

---

# EMPLOYEE MOVING FROM COUNTY PUBLIC HEALTH 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 County Public Health employment)
2. The County Public Health employer must code the move as a Termination in PeopleSoft (TeamWorks HCM) to accurately document the movement between County Public Health 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 retained
4. Any FLSA compensatory time is paid out by the County Public Health employer
5. Any paid leave, deferred holiday, or other compensatory time is paid out or divested per the County Public Health employer's 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 County Public Health 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 County Public Health to State employment

### ACTIONS TAKEN BY THE COUNTY PUBLIC HEALTH 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 an employee. The breadcrumb trail is: Favorites > Main Menu > Workforce Administration > Job Information > Job Data. The page title is 'TeamWorks HRMSPP'. The employee's name is partially visible as 'XXXXXXXXXX'. The 'Empl ID' is '00000000' and 'Empl Record' is '0'. The 'Work Location' section includes a search bar and a 'Go To Row' button. The 'Effective Date' is '01/01/2018' and 'Retiree' is unchecked. The 'Effective Sequence' is '0'. The 'HR Status' is 'Inactive' and 'Payroll Status' is 'Terminated'. The 'Action' dropdown is set to 'Termination', the 'Reason' dropdown is set to 'Move Between State and Local', and the '\*Job Indicator' dropdown is set to 'Primary Job'. The 'Current' checkbox is checked.

2. Pay out annual leave (unless employee is Classified), FLSA compensatory time, and deferred holidays, as appropriate per the County Public Health employer's 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 the 'Transfer/Rehire' page. The breadcrumb trail is: Favorites > Main Menu > Workforce Administration > Job Information > Transfer/Rehire. The page title is 'TeamWorks HRMSPP'. The 'Transfer/Rehire' tab is selected. The employee's name is partially visible as 'XXXXXXXXXX'. The 'ID' is '00000000' and 'Empl Record' is '0'. The 'Payroll Status' is 'Active'. The 'Effective Date' is '01/01/2018' and 'Current' is checked. The 'Effective Sequence' is '1'. The 'Action / Reason' dropdown is set to 'REH' and the 'Reason' dropdown is set to 'MSL'. The 'Action Date' is '01/25/2018'. The text 'Move Between State and Local' is visible below the 'Reason' dropdown.

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	<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. 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 County Public Health 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 Employer Desktop interface for the Employees' Retirement System of Georgia. The top navigation bar includes Home, Members, Retirees, and Employers. The main content area shows a 'Check Member Plan Eligibility' link circled in red. Below it, a detailed view of the eligibility check form is shown, with the 'Plan' dropdown set to 'gseps', 'Hire Date' as '02/01/2017', and 'SSN' as '123456789'. The result shows 'Member is only eligible for GSEPS membership.' and a 'RETRIEVE' button.

8. Verify paycheck for accuracy before payroll is confirmed