

# Human Capital Management: Step-by-Step Guide

## Transferring an Employee to Position with New Contract

This guide describes how to transfer an employee to a new position on a new contract. A transfer is considered moving an employee from one position to another position. The department that is gaining the transferred employee initiates the transaction.

This guide describes using template based transactions, or TBTs, for transferring an employee to a new position with a contract. Much of this procedure is similar to transferring an employee, including information about related content and how to view it. Refer to *Transferring an Employee Step-by-Step Guide* for more information.

### Notes:

- If the employee is currently on a contract and should continue with the same contract parameters in the new transfer position, do not use this template based transaction. Use the regular transfer template.
- If the employee is currently on a contract and the new transfer position requires a new set of contract parameters, then transfer is not an option. The employee must be terminated and rehired. (If contract termination date exceeds new contract hire date, then employee must be rehired on a new record number as there cannot be overlapping contract dates).
- If the transferring employee is currently on a contract that needs to be terminated, refer to *Transferring an Employee Step-by-Step Guide*. For a Professional, the action of taking them out of the MON Pay Group (which should happen if they are no longer on a contract) and putting them in Pay Group FOT or F12, as well as changing them from BASEC to BASEM, will terminate the contract. For Students, they are likely staying in STM Pay Group, but the action of changing them from BASEC to BASEM will terminate the contract.

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## Before You Begin

Before you begin, you should perform the following tasks:

- Run the Job List query (CUES\_HCM\_JOB\_LIST) to verify the most recent job data for the employee. The Job List query identifies employees that may not be in your role level security. For example, if you are at UCD and will be transferring an employee from Boulder, you can use Job List to identify that employee and basic information about that employee.

To access the query from the HCM Community Users dashboard:

1. Click the **HCM WorkCenter** tile.
  2. Click the **Resources** tab.
  3. If the query does not appear in the list of most used, select the **Click here for ALL** link.
  4. Select **Job List**.
  5. Type search criteria and press **Enter**.
  6. Verify current job data and confirm that the Eff Date in Job List is on or before the intended transfer date.
  7. Verify the employee is not on a current contract by checking the Comp Frequency is not C for Contract and the Pay Group is not MON.
- Prepare the position to which the employee is being transferred. This includes making sure the correct funding is specified for the position. Refer to *Creating a Position with Funding Step-by-Step Guide* or *Updating a Position Step-by-Step Guide* for more information.

### Navigation tips:

#### ▼ HCM Community Users

Procedures in this guide begin from the HCM Community Users dashboard:

1. From the portal, click the **HCM** tile. The Employee Self Service dashboard appears.
2. Click **Employee Self Service**.
3. Click **HCM Community Users** to display the dashboard.



The NavBar displays options for accessing other systems. Through the NavBar, you can select CU Resources to access systems on the portal.



Related Actions indicator. **Right-click** to view information related to the page and data you are working with. You may also see a Related Content link at the top of some pages.



The magnifying glass is called a look up and displays search results for you to select valid field values.



The book and checkmark lets you spell check text boxes.



The down arrow lets you hide, or collapse, sections you do not want to view.

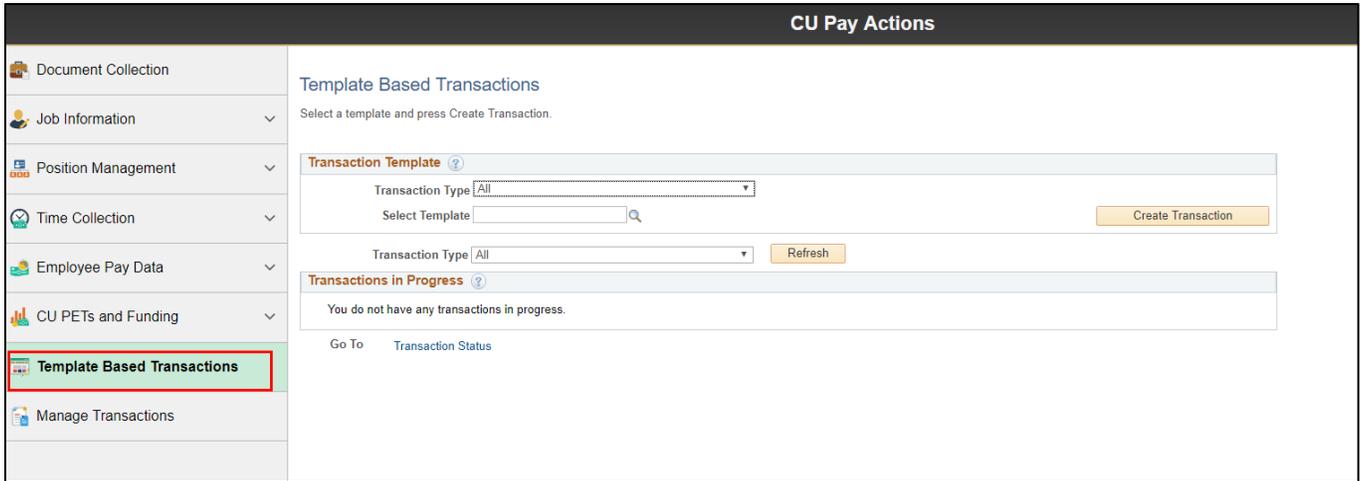
Click the  arrow to expand the section.

# Creating a Transfer Transaction

A transfer is created using a Template Based Transaction (TBT). A TBT provides a template-driven method of streamlining data entry.

**Note:** Before creating the transaction, you should create or update the vacant position to which the employee is being transferred. Refer to *Creating a Position with Funding Step-by-Step Guide* or *Updating a Position Step-by-Step Guide* for more information.

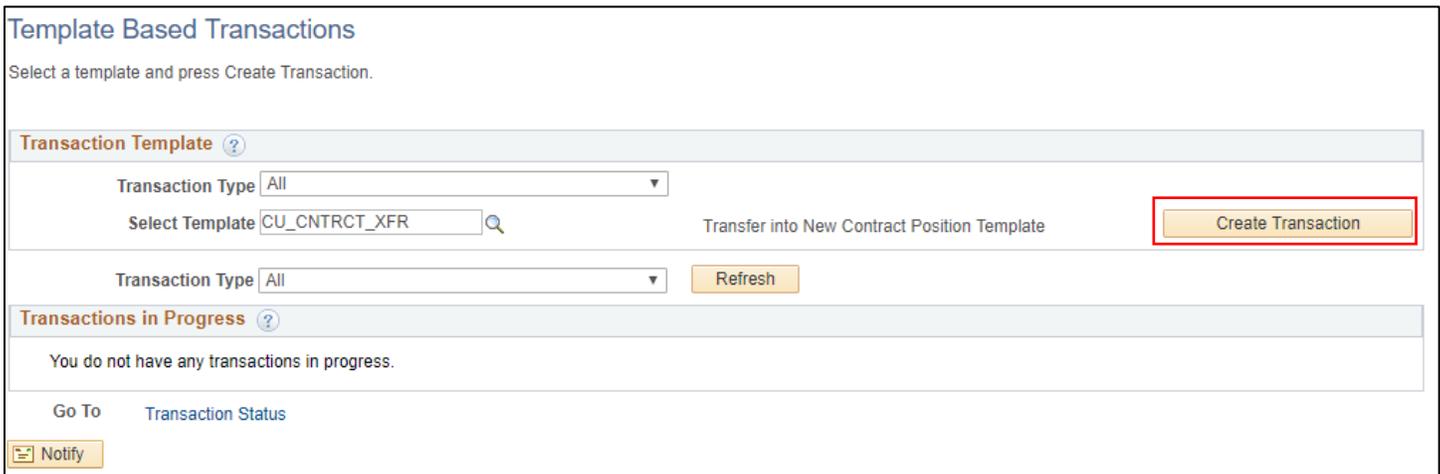
1. From the HCM Community Users dashboard, click the **Pay Actions** tile.
2. Click **Template Based Transactions**.



3. In the **Select Template** field, type **CU\_CNTRCT\_XFR** for the Transfer into New Contract Position Template. You can also use the lookup to search for and select the template.

**Note:** CU\_CNTRCT\_XFR is used for new contracts only.

4. Click **Create Transaction**.



## Entering Transaction Details

1. In the **Empl ID** field, type the employee ID and press **Tab**. The employee's name will appear to the right of the field with a related actions indicator displayed.
2. Right-click the indicator and select **CU Person Organizational Summary** to make sure you have the correct employee for the transfer. Close the summary window when you have finished viewing it.
3. From the **Employment Record Number** list, select the record.
4. In the **Job Effective Date** field, type or select the effective date of your transfer transaction.

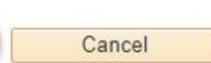
For contracts, this date determines your choices when you reach the Select Contract Term Period field when entering Position - Job Info as described in the next section. To access a set contract codes in the contract crosswalk table, the effective date entered here must match the effective date of the contract type that is to be selected. The contract crosswalk determines what default information HCM will provide depending on the date you enter. For a list of dates for your campus, run the Contact Crosswalk query (CUES\_PAY\_CONTRACT\_SETUP) from Related Content.

5. Select a **Reason Code**.

Template Based Transactions

### Enter Transaction Details

The following transaction details are required.

Template	Transfer Template
Organizational Relationship	Employee
<b>1</b> *Empl ID <input type="text"/>	<b>2</b> 
*Employment Record Number 0 (HR Professional)	<b>3</b> 
*Job Effective Date 02/21/2018 	<b>4</b> 
Action	Transfer
*Reason Code Transfer to Another Campus	<b>5</b> 
<b>6</b> Continue 	Cancel 

**Actions**

CU Person Organizational Summary

The following reason codes are available and defined in more detail in the *Transfer Actions Job Aid*:

- Temporary to Permanent
- To Another Department
- To Classified Staff
- To Faculty
- To Student
- To Temporary Staff
- To University Staff
- Transfer
- Transfer to Another Campus

6. Click **Continue**. The Position – Job Info page appears.

## Entering Transaction Information for Position and Job

This section describes entering the details of your transfer. Because you prepared the position and its funding in advance, the position information should default and be ready for your transaction.

**Note:** Defaulted information pulled from the Position is greyed out and cannot be changed. The only fields you can update are Employee Type and Compensation Rate. Leave Compensation Rate at the default of 0.000001 for non-paid employees.

1. In the **Work Location – Position Data** section, type the **Position Number** and press **Tab** (or use the lookup to search for and select the position number). After you press Tab or select the position, the system displays the **Employee Classification**, which is a read-only field.

**Note:** The position should be prepared before creating the transfer. If you want to verify the details of the position, you can select Related Content from the top right corner of the page. The Related Content link lets you search for and view position information, position funding or run the Manage Transaction query or Contract Crosswalk query.

2. Notice that the **Pay Group** is already selected in the **Job – Payroll Information** section. For professional contracts, MON appears as the pay group. For student contracts, STM appears. No other pay groups should be used for contract pay.
3. Under the **Job – Payroll Information** section, type or search for **Employee Type**.
4. Notice the following defaults:
  - Under the **Job Compensation – Payroll Currency and Frequency**, the system displays **C** for the Frequency.
  - Under the **Job Compensation – Pay Components** section, the Pay Component displays BASEC as the Rate Code.

**Note:** No other pay components can be added to a record coded as a contract. Other components of pay must be recorded on the Additional Pay page.

- Appointment End Date will be greyed out if entering a contract that is defined on the contract crosswalk table. The Appointment End Date is required if the effective date/contract begin date is not within any of the parameters coded on the contract crosswalk and the contract type displays as Default Appointment Period.

<b>Position - Job Info</b>	
<b>Work Location - Position Data</b>	
*Position Number <input type="text"/>	Description <input type="text"/>
<b>Job Information - Employee Classification</b>	
Employee Classification <input type="text" value="S - S Student Employee"/>	
<b>Job - Payroll Information</b>	
*Pay Group <input type="text" value="STM"/>	*Employee Type <input type="text"/>
<b>Job Compensation - Payroll Currency and Frequency</b>	
*Compensation Frequency <input type="text" value="C"/>	
<b>Job Compensation - Pay Components</b>	
*Comp Rate Code <input type="text" value="BASEC"/>	*Compensation Rate <input type="text"/>
*Compensation Frequency <input type="text" value="C"/>	
<b>Employment - Additional Data</b>	
Appointment End Date <input type="text"/>	

5. Select **Contract Term Period**.

<b>CU Contract Term Period</b>	
*Contract Term Period	<input type="text"/>
<b>CU Faculty Contracts</b>	
Empl ID	<input type="text"/> <ul style="list-style-type: none"> <li>Academic Year paid over 12 mon</li> <li>Academic Year paid over 9 mont</li> <li>Admin AY paid over 9 months</li> <li>Fall</li> </ul>
Empl Record	

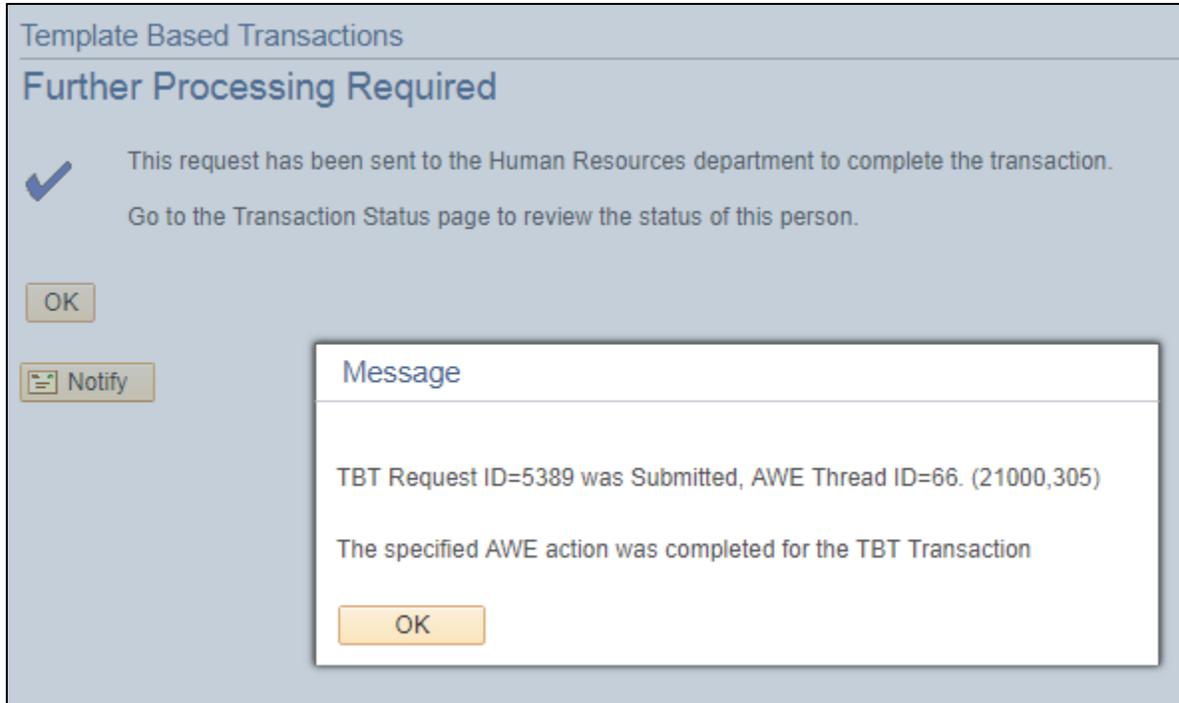
**Note:** If the Effective Date of the transaction does not match a Contract Begin Date on the contract crosswalk table, Default Appointment Period is the only available option for the Contract Term Period and an Appointment End Date will need to be manually entered.

After selecting a Contract Term Period, the CU Faculty Contracts section is auto-populated and is not editable:

<b>Employment - Additional Data</b>	
Appointment End Date	<input type="text"/>
<b>CU Contract Term Period</b>	
*Contract Term Period	<input type="text"/>
<b>CU Faculty Contracts</b>	
Empl ID	Effective Date <input type="text" value="03/06/2018"/>
Empl Record	*Assign Hours To Flag <input type="text" value="All Earnings(Contract+PNE+E"/>
Contract Renewal Count	<input type="text"/>
Contract Begin Date <input type="text" value="03/06/2018"/>	<input type="checkbox"/> Contract Renewal Elig. Indic.
Contract Pay Type <input type="text" value="Oth/Cont"/>	Contract End Date <input type="text"/>
Monthly Frequency <input type="text" value="M"/>	Termination Date <input type="text"/>
Combo Code for Paid Not Earned	Combo Code for Earned Not Paid <input type="text"/>
Calculation Method <input type="text" value="Actual"/>	Annualization Options <input type="text" value="Annualize Over 12 months"/>
Actual Start Date <input type="text" value="03/06/2018"/>	Contract Number <input type="text" value="1.000000"/>
Daily Hours <input type="text" value="8.000000"/>	<input type="checkbox"/> Same as Contract Regular
<input type="checkbox"/> Prorate Hrs in Partial Period	Last Payment Date <input type="text"/>
<input type="checkbox"/> Use Holiday Schedule	School Schedule <input type="text"/>
Annual Tax Periods <input type="text"/>	Work Days in Contract <input type="text"/>
Payment End Date <input type="text"/>	Payment Begin Date <input type="text" value="03/06/2018"/>
Pay Period Hours <input type="text"/>	Payment Term <input type="text" value="Pay Over Contract"/>
<b>Comments</b>	
Comments	<input type="text"/>

6. Enter any comments in the **Comments** field.
7. Once you have completed the required fields, you have the following options:
  - **Save for Later**—Lets you save the transaction as a draft and come back to it at a later time. Access Transactions in Progress from the Pay Actions tile by selecting Template Based Transactions.
  - **Cancel**—Cancels the entire transaction.
  - **Save and Submit for Approval**—Saves the transaction and starts the workflow, sending it to the appropriate approver.

After clicking **Save and Submit for Approval**, you will see the following message:

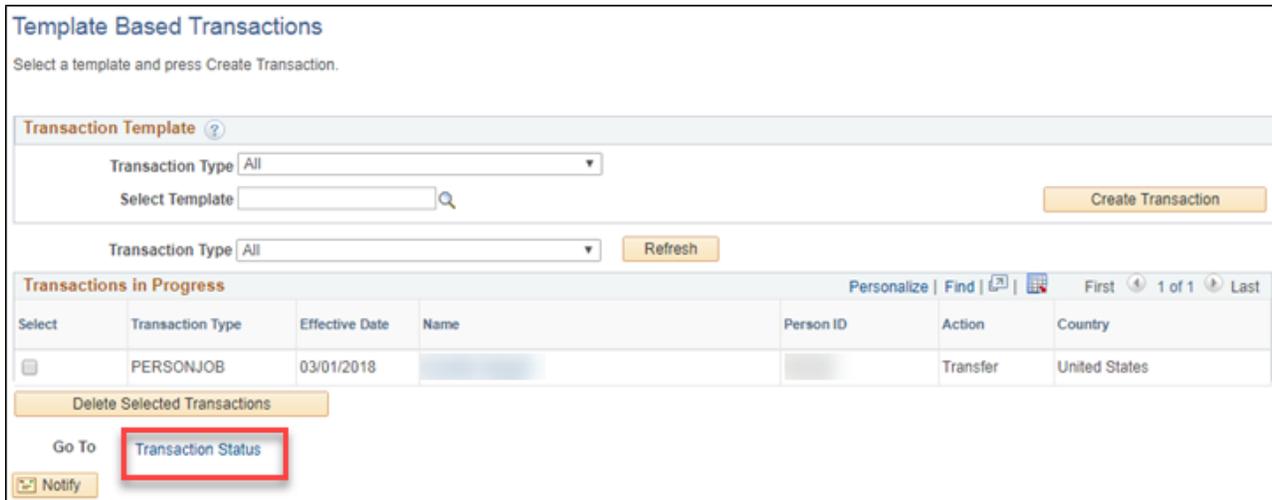


8. Make note of the TBT Request ID number for future reference.
9. Click **OK** from the Message box.
10. Click **OK** again. You can go to the Transaction Status page to review the status.

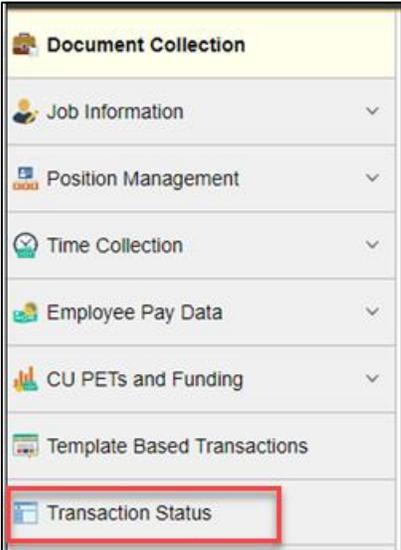
## Viewing Transaction Status

To check the status of your transfer, you can use one of the following methods:

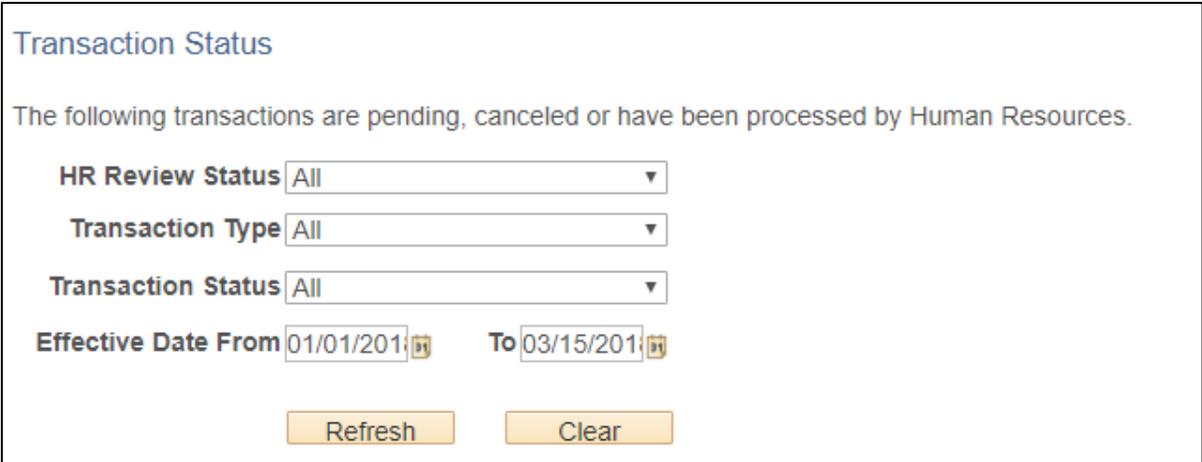
- Click the **Transaction Status** link from the Template Based Transactions page. The system returns you to this page immediately after you submit your transaction.



- Or, navigate to Transaction Status.
  1. From the HCM Community Users dashboard, click the **Pay Actions** tile.
  2. Click **Transaction Status**.



The Transaction Status page appears:



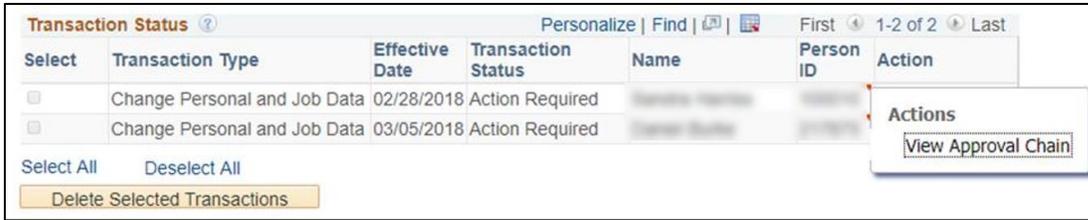
3. Enter parameters to search for your transactions. The system displays a list of transactions matching your criteria.

Transaction Status		Personalize   Find   [Print]   [Export]			First	1-2 of 2	Last
Select	Transaction Type	Effective Date	Transaction Status	Name	Person ID	Action	
<input type="checkbox"/>	Change Personal and Job Data	02/28/2018	Action Required	Sandra Harris	100010	Transfer	
<input type="checkbox"/>	Change Personal and Job Data	03/05/2018	Action Required	Carol Burke	217870	Transfer	

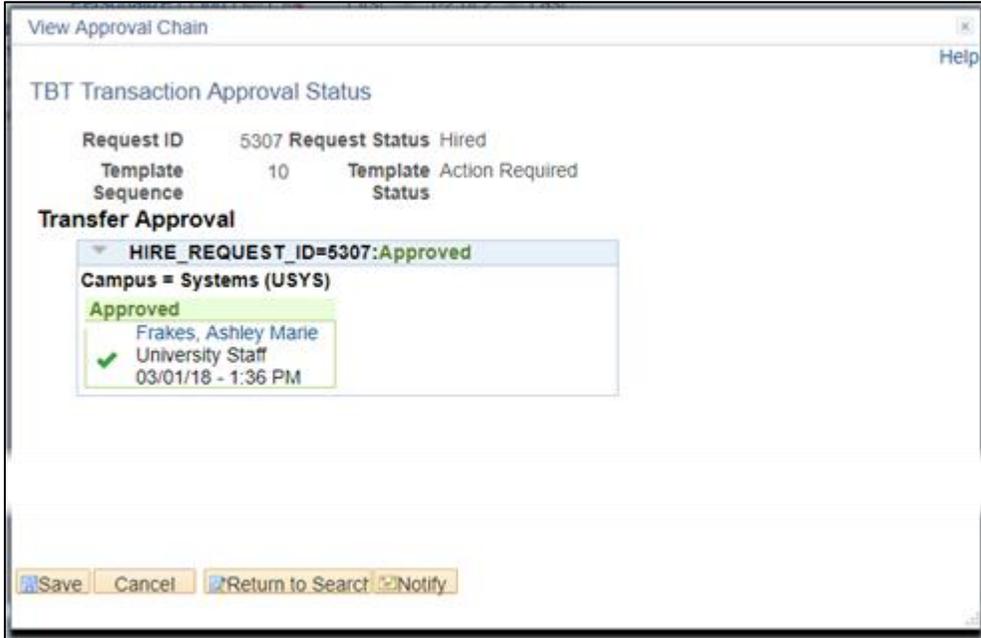
Select All    Deselect All

Delete Selected Transactions

- Right-click on the Related Actions indicator, and click **View Approval Chain**.



The View Approval Chain pop-up window appears:

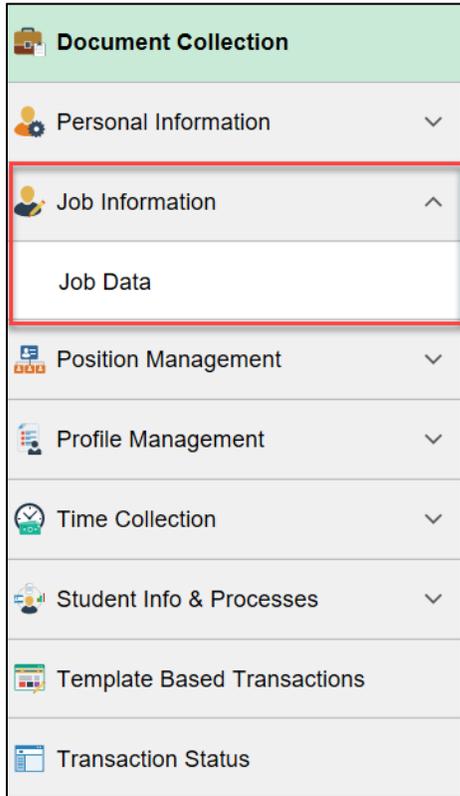


# Verifying Transfer Approval

Once a transaction has been completed and approved, you need to validate that the information has been updated in Job Data and Position.

To navigate to Job Data:

1. From the HCM Community Users dashboard, click the **Non-Pay Actions** tile.
2. Click **Job Information**.
3. Click **Job Data**.



1. Enter the **Empl ID** number and click **Search**. The employee's job information appears for you to review.

The screenshot shows the 'Work Location' tab in the HCM system. At the top, there are navigation tabs: Work Location, Job Information, Payroll, Salary Plan, and Compensation. The main header displays 'Employee' and 'Empl ID' with a search icon. Below this, the 'Work Location' section includes a search bar with 'Find' and '1 of 3' results, and a 'Go To Row' button. The main content area contains several fields:
 

- \*Effective Date: 03/01/2018
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- \*Action: Transfer
- Reason: Transfer to Another Campus
- \*Job Indicator: Primary Job
- Future:
- Position Number: [Searchable] Research Associate
- Position Entry Date: 03/01/2018
- Regulatory Region: USA (United States)
- Company: CU (University of Colorado)
- Business Unit: UCB (Boulder Campus)
- Department: 10080 (Coop Inst Res/Envrn Sci - Dir)
- Department Entry Date: 03/01/2018
- Location: 1CIRE (Coop Inst for Res in Env Sci)
- Establishment ID: CU (University of Colorado)
- Date Created: 02/26/2018
- Last Start Date: 03/01/2007
- Expected Job End Date: [Searchable]

2. Verify the Transfer row has been added with the correct Effective Date.
3. Verify the correct contract parameters are in place:
  - a. Click **NavBar: Navigator > Workforce Administration > Job Information > Contract Administration > Update Contract Pay NA**.
  - b. Enter the **Empl ID** (and or any other search criteria) and click **Search**.
  - c. Select the appropriate Job Record, and the newest contract will be the highest contract ID number.

Search Results		
View All		
Empl ID	Empl Record	Contract ID
280143 0		1
280143 0		2
280143 0		4
280143 1		3

<b>Contract ID</b> 0000004	<b>Status</b> Active	Recalculate Contract
<b>Contract Information</b> ?		Find   View All First
*Effective Date 09/01/2017		
<b>Contract Pay Type</b> AY Faculty Pd/12 Months		
<b>Payment Term</b> Pay Over 12 Months		
*Monthly Frequency M	MON Sal	<b>Calculation Method</b> Actual
<b>Pay Period Hours</b>		*Daily Hours 8.00
*Assign Hours To Not Applicable		
*Contract Begin Date 08/14/2017		*Contract End Date 05/11/2018
<b>Payment Begin Date</b> 09/01/2017		<b>Payment End Date</b> 08/31/2018
<b>Actual Start Date</b> 08/14/2017		<b>Termination Date</b> 05/11/2018
<b>Last Payment Date</b>		<b>School Schedule</b> UCCS

- 4. View the other tabs to verify the data you entered on the template is correct.
- 5. To verify position information, click **Add/Update Position Info** under Position Management.

- Document Collection
- Personal Information
- Job Information
- Position Management**
  - Maintain POI Relationship
  - Add/Update Position Info**
  - Position Summary
  - Position History

- 6. Type the **Position** number (or other search criteria) and click **Search**.
- 7. Click the **Budget and Incumbents** tab to verify the transfer.

Navigation tabs: Description | Specific Information | **Budget and Incumbents** | CU Position Data

Position Number [Redacted]  
Headcount Status Filled      Current Head Count 1 out of 1

**Current Budget**

Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

**Current Incumbents** Personalize | Find | [Icons] 1 of 1

Empl ID	Empl Record	Full/Part	Stnd Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
[Redacted]	0	Full-Time	40.00	[Redacted]	03/01/2018	Transfer	Transfer to Another Campus	N	<a href="#">Job Data</a>