

---

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

## POLICY:

1. The move is considered a break in State Service
2. The State employer must code the move as a Termination in PeopleSoft (TeamWorks HCM) to accurately document the movement between State and CSB employment
3. The CSB must code the move as a Rehire in TeamWorks HCM, rather than a Hire, to accommodate TeamWorks HCM/health and benefits system requirements that support the continuation of benefits
4. The CSB has discretion to accept or not accept accrued sick, annual, personal, and forfeited leave balances (The CSB must fund any leave balances accepted)

## BENEFITS:

1. Health insurance benefits retained\*
2. Flexible benefits retained\*
3. ERS membership is not retained; GSEPS members' non-vested 401(k) employer contributions forfeit
4. Any FLSA compensatory time and deferred holiday balance is paid out by the State employer
5. Any annual leave balance not accepted by the CSB (up to a maximum of 360 hours) is paid out by the State employer
6. Any State compensatory time is divested and not paid by the State employer
7. Any sick or personal leave balance not accepted by the CSB is divested and not paid by the State employer
8. The employee starts CSB employment with accrued leave balances accepted by the CSB and participates in graduated leave accrual in accordance with the CSB policy


*\*Benefits will be terminated with the State employer then reinstated through the CSB 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 State to CSB employment

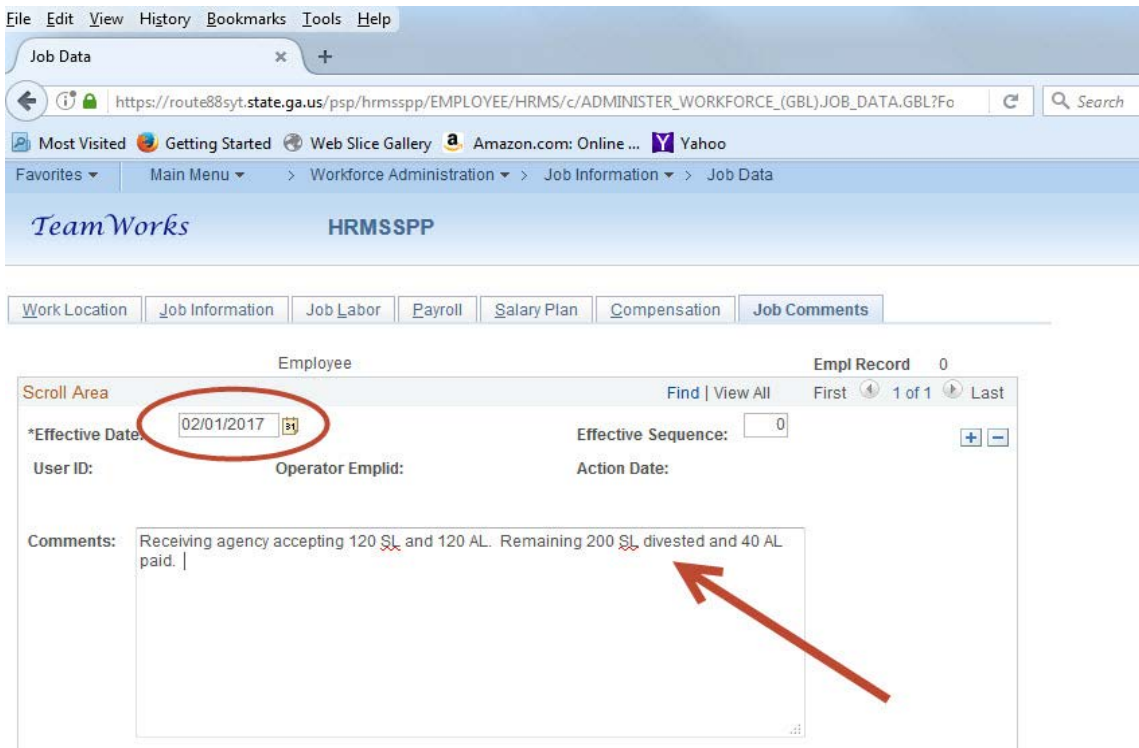
### ACTIONS TAKEN BY THE STATE EMPLOYER:

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



The screenshot shows the 'Job Data' form in TeamWorks HCM. The breadcrumb trail is 'Workforce Administration > Job Information > Job Data'. The form includes fields for 'Effective Date' (01/01/2018), 'Effective Sequence' (0), 'HR Status' (Inactive), and 'Payroll Status' (Terminated). The 'Action' dropdown is set to 'Termination' and the 'Reason' dropdown is set to 'Move Between State and Local'. The 'Job Indicator' is 'Primary Job'.

2. Contact receiving CSB to ascertain if they will accept and fund any or all accrued sick, annual, personal, and forfeited leave balances
3. Zero-out any leave balances accepted by the receiving employer and notate in the personnel file what balances or portion of balances were accepted. For record retention schedule purposes, it is advised also to make note in Job Comments in TeamWorks HCM of the balances accepted, divested, and paid



The screenshot shows the 'Job Data' form in TeamWorks HCM with the 'Job Comments' tab selected. The 'Effective Date' field is circled in red and contains '02/01/2017'. The 'Comments' field contains the text: 'Receiving agency accepting 120 SL and 120 AL. Remaining 200 SL divested and 40 AL paid.' A red arrow points to the end of this text.

4. Prepare for the receiving employer a letter certifying leave balances
5. Retain in leave keeping system any sick and forfeited leave balances that are not accepted; do not zero-out these balances
6. Zero-out any remaining personal leave and State compensatory time
7. Pay out annual leave not accepted, then zero-out in leave keeping system as paid
8. Pay out any FLSA compensatory time and deferred holidays, then zero-out in leave keeping system as paid
9. Advise the employee of pension plan options at separation, or refer to Employees' Retirement System
10. Notify the employee about possible COBRA notices

**ACTIONS TAKEN BY THE CSB EMPLOYER:**

1. Use Action Code of **Rehire** and Reason Code of **MSL (Move between State and Local)** on Transfer/Rehire Page in TeamWorks HCM

Favorites > Main Menu > Workforce Administration > Job Information > Transfer/Rehire

TeamWorks HRMSSPP Hor

Transfer/Rehire | Payroll | Salary Plan | Compensation

ID: 000140459    Empl Record: 0

Payroll Status: Active

\*Effective Date: 01/01/2018 Current    Effective Sequence: 1

Action / Reason: REH MSL Move Between State and Local    Action Date: 01/25/2018

Position Entry Date

Position Number: 00140459    01/01/2018    Exec Assist to Assist Provost

Department: 8279801003 PAYROLL - ASSOCIATE PROVOST

\*Effective Date: 10/18/2010

\*Benefit Program: FLX

[Pension Plans](#)

Save    Return to Search    Notify

[Transfer/Rehire](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

2. Check Employment Data tab at the bottom of the Job Data page and override Benefits Service date, as needed, to ensure correct leave accrual and adjust Company Seniority date as needed

[Favorites](#) > [Main Menu](#) > [Workforce Administration](#) > [Job Information](#) > [Job Data](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#)

**TeamWorks** HRMSSPP
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	<input type="checkbox"/> Override						
Last Start Date: 01/01/2018	First Start Date: 10/18/2010							
Termination Date:								
Org Instance Service Date: 10/18/2010	<input type="checkbox"/> Override	<table border="0"> <tr> <td>Years</td> <td>Months</td> <td>Days</td> </tr> <tr> <td>7</td> <td>3</td> <td>11</td> </tr> </table>	Years	Months	Days	7	3	11
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																												
<table border="0"> <tr> <td>Company Seniority Date: 01/01/2018</td> <td><input checked="" type="checkbox"/> Override</td> <td> <table border="0"> <tr> <td>Years</td> <td>Months</td> <td>Days</td> </tr> <tr> <td>0</td> <td>0</td> <td>28</td> </tr> </table> </td> </tr> <tr> <td>Benefits Service Date: 01/01/2018</td> <td><input checked="" type="checkbox"/> Override</td> <td> <table border="0"> <tr> <td>Years</td> <td>Months</td> <td>Days</td> </tr> <tr> <td>0</td> <td>0</td> <td>28</td> </tr> </table> </td> </tr> <tr> <td>Seniority Pay Calc Date: 10/18/2010</td> <td><input type="checkbox"/> Override</td> <td> <table border="0"> <tr> <td>Years</td> <td>Months</td> <td>Days</td> </tr> <tr> <td>7</td> <td>3</td> <td>11</td> </tr> </table> </td> </tr> </table>	Company Seniority Date: 01/01/2018	<input checked="" type="checkbox"/> Override	<table border="0"> <tr> <td>Years</td> <td>Months</td> <td>Days</td> </tr> <tr> <td>0</td> <td>0</td> <td>28</td> </tr> </table>	Years	Months	Days	0	0	28	Benefits Service Date: 01/01/2018	<input checked="" type="checkbox"/> Override	<table border="0"> <tr> <td>Years</td> <td>Months</td> <td>Days</td> </tr> <tr> <td>0</td> <td>0</td> <td>28</td> </tr> </table>	Years	Months	Days	0	0	28	Seniority Pay Calc Date: 10/18/2010	<input type="checkbox"/> Override	<table border="0"> <tr> <td>Years</td> <td>Months</td> <td>Days</td> </tr> <tr> <td>7</td> <td>3</td> <td>11</td> </tr> </table>	Years	Months	Days	7	3	11	Time Reporter Data
Company Seniority Date: 01/01/2018	<input checked="" type="checkbox"/> Override	<table border="0"> <tr> <td>Years</td> <td>Months</td> <td>Days</td> </tr> <tr> <td>0</td> <td>0</td> <td>28</td> </tr> </table>	Years	Months	Days	0	0	28																				
Years	Months	Days																										
0	0	28																										
Benefits Service Date: 01/01/2018	<input checked="" type="checkbox"/> Override	<table border="0"> <tr> <td>Years</td> <td>Months</td> <td>Days</td> </tr> <tr> <td>0</td> <td>0</td> <td>28</td> </tr> </table>	Years	Months	Days	0	0	28																				
Years	Months	Days																										
0	0	28																										
Seniority Pay Calc Date: 10/18/2010	<input type="checkbox"/> Override	<table border="0"> <tr> <td>Years</td> <td>Months</td> <td>Days</td> </tr> <tr> <td>7</td> <td>3</td> <td>11</td> </tr> </table>	Years	Months	Days	7	3	11																				
Years	Months	Days																										
7	3	11																										
Probation Date:																												
Professional Experience Date:	Last Verification Date:																											
Business Title: Exec Assist to Assist Provost	Position Phone: [REDACTED]																											
Drug Test Indicator: N	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. Verify deductions in TeamWorks HCM on General Deductions page and create deductions in CSB payroll system for State Health (ADP) and Flexible Benefits (GaBreeze) to ensure continuation of benefits prior to the date payroll is confirmed
4. Enroll in retirement plan/401k used by CSB
5. Notify employee of possible COBRA notices and advise employee when benefits transfer is confirmed
6. Verify paycheck for accuracy before payroll is confirmed