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# EMPLOYEE MOVING FROM STATE EMPLOYER TO BOARD OF HEALTH COMMUNITY OPERATED PROGRAM (BOHCOP)

## 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 BOHCOP employment
3. The BOHCOP 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 BOHCOP employer has discretion to accept or not accept accrued sick, annual, personal, and forfeited leave balances (The BOHCOP must fund any leave balance 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 BOHCOP (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 BOHCOP is divested and not paid by the State employer
8. The employee starts BOHCOP employment with accrued leave balances accepted by the BOHCOP and participates in graduated leave accrual in accordance with BOHCOP policy

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

## JOB AID

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

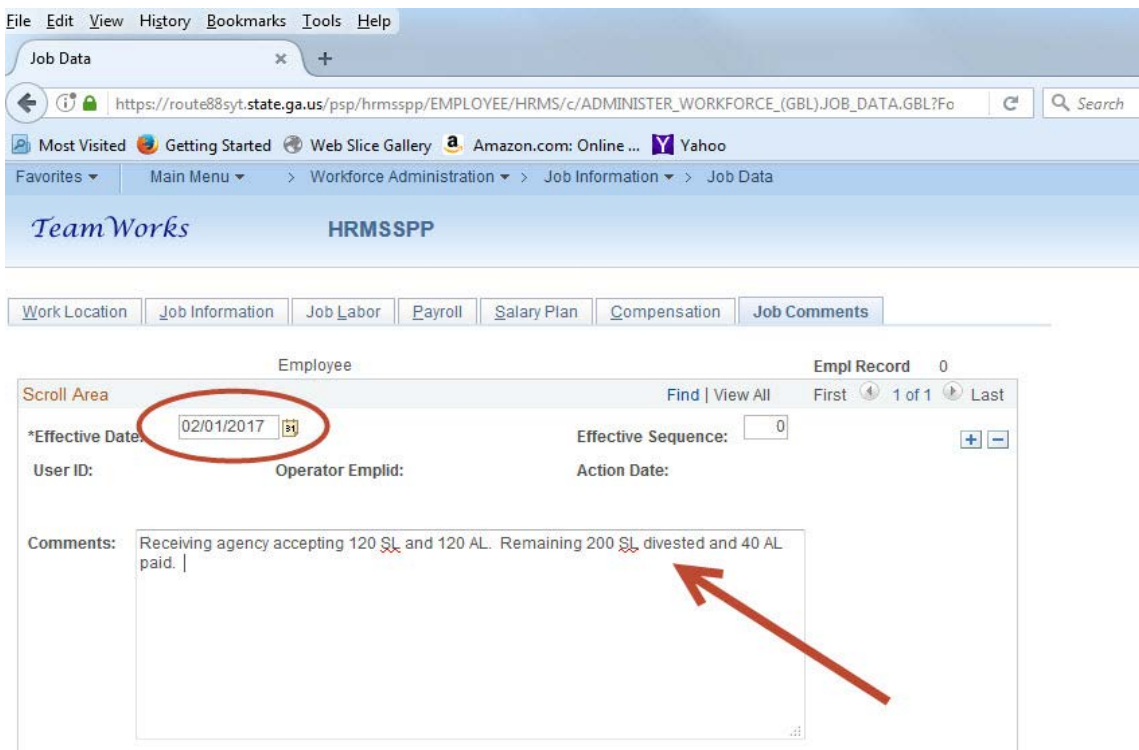
### ACTIONS TAKEN BY THE STATE EMPLOYER:

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 BOHCOP 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. The breadcrumb trail is 'Workforce Administration > Job Information > Job Data'. The form includes fields for 'Effective Date' (02/01/2017), 'Effective Sequence' (0), 'User ID', 'Operator Emplid', and 'Action Date'. The 'Job 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 comment text.

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 BOHCOP 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 shows 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 are tabs for 'Transfer/Rehire', 'Payroll', 'Salary Plan', and 'Compensation'. The main content area displays employee information: ID: 00140459, Empl Record: 0, and Payroll Status: Active. The 'Effective Date' is 01/01/2018 (Current), and the 'Effective Sequence' is 1. The 'Action / Reason' is REH (Rehire) with MSL (Move Between State and Local) as the reason, and the 'Action Date' is 01/25/2018. The 'Position Number' is 00140459, with a 'Position Entry Date' of 01/01/2018 for the role 'Exec Assist to Assist Provost'. The 'Department' is 8279801003, 'PAYROLL - ASSOCIATE PROVOST'. Another 'Effective Date' is shown as 10/18/2010, and the 'Benefit Program' is FLX. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify', and a breadcrumb trail: 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

TeamWorks HRMSPP

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  
 Company Seniority Date 01/01/2018  Override  
 Benefits Service Date 01/01/2018  Override  
 Seniority Pay Calc Date 10/18/2010  Override

Years	Months	Days	Time Reporter Data
0	0	28	
0	0	28	
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 BOHCOP payroll system
4. Verify deductions in TeamWorks HCM on General Deductions page and create deductions in BOHCOP 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