Business Process for UofSC Transfer

New Business Process

Transfer is a new business process for the University that requires coordination of effort between departments. A transfer will be used to move a current employee from one position type to another position type within UofSC. It will require coordination between the hire process initiated by the new department/campus in PeopleAdmin and the completion of a new transfer form by the department the employee is leaving.

Background

Previously, a separation was done for these employees before the rehire, but this practice adversely affects employee benefits in the new system. This process was created to prevent current employees who have benefits/insurance from experiencing a break in coverage if they are leaving a current UofSC job with benefits/insurance and accepting another UofSC job with benefits/insurance. HR Operations and Services will work in the coordination role between the two departments to ensure successful transition of the employee.

Exceptions

This process does not apply to current temporary, research grant, or time-limited employees who do not receive benefits/insurance and who are accepting a new position within UofSC. A separation will be processed for those employees who will then be rehired in PeopleAdmin.

Temporary employees will still be required to comply with the two-week break between appointments.

Responsibilities of Employee's Current Department

1. A current UofSC employee (regardless of position type) applies for another job at UofSC in PeopleAdmin (through either a posted job or a quick hire).
2. Employee lets his/her Manager/Supervisor know they are resigning and accepting a different position in another department/campus at UofSC.
3. Manager/Supervisor informs HR Contact within the current department.
4. The current HR Contact contacts employee and ask questions to determine if there is a need to complete a separation in PS or transfer form.

    a. If the employee is a current temporary, research grant, or time-limited employee who has not been offered benefits/insurance and who is accepting a new position within UofSC, then no transfer form is needed. The employee should be separated in PS.
    b. If the employee is a current FTE, RGP, TL or TEMP employee who has benefits/insurance, or was previously eligible and was offered insurance but refused (waived) coverage and is now accepting another UofSC job that is benefits eligible, then a transfer form is needed, and the employee should not be separated in PS. The HR Contact completes the transfer form and sends to HR Operations and Services. To review the Current Benefits Summary, navigate to Main Menu > Benefits > Review Employee Benefits > Current Benefits Summary. Generally, if an employee has been offered insurance coverage in their current position, they will be in an eligible benefits program of BN1, BN9

or ST1, and have “Waive” as the Coverage Election for Medical, if they refused coverage.

Primary Empl Record 0

Benefits System Base Benefits
Benefit Program BN1 All Benefits - 12M
Benefits Status Active

Current Enrollments

Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin
Medical	Waive			Waived	01/01/2019

5. HR Operations and Services will analyze the form to determine that data is accurate and will forward to Payroll.
6. Payroll receives the form and returns to HR Operations and Services so it can be placed in employee’s personnel file.

Responsibilities of the Employee’s Hiring Department

1. The hiring department determines that the best candidate for hire for a posted position or a quick hire temporary is a **current** UofSC employee based on the information provided in the application.
2. The hiring department will determine what type of position the current UofSC employee holds by using the Search Feature in the ePAF Homepage. Search by the employee’s name and click on the Related Action Menu to View Job Data. The Regular/Temporary field will display the current employee’s position type. Position types are Regular (FTE), RGP, TL or Temporary.
3. If the employee is a current FTE, RGP, TL or TEMP employee who has benefits (insurance) and is accepting another UOofC job with benefits (insurance) in another position type, then an action of transfer should be chosen in the hiring proposal.
4. To determine current position type or if the employee has benefits (insurance) if not known, contact the Division of Human Resources at 803-777-3111 or email Saladmin@mailbox.sc.edu for assistance.
5. The action of **“Transfer – Position Type Change”** has been added in hiring proposals in PeopleAdmin effective **April 1, 2019**. If the employee is staying in the same position type, the action will not be considered a transfer.
6. HR Operations and Services will review the hiring proposal and verify the employee is in a current position with benefits/insurance and will select the appropriate position type change/reason to document in PeopleSoft.
7. If upon review HR Operations and Services determines the action is not a transfer, but one that requires a separation, they will reach out to the HR Contact in the employee’s current department to execute the separation in PeopleSoft.