job Indicator' (Primary Job). There are also navigation buttons like 'Find', 'First', '1 of 2', 'Last', and 'Go To Row'.

2. Pay out annual leave (unless employee is Classified), FLSA compensatory time, and deferred holidays, as appropriate per CSB policy, and then zero-out in leave keeping system as paid
3. Retain unpaid leave balances in leave keeping system
4. Prepare for the receiving employer a letter certifying leave balances to be transferred if employee is Classified
5. Notify the employee about possible COBRA notices

ACTIONS TAKEN BY THE STATE EMPLOYER:

1. For both initial hires and rehires into State service, use the Action Code **Rehire** and Reason Code **MSL (Move between State and Local)** on the Transfer/Rehire page in TeamWorks HCM

The screenshot shows the TeamWorks HCM interface for HRMSPP. The breadcrumb trail is: Favorites > Main Menu > Workforce Administration > Job Information > Transfer/Rehire. The page title is 'TeamWorks HRMSPP'. The 'Transfer/Rehire' form is displayed with the following fields: 'Payroll Status' (Active), 'Effective Date' (01/01/2018), 'Effective Sequence' (1), 'Action / Reason' (REH, MSL), and 'Action Date' (01/25/2018). There are also navigation buttons like '+', '-', and 'Current'.

2. Check Employment Data tab at the bottom of the Job Data page and override Benefits Service date (except for Classified employee) to ensure correct leave accrual and adjust Company Seniority date as needed

Favorites ▾ Main Menu ▾ > Workforce Administration ▾ > Job Information ▾ > Job Data

TeamWorks HRMSSPP Home Worklist Add to Favorites

New Window | Help | P

Employment Information

Employee [REDACTED] Empl ID [REDACTED]
Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0 Original Start Date 10/18/2010 Override
Last Start Date 01/01/2018 First Start Date 10/18/2010
Termination Date
Org Instance Service Date 10/18/2010 Override

Years	Months	Days
7	3	11

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date 01/01/2018 First Assignment Start 10/18/2010
Assignment End Date
Home/Host Classification Home

Years	Months	Days	Time Reporter Data
0	0	28	
0	0	28	
7	3	11	

Company Seniority Date 01/01/2018 Override
Benefits Service Date 01/01/2018 Override
Seniority Pay Calc Date 10/18/2010 Override
Probation Date
Professional Experience Date
Business Title Exec Assist to Assist Provost Last Verification Date
Drug Test Indicator N Position Phone [REDACTED]
Mail Drop ID [REDACTED]

USA

Job Audit Job Data Employment Data Earnings Distribution Benefits Program Participation Pension Plans

Save Return to Search Notify Refresh

3. Add leave plans in leave keeping system if using Base Benefits module in PeopleSoft TeamWorks HCM, or enroll the employee in Time and Labor or Absence Management if using either of these TeamWorks modules
4. Enroll in ERS Pension Plan in HCM
5. Verify deduction creation in General Deductions by State Health (ADP) and Flexible Benefits (GaBreeze) for continuation of benefits prior to the date payroll is confirmed
6. Notify the employee of possible COBRA notices and advise the employee when benefits transfer is confirmed
7. **Only for an employee who worked for the State prior to CSB employment and is now being rehired into State service** - Check for any leave, supplemental pay or general deductions, to include garnishments, which may not have terminated from prior State service employment

- ✓ All leave balances should be zero except for Previous Unpaid Leave and should be zeroed out in leave keeping system if any remain (except for Classified)

- ✓ Any active Supplemental pay should be terminated by entering an end date for the previous State service
- ✓ Prior General Deductions should have State service end dates entered
- ✓ Verify eligibility in ERS plan (can be obtained thru ERS Employer Desktop) and create/verify pension plan in TeamWorks HCM

The screenshot displays the 'Employers' section of the Employees' Retirement System of Georgia. The main menu includes Home, Members, Retirees, and Employers. The page title is 'GA. DEPT. OF ADMIN. SERVICES (403) EMPLOYER DESKTOP'. A red circle highlights the 'Check Member Plan Eligibility' link. Below this, a form is shown with the following details:

- Plan: gseps
- Hire Date: 02/01/2017
- SSN: 123456789
- Current Contribution Group: GSEPS - Georgia State Employees' Pension and Savin
- Membership Status: Inactive Member
- Plan Eligibility: Member is only eligible for GSEPS membership.

A 'RETRIEVE' button is located at the bottom of the form.

8. Verify paycheck for accuracy before payroll is confirmed