![University of Colorado logo — Boulder | Colorado Springs | Denver | Anschutz Medical Campus]
EMPLOYEE SERVICES

Human Capital Management (HCM): 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.

Contents

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. Scroll down and select **Click here for ALL**.
  4. Select **Job List**.
  5. Type search criteria and click **View Results**.
  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 your campus business processes.

- Have the following information available:

  o Empl ID of the employee.

  o Position number to which the employee is transferring.

    Note: Make sure the position is in Approved status. You will not be allowed to move forward if the position is not approved.

  o An expected job end date, if applicable. For some jobs, you may want the employee to be automatically terminated (Auto Term) on a specific date. Only certain jobs and employees are eligible for this process. Refer to *Auto Term Step-by-Step Guide* for more information about this process.

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 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 lookup 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 **Transaction Launch Page** tile. The Transaction Launch Page appears.

2. In the Search Criteria section, type the **Last Name** or **Empl ID** of the employee being transferred.

3. From the **Search Option** list, select **Transfer Employee**. This is required. The search option helps determine which template pages to display that are correct for your transaction.

4. Click **Search**. The system displays the search results in the HCM Data listing.

5. Select the checkbox of the employee. If the employee has more than one active employee record, select one that has a Template Action of Transfer.

6. Click **Submit**. A message appears, asking if this is a contract employee.

7. Indicate whether this employee will be paid on a contract:

   - If this employee is not being paid on a contract, select **No**.

   - If the employee is currently on a contract, and remaining on their contract, select **No**. This will let you transfer the employee without needing to update current contract parameters.

   - If the employee is being paid on a new contract, select **Yes**. The system prompts you for the effective date of the contract. This is the employee's contract begin date. The system populates

other related contract dates based on the effective date of the contract. To view contract dates for your campus, run the Contract Crosswalk Query from Related Content. Refer to *Working with Contracts Job Aid* for more information.

The Enter Transaction Details page appears.

Template Based Transactions
Enter Transaction Details

The following transaction details are required.

Template	Transfer Template
Organizational Relationship	Employee
*Empl ID	
*Employment Record Number	0 ( )
*Job Effective Date	10/18/2018
Action	Transfer
*Reason Code	Transfer to Another Campus

Actions
CU Person Organizational Summary

Continue   Cancel

Entering Transfer Transaction Details

The page displays the Empl ID field and the Employment Record Number you selected. These are not editable.

To continue with the transfer:

1. Right-click the Related Actions 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.

2. In the **Job Effective Date** field, type or select the effective date of your transfer transaction. If the transfer is to a new contract, this is the same as the contract effective date.

   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.

3. Select a **Reason Code**.

   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

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

   Note: If you determine that you no longer want to continue with this transaction, close the browser tab and return to the Transaction Launch Page. Clicking Cancel only clears the Reason Code selected on the page. Closing the browser will cancel and clear the transaction.

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 default information from Position data.

   Notes:

   - 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 to view Position Information, Position Funding and more.

   - If at any time you notice position information needs correcting, stop and click **Save as Draft**. You can then update the position. Once the position is approved, you can then complete this transaction.

   - If the position you select does not have a Reports to value, the system displays an error. Stop and click **Save as Draft** from the bottom of the page. Then, update the position to include Reports To. Once the position change is approved, return to the draft transaction to complete the transfer as described later in this guide.

   - For information about updating a position, refer to *Updating a Position Step-by-Step Guide*.

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, select compensation values:

Field	Non-Contract Hire	Contract Hire
Compensation Frequency	Select how often this employee will be paid.	System displays Contract and is not editable.
Comp Rate Code	Select the compensation rate code.	System displays BASEC and is not editable.
The values you select for Compensation Frequency and Compensation Rate Code must be compatible with the type of employee (hourly or salaried) and that employee's pay cycle (bi-weekly or monthly) and paygroup. Refer to *Valid Compensation Frequency and Compensation Rate Code Combinations Job Aid* for a listing of valid combinations of these values.		
Compensation Rate	Type the compensation rate that is correct for the employee type. (Hourly rate or annual salary)	Type the amount paid over the payment term of the contract.
Contract Term Period	Does not apply.	Select the term. The system supplies the CU Contract End Date as well as the CU Faculty Contracts section from the contract crosswalk.
You can select Default Appointment Period to clear the CU Contract End Date and enter your own date; the system will supply the Contract End Date and Termination Date in the CU Faculty Contracts section. Or, you can select null (blank Contract Term Period option), which clears the additional detail in CU Faculty Contracts, but not Effective Date and Contract Begin Date. To change these dates, you must click Cancel and start over with a new Effective Date.		
CU Contract End Dt	Does not apply.	Select the end date of the contract. This is the date of the last payment and the contract ends.

6. If needed, add other components of pay (for non-contract employees only). Must have at least one, and can have up to three.

7. If applicable, type or select an **Appointment End Date**. A message will appear indicating that this date is **not** used for Auto Term.

8. If applicable, type or select an **Expected Job End Date.** Entering an expected job end date will initiate the Auto Term Process to evaluate this employee for automatic termination. If eligible, the process will automatically terminate the employee on the specified date. This date cannot be more than five years in the future. A message appears indicating that you want the employee evaluated by the Auto Term process. Refer to *Auto Term Step-by-Step Guide* for more information about this process.

Completing the Transfer Transaction

Before you submit the transaction for approval, be sure to add any comments or attachments.

Adding Comments and Attachments

1. In the Comments section, type **Job Notes**. When this transaction is approved, these comments populate Job Notes in Job Data.

   Note: When entering job notes, the current best practice is to not use any special characters or punctuation, including commas and periods. These characters may cause a TBT to error.

2. If needed, attach documents, such as an offer letter.
   a. Click **Add Attachment**.
   b. In **Attachment Title** field, type a name for this document, such as Offer Letter.
   c. Click **Add** .

d. Click **Choose File**.

e. Select a file and click **Open**.

f. Click **Upload**.

Saving and Submitting for Approval

Once you have completed creating your transaction, you have the following options:

- **Return to Enter Transaction Details Page –** Lets you go back to the first page of the transaction.
- **Save as Draft –** 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.

To save the transfer transaction:

1. Click **Save and Submit for Approval**. A message appears with the TBT Request ID. Make a note of the request ID so you can find information about its status later.

2. Click **OK** from the message box. A Further Processing Required page appears.

3. Click **OK**. The system returns you to the Enter Transaction Details page; however, it is not updated with new information.
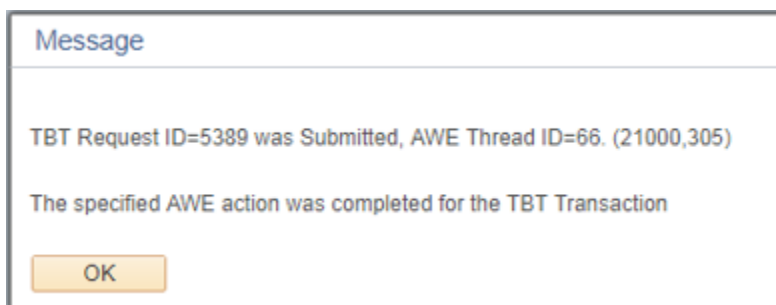
Checking Status, Completing Drafts or Pushbacks

If your transaction requires approval, you may want to check its status in the approval workflow. Additionally, if you saved a transaction as a draft, or if a transaction has been pushed back for more information, you can update it and submit it for approval. Refer to *Transaction Status, Drafts, and Pushbacks Step-by-Step Guide* for more information.

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 Transactions Step-by-Step Guide.*
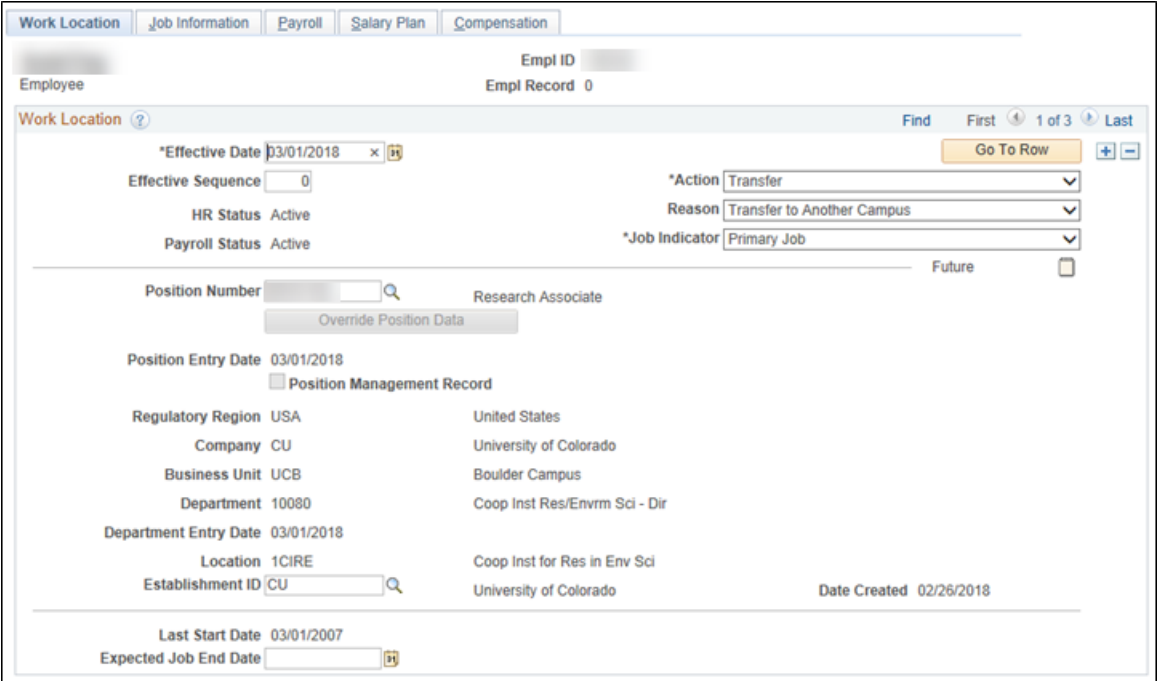
To navigate to Job Data.

1. From the HCM Community Users dashboard, click the **Non-Pay Actions** tile.

2. Click **Job Information**.
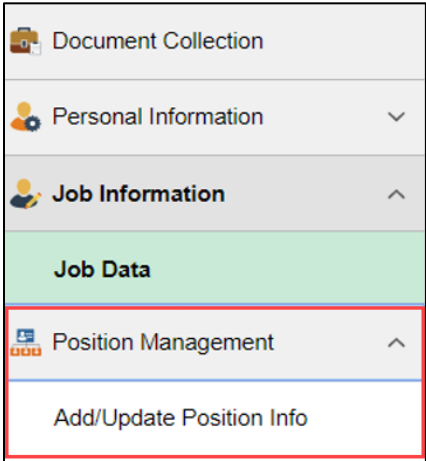
3. Click **Job Data**.
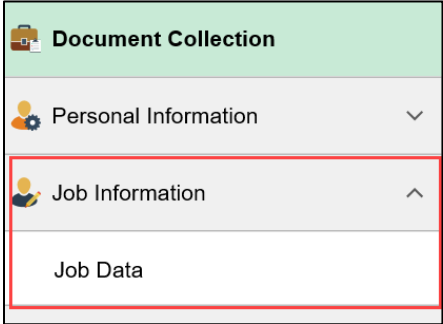
4. Enter the **Empl ID** number and click **Search**. The employee's job information appears for you to review.

5. Verify the Transfer row has been added with the correct Effective Date.

6. View the other tabs to verify the data you entered on the template is correct.

7. Under **Position Management**, click **Add/Update Position Info**.

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 ▮▮▮▮▮▮

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 | 🗗 | 📊   1 of 1

Empl ID	Empl Record	Full/Part	Stnd Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
▮▮	0	Full-Time	40.00	▮▮▮▮	03/01/2018	Transfer	Transfer to Another Campus	N	Job Data