

Human Capital Management: Step-by-Step Guide

Transferring an Employee

This guide describes how to transfer an employee in HCM. A transfer is considered the moving of 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. **Do not use** this guide for transferring an employee to a new contract. Refer to *Transferring an Employee to a Position with New Contract Step-by-Step Guide* for information about how to transfer an employee that needs a new contract.

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Before You Begin

Before you begin, 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 Denver and will be transferring an employee from Boulder, you can run Job List to identify that employee and basic information about that employee.

To run 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.

Note: The Transfer Template will allow a row to be inserted before a more current row in Job Data.

- 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. If you use non-person profiles, refer to *Creating or Updating a Non-Person Profile Step-by-Step Guide*. You may also want to check you campus business processes.

Before transferring an employee, you should have the following information available:

- Empl ID of the employee.
- Position number to which the employee is transferring.

Navigation Tips:

▼ HCM Community Users

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

1. From the portal, click **Quick Links**.
2. Click **HCM**. The Employee Self Service dashboard appears.
3. Click **Employee Self Service**.
4. 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 access related actions for the item you are working with. You may also see a Related Content link at the top of some pages to access related information.




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

The department receiving the transferred employee initiates a transfer. A transfer is created using a Template Based Transaction (TBT). A TBT provides a template-driven method of streamlining data entry.

Note: Prior to beginning this transaction, it is important that you 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.

To create a transfer transaction:

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

The screenshot shows the 'CU Pay Actions' dashboard. On the left is a sidebar with various navigation tiles. The 'Template Based Transactions' tile is highlighted with a red rectangle. The main content area is titled 'Template Based Transactions' and includes a 'Select a template and press Create Transaction.' instruction. Below this, there are two sections: 'Transaction Template' and 'Transactions in Progress'. The 'Transaction Template' section has a 'Transaction Type' dropdown set to 'All', a 'Select Template' input field, and a 'Create Transaction' button. The 'Transactions in Progress' section shows a message: 'You do not have any transactions in progress.' and a 'Refresh' button.

3. In the **Select Template** field, type **CU_XFR** for the Transfer template. You can also use the lookup to search for and select the template.

Note: CU_CNTRCT_XFR is used for new contracts only. If you are transferring a non-contract employee to a contract position, STOP and refer to the instructions in *Transferring an Employee to a New Position with Contract Step-by-Step Guide*. If you are transferring an employee and want to keep the contract the same, or a contract is not involved, continue with the following procedure.

4. Click **Create Transaction**.

This screenshot is a closer view of the 'Template Based Transactions' form. The 'Select Template' input field now contains the text 'CU_XFR' and is highlighted with a red rectangle. The 'Create Transaction' button is also highlighted with a red rectangle. The 'Transaction Type' dropdown remains set to 'All'. The 'Transactions in Progress' section still shows the message 'You do not have any transactions in progress.' and the 'Refresh' button.

Entering Transfer 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. There may be more than one record.
4. In the **Job Effective Date** field, type or select the effective date of your transfer transaction.

Note: Even if a more current row exists in Job Data, no message will appear. The transfer row will be inserted into Job Data. If more current rows exist for a previous position, those rows will require an additional effective sequence update.

5. Select a **Reason Code**.

Template Based Transactions

Enter Transaction Details

The following transaction details are required.

Template	Transfer Template
Organizational Relationship	Employee

1 *Empl ID

2 Actions
CU Person Organizational Summary

3 *Employment Record Number 0 (HR Professional)

4 *Job Effective Date 02/21/2018

Action Transfer

5 *Reason Code Transfer to Another Campus

6 Continue Cancel

The following reason codes are available:

- 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

In this section, you will enter the details of your transfer. Because the position, and its funding, should already be prepared, the position information should already be updated and ready for your transaction.

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**. This 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. See the Related Content section for more information.

2. Notice that the **Pay Group** is already selected in the **Job – Payroll Information** section. Update this field, if necessary.
3. Also in the **Job – Payroll Information** section, type or search for the **Employee Type**.

Important: All Job Compensation codes must match the selected Employee Type or your submission will be pushed back or denied.

4. Under the **Job Compensation – Payroll Currency and Frequency** section, type or search for the **Compensation Frequency**.
5. Under the **Job Compensation – Pay Components** section, type (or look up and select) the following field values:
 - a. **Comp Rate Code**
 - b. **Compensation Rate**
 - c. **Compensation Frequency**

Note: You have the option to enter additional pay components under Job Compensation – Pay Components -2 and Job Compensation – Pay Components – 3.

6. If applicable, type or select an **Appointment End Date**.
7. Enter any comments in the **Comments** section.

Template Based Transactions

Enter Transaction Information

Enter the following Employee or Contingent Worker information.

[Return to Enter Transaction Details Page](#)

Save and Submit

Save for Later

Cancel

Save and Submit for Approval

Position - Job Info

Work Location - Position Data

*Position Number 00001165

*Description BS Prof

Work Location - Job Indicator

*Job Indicator Primary Job

Job Information - Employee Classification

Employee Classification 1 Univ Fac/Staff - All Benefits

Job - Payroll Information

*Pay Group USX

*Employee Type S

Job Compensation - Payroll Currency and Frequency

*Compensation
Frequency M

Job Compensation - Pay Components

Comp Rate Code

Compensation Rate

Compensation
Frequency

Job Compensation - Pay Components - 2

Compensation Eff
Sequence

Comp Rate Code

Compensation Rate

Compensation
Frequency

Job Compensation - Pay Components - 3

Compensation Eff
Sequence

Comp Rate Code

Compensation Rate

Compensation
Frequency

Employment - Additional Data

Appointment End Date

Comments

Comments

[Return to Enter Transaction Details Page](#)

Save and Submit

Save for Later

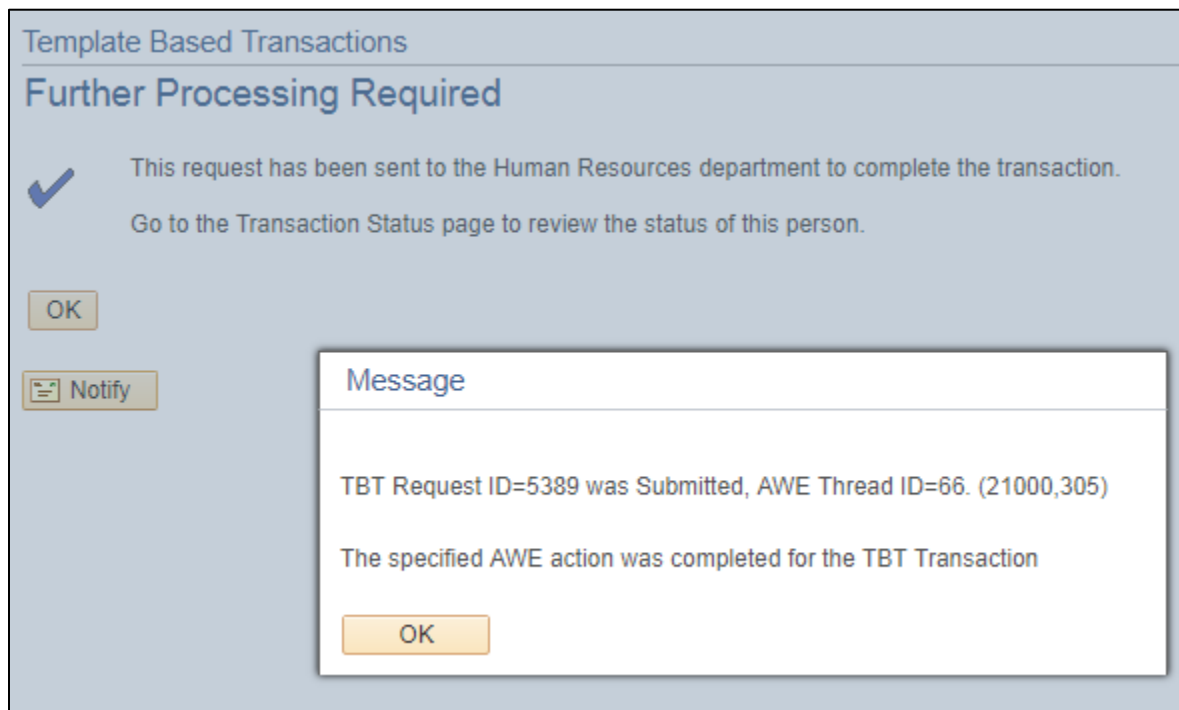
Cancel

Save and Submit for Approval

8. Once you have completed the required fields, you have the following options:

- **Return to Enter Transaction Details Page**—Lets you go back to the first page of the transaction.
- **Save for Later**—Lets you save the transaction as a draft and come back to it at a later time.
- **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:



9. Make note of the TBT Request ID number for future reference.

10. Click **OK** from the Message box.

11. Click **OK** again. You can check the status from Transaction Status page, as described in the following section.

Viewing Transaction Status

To check the status of your transfer, you can use any 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.

Template Based Transactions
Select a template and press Create Transaction.

Transaction Template ?

Transaction Type: All

Select Template:

Create Transaction

Transaction Type: All Refresh

Transactions in Progress Personalize Find 1 of 1 First Last

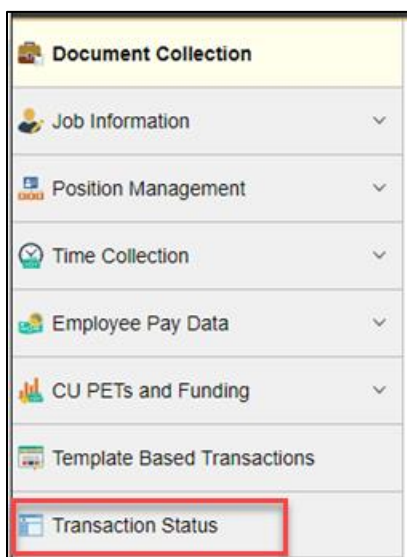
Select	Transaction Type	Effective Date	Name	Person ID	Action	Country
<input type="checkbox"/>	PERSONJOB	03/01/2018			Transfer	United States

Delete Selected Transactions

Go To **Transaction Status**

Notify

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



The Transaction Status page appears:

Transaction Status

The following transactions are pending, canceled or have been processed by Human Resources.

HR Review Status

All

Transaction Type

All

Transaction Status

All

Effective Date From

01/01/2018

To

03/15/2018

Refresh

Clear

- Enter parameters to search for your transactions. The system displays a list of transactions matching your criteria.
- Check the Effective Date field to be sure the range is correct for your search.

Transaction Status ?						
Personalize Find 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			Transfer
<input type="checkbox"/>	Change Personal and Job Data	03/05/2018	Action Required			Transfer
Select All Deselect All Delete Selected Transactions						

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

Transaction Status ?

Personalize | Find | 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			<div>Actions</div> <div>View Approval Chain</div>
<input type="checkbox"/>	Change Personal and Job Data	03/05/2018	Action Required			

Select All Deselect All

Delete Selected Transactions

The View Approval Chain pop-up window appears:

The screenshot shows a window titled "View Approval Chain" with a "Help" link in the top right. The main content area is titled "TBT Transaction Approval Status". It displays the following information:

- Request ID:** 5307 **Request Status:** Hired
- Template Sequence:** 10 **Template Action Required Status:**

Below this, there is a section titled "Transfer Approval" with a dropdown menu showing "HIRE_REQUEST_ID=5307:Approved". Under this, it says "Campus = Systems (USYS)" and "Approved". A green checkmark is next to the name "Frakes, Ashley Marie", followed by "University Staff" and the timestamp "03/01/18 - 1:36 PM". At the bottom of the window, there are four buttons: "Save", "Cancel", "Return to Search", and "Notify".

- Or, to search for transaction status by Request ID:
 1. From the **NavBar: Navigator**, click **Human Capital Mgmt.**
 2. Click **Workforce Administration**.
 3. Click **Template Based Transactions**.
 4. Click **CU TBT Approval Status**. The CU TBT Approval Status window appears.

The screenshot shows a window titled "CU TBT Approval Status". Below the title, it says "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a button labeled "Find an Existing Value". Below that is a section titled "Search Criteria" with a dropdown arrow. Under "Search by:", there is a dropdown menu with "Request ID" selected, followed by an equals sign and a text input field. At the bottom, there are two buttons: "Search" and "Advanced Search".

5. From the **Search by** list, select **Request ID** and type the request ID number.
6. Click **Search**.

Resubmitting Pushed Back Transactions

The approver reviewing your transactions can approve, deny or push back your transaction. In the case of denied or pushed back transactions, the initiator will receive an email notification. The approver should have included comments on why the transaction was denied (employee no longer interested in the transfer or took another position) or pushed back.

If the transaction was pushed back, edit and resubmit the transaction for approval.

1. From the HCM Community Users dashboard, click the **Pay Actions** tile.
2. Click **Template Based Transactions**. The Transactions in Progress section, displays the transactions that are in draft status.
3. Select the person's name link.
4. Enter details and click **Save and Submit for Approval**.

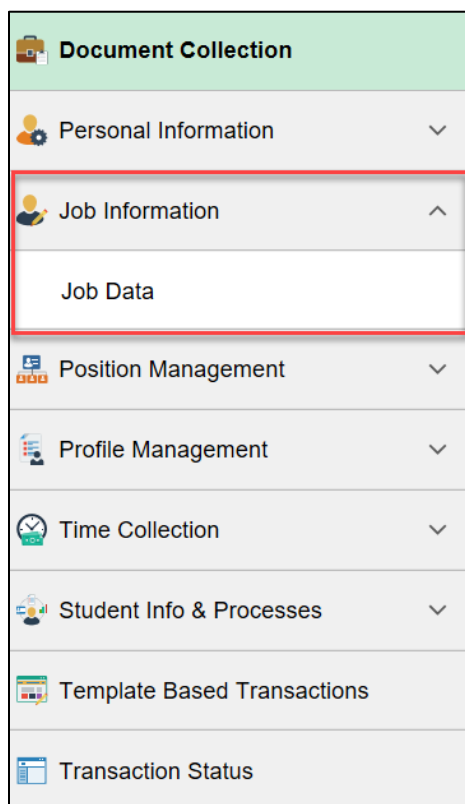
Verifying Transfer Approval

Once the transfer transaction has been approved, you should verify that the information has been updated in Job Data and Position.

Note: For information about approving transfers, refer to *Approving Transfers Step-by-Step Guide*.

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**.



- 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 of an HCM system. At the top, there are tabs for 'Work Location', 'Job Information', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Work Location' tab is active. Below the tabs, there's a header area with 'Employee' and 'Empl ID' fields. The 'Empl ID' field contains a value, and 'Empl Record' is 0. Below this, there's a 'Find' button and a 'Go To Row' button. The main form area contains several sections: 'Effective Date' (03/01/2018), 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), 'Position Number' (Research Associate), 'Position Entry Date' (03/01/2018), 'Regulatory Region' (USA), 'Company' (CU), 'Business Unit' (UCB), 'Department' (10080), 'Department Entry Date' (03/01/2018), 'Location' (1CIRE), 'Establishment ID' (CU), 'Last Start Date' (03/01/2007), and 'Expected Job End Date'. There are also dropdown menus for 'Action' (Transfer), 'Reason' (Transfer to Another Campus), and 'Job Indicator' (Primary Job). A 'Future' checkbox is also present.

- Verify the Transfer row has been added with the correct Effective Date.
- View the other tabs to verify the data you entered on the template is correct.
- Under **Position Management**, click **Add/Update Position Info**.

The screenshot shows a vertical menu with several options. The 'Position Management' option is highlighted with a red box. Below it, there's a sub-menu with 'Add/Update Position Info' highlighted with a red box. Other options in the menu include 'Document Collection', 'Personal Information', 'Job Information', 'Maintain POI Relationship', 'Position Summary', and 'Position History'.

8. Type the **Position** number and click **Search**.
9. Click the **Budget and Incumbents** tab to verify the transfer.

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						
0.000	0.000	0.000	0.000						
Total 0.00									
Current Incumbents Personalize Find 1 of 1									
Empl ID	Empl Record	Full/Part	Std 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	Job Data

Viewing Related Content

Related content is available when creating a TBT and can be located using the Related Content link in the top right corner of the window (shown below). Click **Related Content** to display a menu of options: Position Information, Position Funding and Transaction Query.

Template Based Transactions

SIED000017 Database: HCMSP2

[Home](#)
[Search](#)
[Menu](#)
[Refresh](#)

[Related Content](#)
[New Window](#)
[Help](#)
[Personalize Page](#)

Template Based Transactions

Select a template and press Create Transaction.

Transaction Template ?

Transaction Type All
Select Template

Transaction Type All
Refresh

Create Transaction




Transactions in Progress ?

You do not have any transactions in progress.

Go To Transaction Status

[Notify](#)

After selecting an option, the window expands to include all of the options. You can modify your display of these options in several ways:

	<p> Collapse Related Content.</p> <p> Click settings to expand or collapse a section.</p> <p> Drag borders to make the column wider or each section taller or shorter.</p> <p>New Window Display related content in a new window.</p>
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Each of these options is described in the following sections.

Viewing Position Information

Enter search parameters and click **Search**.

Position Information

CU Position Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Position Number

begins with ▼

Description

begins with ▼

Position Status

= ▼

Business Unit

begins with ▼

Department

begins with ▼

Job Code

begins with ▼

Reports To Position Number

begins with ▼

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

HCM displays your results:

Position Information

CU Position Summary

Position Number 00700060 HCM System Project Analyst

Position Data

Personalize | Find | 1-13 of 13

Effective Date	Action Reason	Status	Status Date	Max Head Count	Budgeted	Reports To	Short Desc	Unit	Location	Job Code	Dept	Reg/Temp	Full/Part	Standard Hours	Work Period	Shift
----------------	---------------	--------	-------------	----------------	----------	------------	------------	------	----------	----------	------	----------	-----------	----------------	-------------	-------

Note: Click this icon  to expand to all fields.

Viewing Position Funding

Enter search parameters and click **Search**.

Position Funding

CU Position Funding History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Position Number

begins with ▼

Job Code

begins with ▼

Department

begins with ▼

Description

begins with ▼

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

HCM displays your results:

Position Funding

CU Position Funding History

Funding Find | View All First 1 of 6 Last

Position Number 00700060 HCM System Project Analyst Budget 06/30/18
End Date
Job Code 2448 HR Professional Department 51000
Funding Begin Date 07/01/2017 Status Active Eff Seq 0 Date Entered 06/05/2017

Distribution Personalize | Find | First 1 of 1 Last

	Combination Code	Description	% of Distribution	Fund Code	Organization	Program Code	Project	Sub Class	Funding End Date
1	51090510	ES PAYROLL COUNSELORS	100.000	10	51005	47319		ICCA	

Running the Transaction Query

1. Enter search parameters or the Request ID and click **View Results**:

Transaction Query

CUES_HCM_TBT_MANAGE_TXNS - CU TBT Manage Transactions

Position Number

Department

Job Code

Empl ID

Transaction Type

Transaction Status

Parent Node

Request ID

Name

View Results

Request ID Start Date ID Empl Record Initiator Applicant Name Hire Request

2. From the results, click a link under Applicant Name for more information:

View All First 1-1 of 1 Last

	Request ID	Start Date	ID	Empl Record	Initiator	Applicant Name	Hire Request Status	Transaction	Position	Dept ID	Job Code
1	5656	03/01/2018		0	Margaret Haith		Hired	PERSONJOB	00161102	10080	1306

The Manage Hire Details page appears from which you can click on the following links to more information:

- View Template
- Person Organizational Summary
- View/Edit Personal Data
- View/Edit Job Data

Manage Hires

Manage Hire Details

Name

The Start Date entered on this page will be used as the Effective Date for Personal Data and Job.

Template
CU_XFR - Transfer Template

Transaction Type
Change Personal and Job Data
View Template

Hire Status
Hired

Organizational Relationship
Employee

Start Date
02/28/2018

Action
Transfer

Action Reason
Transfer to Another Campus

Person Information

Employee ID
100010

HR Status
Active

Person Organizational Summary

Personal Data

Select this link to view Personal Data that was successfully uploaded to the system.
View/Edit Personal Data

Job Data

Select this link to view Job Data that was successfully uploaded to the system.
View/Edit Job Data

Job Data

Update Job Data

Return to Manage Hires

Notify