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
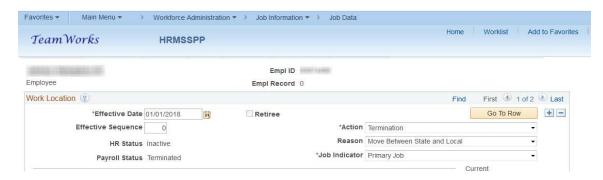
JOB AID

Below are instructions for the losing and gaining employers to support the transition from CSB to State employment
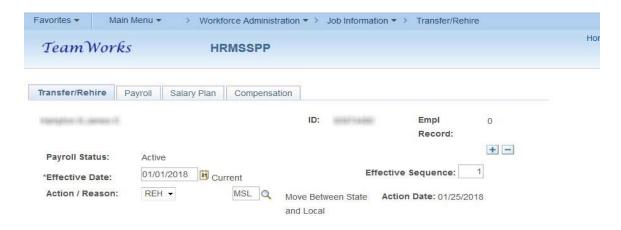
ACTIONS TAKEN BY THE CSB EMPLOYER:

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

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

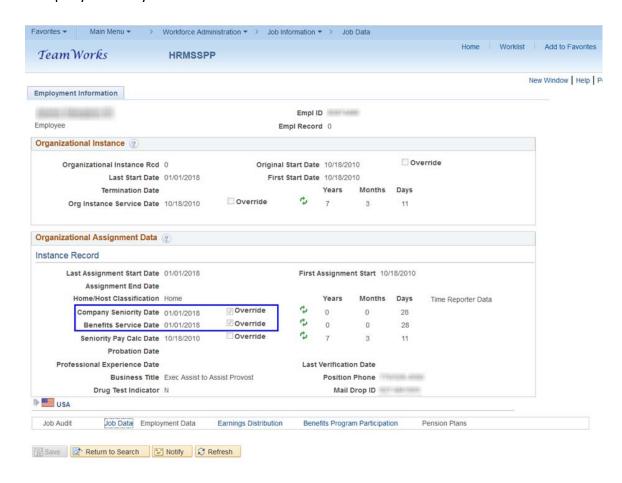5. Notify the employee about possible COBRA notices

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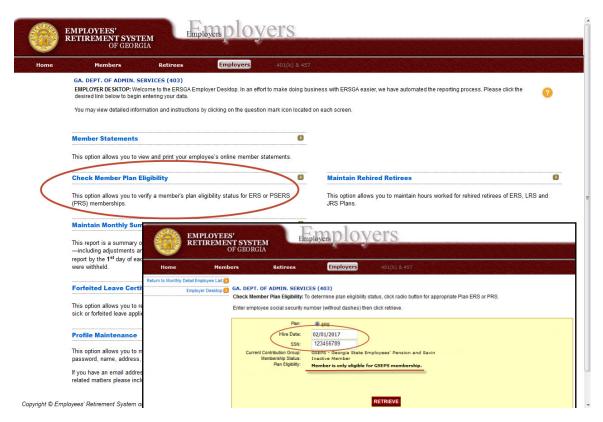
2. Check Employment Data tab at the bottom of the Job Data page and override Benefits Service date (except for Classified employee) to ensure correct leave accrual and adjust Company Seniority date as needed

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

8. Verify paycheck for accuracy before payroll is confirmed