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# EMPLOYEE MOVING FROM STATE TO COUNTY PUBLIC HEALTH 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 employment and County Public Health employment
3. The County Public Health employer 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 County Public Health employer has discretion to accept or not accept accrued sick, annual, personal, and forfeited leave balances (The County Public Health employer must fund any leave balances accepted)

## BENEFITS:

1. Health insurance benefits retained\*
2. Flexible benefits retained\*
3. ERS membership retained; GSEPS members' vesting for 401(k) employer contributions continues with no break
4. Any FLSA compensatory time and deferred holiday time balance is paid out by the State employer
5. Any annual leave balance not accepted by the County Public Health employer (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 County Public Health employer is divested and not paid by the State employer
8. The employee starts County Public Health employment with accrued leave balances accepted by the County Public Health employer and participates in graduated leave accrual in accordance with the County Public Health employer's policy

*\*Benefits will be terminated with the State employer then reinstated through the County Public Health 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 State employment to County Public Health 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), 'Retiree' (checkbox), 'Action' (Termination), 'Reason' (Move Between State and Local), and 'Job Indicator' (Primary Job). The 'HR Status' is 'Inactive' and 'Payroll Status' is 'Terminated'. A 'Go To Row' button is visible.

2. Contact receiving County Public Health employer 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. 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 'Effective Date' field.

4. Prepare a letter certifying leave balances for the receiving employer
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. Notify the employee about possible COBRA notices

**ACTIONS TAKEN BY THE COUNTY PUBLIC HEALTH EMPLOYER:**

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

The screenshot displays the 'Transfer/Rehire' page in the TeamWorks HCM system. The breadcrumb trail at the top reads: 'Favorites > Main Menu > Workforce Administration > Job Information > Transfer/Rehire'. The page header includes the 'TeamWorks' logo and 'HRMSSPP'. Below the header, there are tabs for 'Transfer/Rehire', 'Payroll', 'Salary Plan', and 'Compensation'. The main content area shows the following details:

- Employee ID:** 00140459, **Empl Record:** 0
- Payroll Status:** Active
- \*Effective Date:** 01/01/2018 (Current), **Effective Sequence:** 1
- Action / Reason:** REH (Rehire), MSL (Move Between State and Local), **Action Date:** 01/25/2018
- Position Number:** 00140459, **Position Entry Date:** 01/01/2018, **Position:** Exec Assist to Assist Provost
- Department:** 8279801003 PAYROLL - ASSOCIATE PROVOST
- \*Effective Date:** 10/18/2010
- \*Benefit Program:** FLX
- Pension Plans:** (Link)

At the bottom of the form, there are buttons for 'Save', 'Return to Search', and 'Notify'. A breadcrumb trail at the very bottom reads: '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

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	<input type="checkbox"/> Override	
Last Start Date	01/01/2018	First Start Date	10/18/2010		
Termination Date		Years	Months	Days	
Org Instance Service Date	10/18/2010	<input type="checkbox"/> Override	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	
Company Seniority Date	01/01/2018	<input checked="" type="checkbox"/> Override	0	0	28
Benefits Service Date	01/01/2018	<input checked="" type="checkbox"/> Override	0	0	28
Seniority Pay Calc Date	10/18/2010	<input type="checkbox"/> Override	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. Check Pension Plan page in TeamWorks HCM to confirm appropriate pension plan and create enrollment in County Public Health payroll system
4. Verify deductions in TeamWorks HCM on General Deductions page and create deductions in County Public Health payroll system for State Health (ADP) and Flexible Benefits (GaBreeze) to ensure continuation of benefits prior to the date payroll is confirmed
5. Notify employee of possible COBRA notices and advise employee when benefits transfer is confirmed
6. Verify paycheck for accuracy before payroll is confirmed