

## **Managing an Inter-Agency Transfer Overview**

The Transfer Employee business process refers to the movement of an employee from one position to another position. This Job Aid addresses the following transfer transaction, otherwise known as Inter-Agency Transfers:

- An employee transfers from one state Agency to another state Agency

Coordination between the Sending and Receiving Agencies is imperative as the effective dates and Action/Reasons of the transactions must be entered correctly by both Agencies to prevent inaccurate breaks in service and healthcare. The Sending Agency should enter a Termination/Transfer Out transaction, and the Receiving Agency should enter a Hire/Transfer In (XXX) transaction. The Sending Agency enters the transfer date (e.g., termination/transfer out effective date) as the day after last day worked (e.g., transfer date is 1/1/2025, but last day worked was 12/31/2024). The Receiving Agency must use the same date or the next day to prevent a break in service. The DHRM Policy Team recommends the following:

*“The Receiving Agency should consult with the Sending Agency and determine the resignation/separation date. If there is a difference that involves a few days, then we encourage the former agency to approve the employee’s use of LWOP and expand the separation date so there is no break in service.”*

If applicable, the Receiving Agency must also update the employee’s Agency Provided Email address in Personal Data, update the employee’s telework agreement and process a leave balance adjustment.

All salaried employees who are transferring from one Agency to another must be terminated from their Sending Agency prior to being hired into their Receiving Agency. When these employees are in active salaried positions in both Agencies, Anthem, Aetna, and other healthcare providers receive data files that show the employee as active in two Agencies, which results in both records cancelling. When this data mismatch occurs, the healthcare vendors do not receive the updated information regarding the Agency change and the transferring employee loses health benefits coverage.

Transferring an employee from one Agency to another, the Agency Benefits Administrator will need to review benefit elections of the employee once the transfer to the Receiving Agency is complete. See the Job Aid titled **BN361\_Managing Terminations and Transfers** for more details. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

If the Receiving Agency uses Cardinal Absence Management, the HR Administrator of the Receiving Agency should request the salaried employee’s leave balances as of the date of transfer from the Sending Agency. Leave balances do not transfer automatically in Cardinal, therefore the Receiving Agency will have to process a balance adjustment in the Time and Attendance module when the transfer is complete. For further details on balance adjustments, see the Job Aid titled **TA374\_Managing Absence Balances**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.



Per DHRM policy, Service Credit for Annual Leave Accruals, the annual leave accrual rate is determined by using state service and a veteran’s service in the military, National Guard or Reserves. A Veteran’s service is determined by adding the net active service, total prior active service, and total prior inactive service data found on the form DD-214. To assist in identifying employees who are eligible, the RHR294-Disability and Veteran Service Report can be used. In order to run this report, the user must have the manager role due to the disability information on the report.

**Navigation Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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### Revision History

Revision Date	Summary of Changes
11/14/2025	Direct Deposit information added to the <a href="#">Updating the Employee Job Data</a> section, including references to the Request Direct Deposit page.
4/29/2025	Updated the screenshot of the Benefit Program Participation page ( <a href="#">Section 1</a> , after Step 36), updated the screenshot of the Benefits Administration Eligibility section ( <a href="#">Section 1</a> , step 38), and added additional information regarding the Eligibility Fields.
3/1/2025	Updated the screenshots of the Search pages ( <a href="#">Section 1</a> , after Step 1; <a href="#">Section 2</a> , after Step 1; <a href="#">Section 3</a> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

### Sending Agency Tasks

#### Termination/Transfer Out

Before beginning, the Sending Agency must coordinate the termination effective date with the Receiving Agency.

Step	Action
1.	Navigate to the <b>Job Data</b> page using the following path: <b>NavBar &gt; Menu &gt; Workforce Administration &gt; Job Information &gt; Job Data</b>

The **Job Data Find an Existing Value** page displays.

**Job Data**

**Find an Existing Value**

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

🕒 Recent Searches Choose from recent searches ▼ ✎
 🔖 Saved Searches Choose from saved searches ▼ ✎

Empl ID begins with ▼

Empl Record = ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

^ Show fewer options  
 Case Sensitive  Include History  Correct History



For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2.

Search for the applicable employee by entering the Employee ID in the **Empl ID** field.

▼ **Search Criteria**

Empl ID begins with ▼

Empl Record = ▼




Users can also search by Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

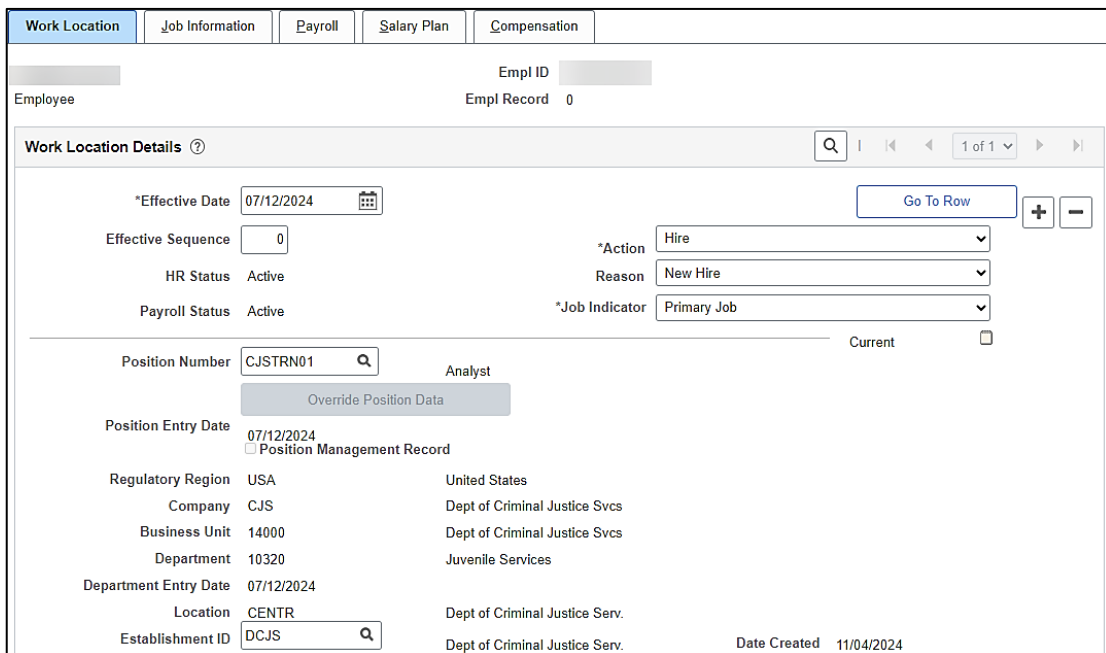


# Human Resources Job Aid

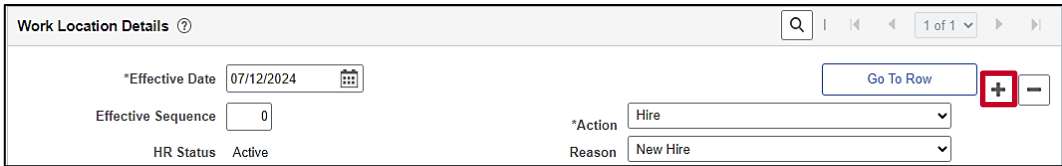
## HR351\_Managing an Inter-Agency Transfer

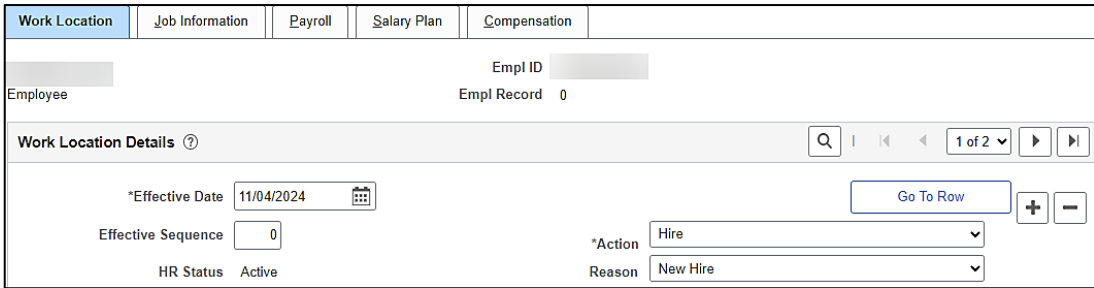

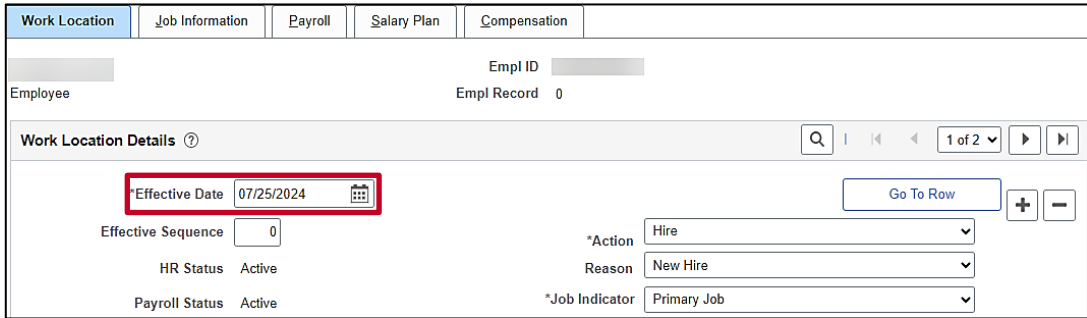

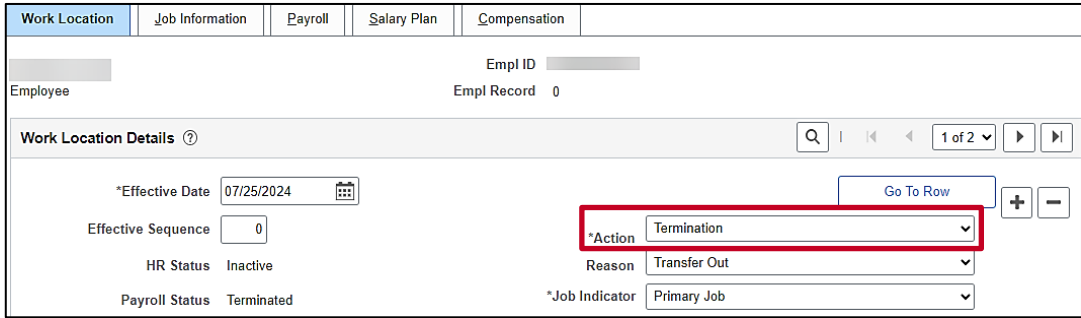
Step	Action
3.	Click the <b>Include History</b> checkbox. <input type="checkbox"/> Case Sensitive <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History
4.	Click the <b>Search</b> button. 

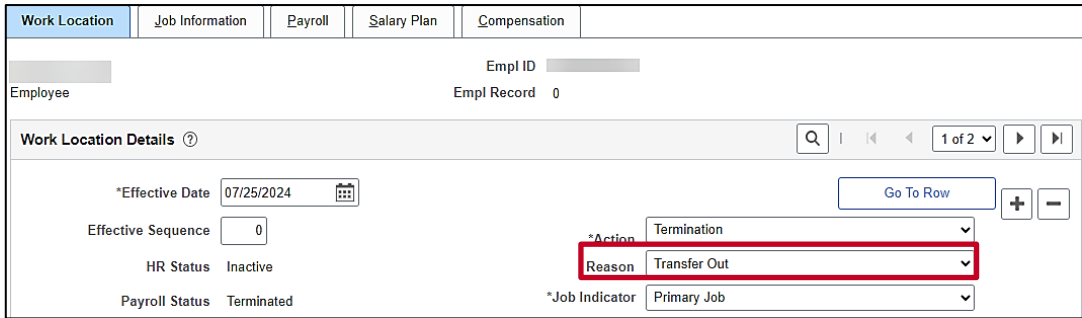
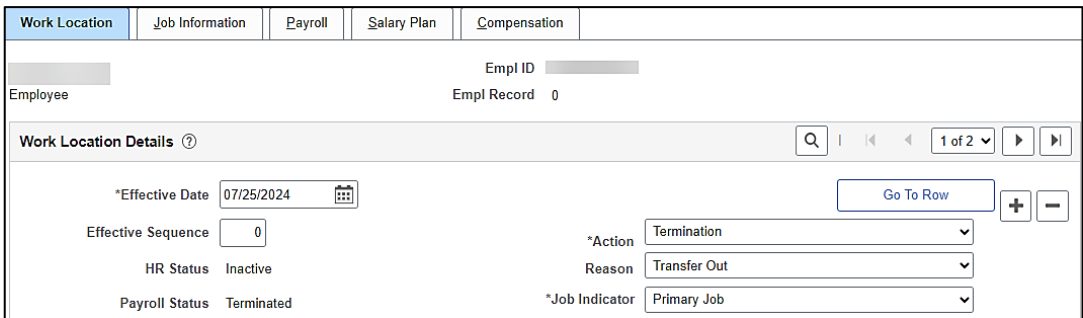

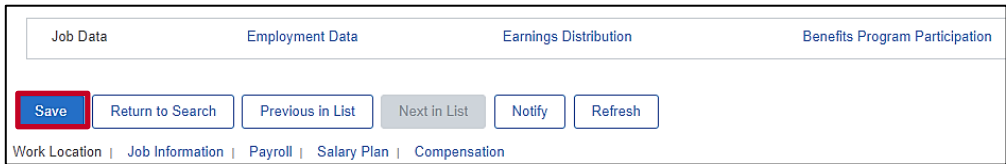
The **Job Data** page for the applicable employee displays with the **Work Location** tab displayed by default.



The screenshot shows the 'Work Location' tab selected in a navigation bar. Below the navigation bar, there are tabs for 'Job Information', 'Payroll', 'Salary Plan', and 'Compensation'. The main content area displays employee information: 'Employee' (redacted), 'Empl ID' (redacted), and 'Empl Record' 0. Below this is a 'Work Location Details' section with a search icon and navigation arrows. The details include: '\*Effective Date' 07/12/2024 with a calendar icon and a 'Go To Row' button; 'Effective Sequence' 0; 'HR Status' Active; 'Payroll Status' Active; '\*Action' Hire; 'Reason' New Hire; '\*Job Indicator' Primary Job; 'Position Number' CJSTRN01 with a search icon and 'Analyst' title; 'Position Entry Date' 07/12/2024 with a checkbox for 'Position Management Record'; 'Regulatory Region' USA, 'Company' CJS, 'Business Unit' 14000, 'Department' 10320, 'Location' CENTR, and 'Establishment ID' DCJS. A 'Date Created' field shows 11/04/2024. A '+ -' icon is visible on the right side of the details section.

5.	Click the <b>Add a New Row</b> icon (+) to add a new effective dated row. 
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Step	Action
	<p>The <b>Work Location</b> tab refreshes with a new effective dated row displayed.</p> 
	<p>When adding a new effective dated row, Cardinal copies the data from the previous row to reduce the amount of data entry required.</p>
6.	<p>The <b>Effective Date</b> field defaults to the current system date. Update to the correct date.</p> 
	<p>Set the effective date to be one day after the employee’s last day worked. Effective date of Termination transactions is generally the day immediately following last day worked (or the day after the employee’s last day on the payroll).</p> <p>If an employee’s last day is 07/24/2024, the effective date of the termination should be 07/25/2024. For further information on effective dating, see the Job Aid titled <b>HR351 Overview of Effective Dating</b>. This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
7.	<p>Click the <b>Action</b> field dropdown button and select “Termination”.</p> 

Step	Action
8.	<p>Click the <b>Reason</b> field dropdown button and select “Transfer Out”.</p> 
<p>The <b>Job Data</b> page refreshes.</p> 	
9.	<p>After selecting the <b>Action</b> and <b>Reason</b>, the <b>HR Status</b> and <b>Payroll Status</b> fields automatically update. Validate that the HR status displays as “Inactive” and the Payroll status displays as “Terminated”.</p> 
10.	<p>Click the <b>Save</b> button at the bottom of the page.</p> 

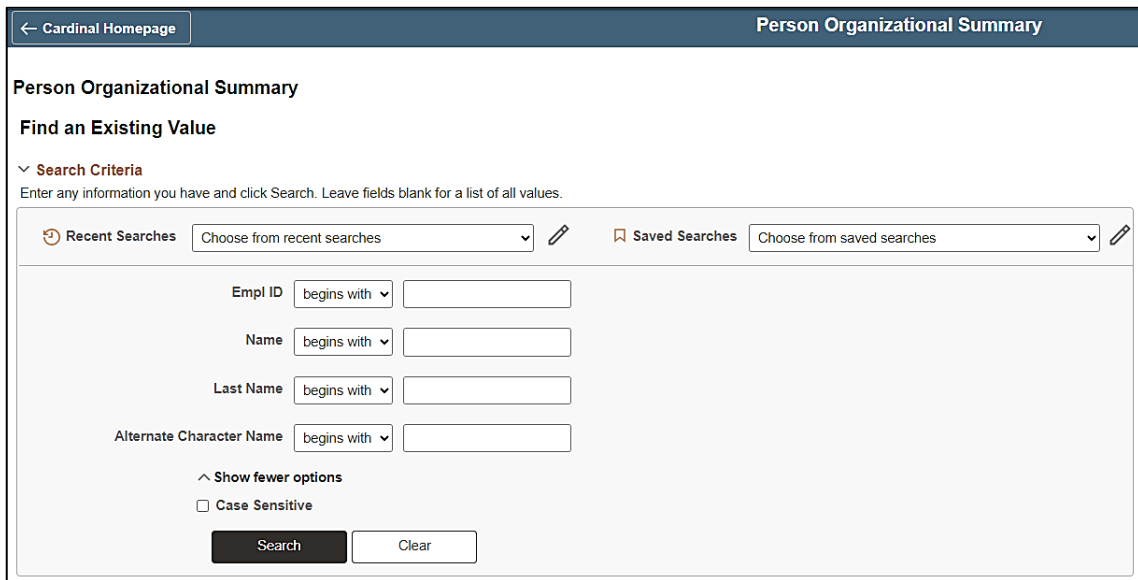
### Receiving Agency Tasks

#### Reviewing Person Organizational Summary

The Receiving Agency must review the **Person Organizational Summary** page to ensure the Sending Agency has processed the termination transaction to transfer the employee out of their Agency.

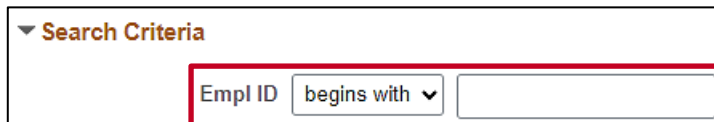
Step	Action
1.	Navigate to the <b>Person Organizational Summary</b> page using the following path: <b>NavBar &gt; Menu &gt; Workforce Administration &gt; Personal Information &gt; Person Organizational Summary</b>

The **Person Organizational Summary Find an Existing Value** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2. Enter the employee's ID in the **Empl ID** field.

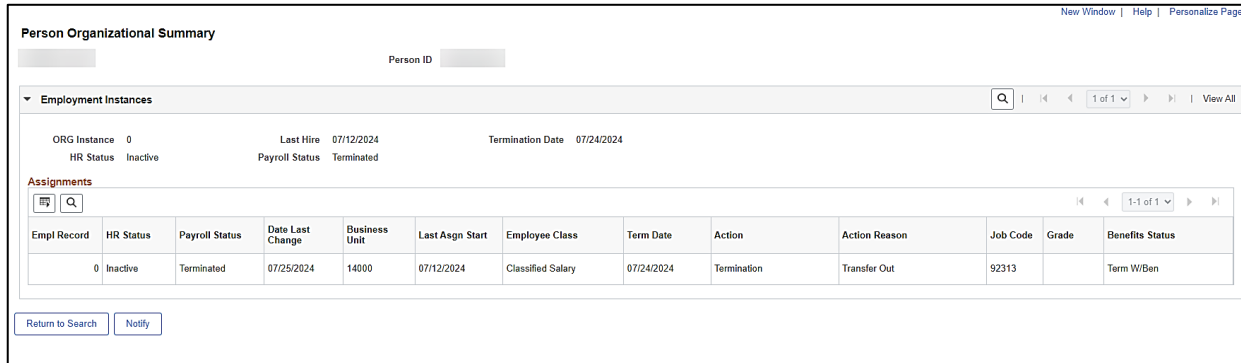


3. Click the **Search** button.



Step	Action
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The **Person Organizational Summary** page displays the employee's Empl Records in order starting with Empl Record 0.



**Person Organizational Summary** New Window | Help | Personalize Page

Person ID: [REDACTED]

**Employment Instances** 1 of 1 | View All

ORG Instance: 0      Last Hire: 07/12/2024      Termination Date: 07/24/2024  
 HR Status: Inactive      Payroll Status: Terminated

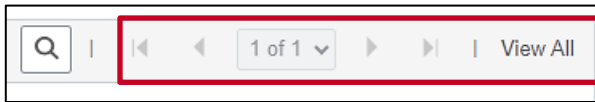
**Assignments** 1-1 of 1

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Action	Action Reason	Job Code	Grade	Benefits Status
0	Inactive	Terminated	07/25/2024	14000	07/12/2024	Classified Salary	07/24/2024	Termination	Transfer Out	92313		Term W/Ben

[Return to Search](#)   [Notify](#)



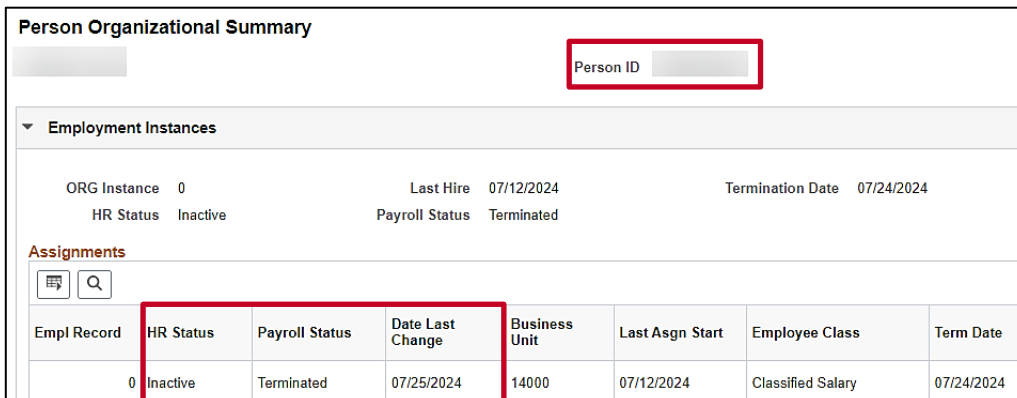
To navigate to the desired Empl Record, if there are more than one, use the navigational arrows or **View All** link in the top right portion of the page.



4.

Review the information and validate that it is consistent with the information obtained from the Sending Agency. If the information is not consistent, contact the Sending Agency and/or employee. At a minimum, the following information should be reviewed:

- a. **Person ID** field: Employee ID is displayed at the top of the page. Make a note of the Employee ID as it will be needed to complete the transfer action.
- b. **HR Status** field: Should be "Inactive". If it is "Active", contact the Sending Agency and/or employee to coordinate the timing (date) for the termination and new hire/rehire transaction.
- c. **Payroll Status** field: Should be "Terminated". If the status is not "Terminated", contact the Sending Agency and/or employee to coordinate the timing (date) for the termination and new hire/rehire transaction.
- d. **Date Last Change** field: Should match the agreed upon effective date.



**Person Organizational Summary**


Person ID: [REDACTED]

**Employment Instances**

ORG Instance: 0      Last Hire: 07/12/2024      Termination Date: 07/24/2024  
 HR Status: Inactive      Payroll Status: Terminated

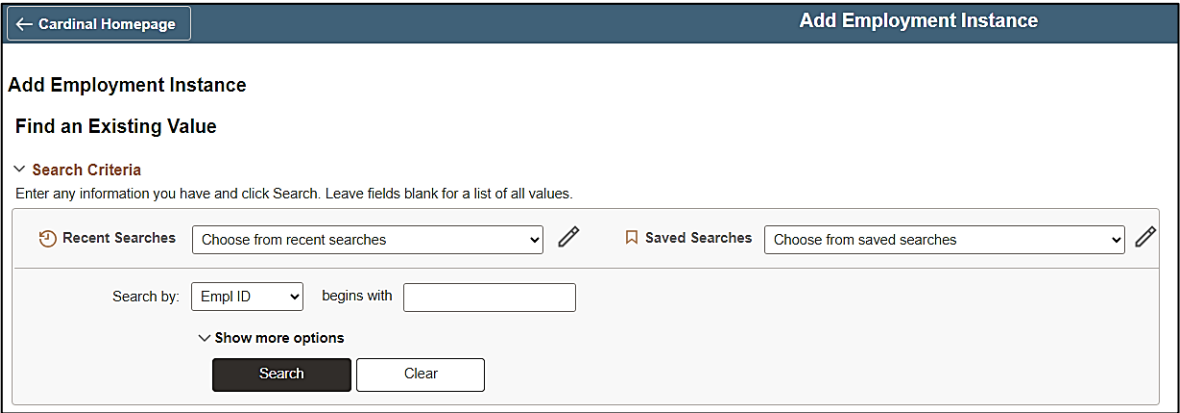

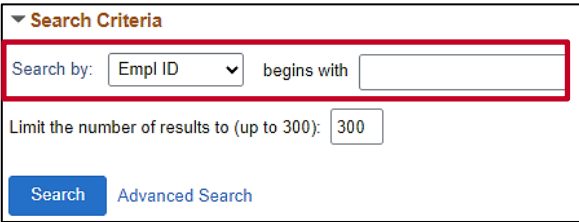

**Assignments**

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date
0	Inactive	Terminated	07/25/2024	14000	07/12/2024	Classified Salary	07/24/2024

Step	Action
	<p>The Sending and Receiving Agencies <b>MUST</b> coordinate the effective date of termination and hire/rehire to prevent a break in service. To evaluate the impact of a possible break in service, see the Job Aid titled <b>HR351 Managing Service Dates and Breaks in Service</b>. This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
5.	<p>Continue with the hire/rehire action if the record is as expected and the Sending Agency completed the termination action. If the record is not as expected or if the Sending Agency has not completed the termination action, reach out to the Sending Agency to verify the status and effective date before updating the employee's Job Data.</p>

### Updating the Employee Job Data

Validate the position information is correct prior to updating the employee's job data. If the position data is incorrect, cancel the action and make corrections to the position before assigning the employee to the position.

Step	Action
1.	Navigate to the <b>Add Employment Instance</b> page using the following path: <b>NavBar &gt; Menu &gt; Workforce Administration &gt; Personal Information &gt; Organizational Relationship &gt; New Employment Instance</b>
<p>The <b>Add Employment Instance Find an Existing Value</b> page displays.</p> 	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b>.</p>
2.	Enter the employee's Employee ID into the <b>Search by</b> field. 
3.	Click the <b>Search</b> button. 

Step	Action
	<p>The following message displays in a pop-up window.</p> <div data-bbox="349 380 1291 579" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Do you wish to open the Job Data associated to this emplid: ██████████ Employee Record: 0 (25101,91)</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>
<p>4.</p>	<p>The employee may require a new employment instance for an Inter-Agency transfer. If the employee has never worked for this Agency click the <b>No</b> button to create a new employment instance.</p> <div data-bbox="293 735 1029 892" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Do you wish to open the Job Data associated to this emplid: ██████████ Employee Record: 0 (25101,91)</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input style="border: 2px solid red;" type="button" value="No"/> </p> </div>
<div data-bbox="175 1241 237 1304" style="border: 1px solid blue; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <span style="font-size: 24px; font-weight: bold; color: blue;">i</span> </div>	<p>For guidance on how to answer this question, review the following scenarios below:</p> <p><b>Scenario 1:</b> Click the <b>No</b> button if the employee is being transferred into a different Agency or transferred into a new position at the same Agency but into a different employee type (e.g., wage to salaried). The <b>New Employment Instance</b> page displays and clicking the <b>Add Relationship</b> button creates a new employee record that the employee can be hired into. Refer to the Job Aid titled <b>HR351 Completing a New Hire</b>. Instead of using <b>Action/Reason</b> of “Hire”/“New Hire”, use the <b>Action</b> of “Hire” and applicable Transfer In <b>Reason</b> code. This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p> <div data-bbox="293 1266 1029 1423" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Do you wish to open the Job Data associated to this emplid: ██████████ Employee Record: 0 (25101,91)</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input style="border: 2px solid red;" type="button" value="No"/> </p> </div> <p><b>Scenario 2:</b> Click the <b>Yes</b> button if the employee is being rehired into the same Agency and back into the same employee type (e.g., wage to wage). This hires the employee back into the same employee record they had previously.</p> <div data-bbox="293 1560 1029 1717" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Do you wish to open the Job Data associated to this emplid: ██████████ Employee Record: 0 (25101,91)</p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>

Step	Action
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The **New Employment Instance** page displays when the user clicks the **No** button.

< Person Org Summary
Add Employment Instance

### New Employment Instance

Empl ID

Empl Record    1

Add Relationship

5. Click the **Add Relationship** button.

### New Employment Instance

Empl ID

Empl Record    1

Add Relationship



The Employee Record increments to the next sequential number.

The **Add Employment Instance** page refreshes with the **Work Location** tab displayed by default.

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Employee Empl ID

Empl Record    1

**Work Location Details** 1 of 1

\*Effective Date  Go To Row + -

Effective Sequence  \*Action

HR Status  Reason

Payroll Status  \*Job Indicator

Calculate Status and Dates

Position Number  Current

Override Position Data

Position Entry Date

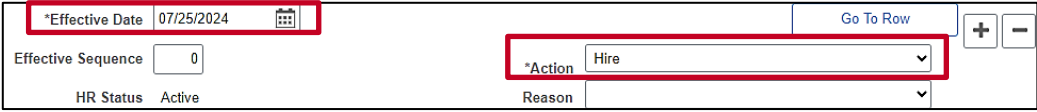




Position Management Record

\*Regulatory Region  United States

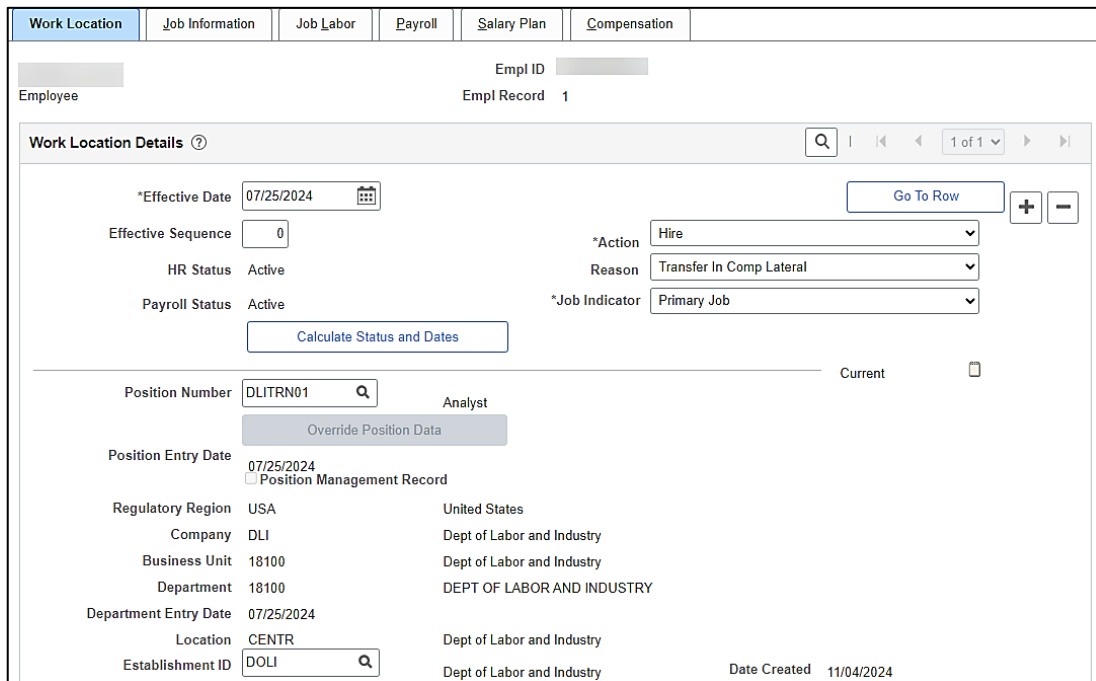
\*Company

\*Business Unit  Department of Accounts



Step	Action
6.	<p>The <b>Effective Date</b> field defaults to the current system date. Update this date to the applicable date of transfer. The <b>Action</b> field defaults to “Hire”; no other options are available.</p> 
	<p>Classified/VPA employees cannot have a break in service between the Termination and Hire/Rehire actions. Refer to DHRM Policy 2.10, Hiring, for additional guidance.</p>
7.	<p>Click the <b>Reason</b> field drop-down button and select from one of the <b>Transfer In</b> reasons.</p> 
	<p>For further information on valid Action and Reason code combinations and a PMIS crosswalk, see the Job Aid titled <b>HR351 Action Reason Codes</b>. This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
8.	<p>Enter the position number in the <b>Position Number</b> field and tab out of the field.</p> 

The **Work Location** tab refreshes.



Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Employee [Redacted] Empl ID [Redacted] Empl Record 1

Work Location Details

\*Effective Date 07/25/2024

Effective Sequence 0

HR Status Active

Payroll Status Active

\*Action Hire

Reason Transfer In Comp Lateral

\*Job Indicator Primary Job

Calculate Status and Dates

Position Number DLITRN01 Analyst

Position Entry Date 07/25/2024

Regulatory Region USA United States

Company DLI Dept of Labor and Industry

Business Unit 18100 Dept of Labor and Industry


Department 18100 DEPT OF LABOR AND INDUSTRY

Department Entry Date 07/25/2024

Location CENTR Dept of Labor and Industry

Establishment ID DOLI Dept of Labor and Industry

Date Created 11/04/2024

Step	Action
9.	The remaining information populates based on the position number entered/selected. Review the information.
	<p><b>Note:</b> If the position data is not correct (this includes verifying whether the position is eligible for telework), cancel the action, and make corrections to the position before assigning the employee to the position.</p> <p>For more information on reviewing position data, see the Job Aids titled <b>HR351_Managing Position Data</b> and <b>HR351_Managing Employee Teleworker Data</b>. These Job Aids can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
10.	<p>If the position data is correct, click the <b>Job Information</b> tab.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Work Location</span> <span style="border: 2px solid red; padding: 2px;">Job Information</span> <span>Job Labor</span> <span>Payroll</span> <span>Salary Plan</span> <span>Compensation</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Employee</span> <span>Empl ID</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Empl Record 1</span> </div> </div>

The **Job Information** tab displays.

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Employee
Empl ID

Empl Record 1

**Job Information Details** 1 of 1


Effective Date	07/25/2024	Action	Hire
Effective Sequence	0	Reason	Transfer In Comp Lateral
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active	Current <input type="checkbox"/>	

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Job Code	92313	Analyst	
Entry Date	07/25/2024	SOC Code	
Supervisor Level	E	Employee	Supervisor Name DLI0006900862330500 JOHN DOE
Reports To	DLI00069 <a href="#">View Current Incumbents</a>	Public Outreach Marketing Spec	00862330500 JOHN DOE
Regular/Temporary	Restricted	Full/Part	Full-Time
Empl Class	<input type="text"/>	*Officer Code	<input type="text" value="None"/>
Regular Shift	Not Applicable	Shift Rate	<input type="text"/>
Classified Ind	Classified	Shift Factor	<input type="text"/>

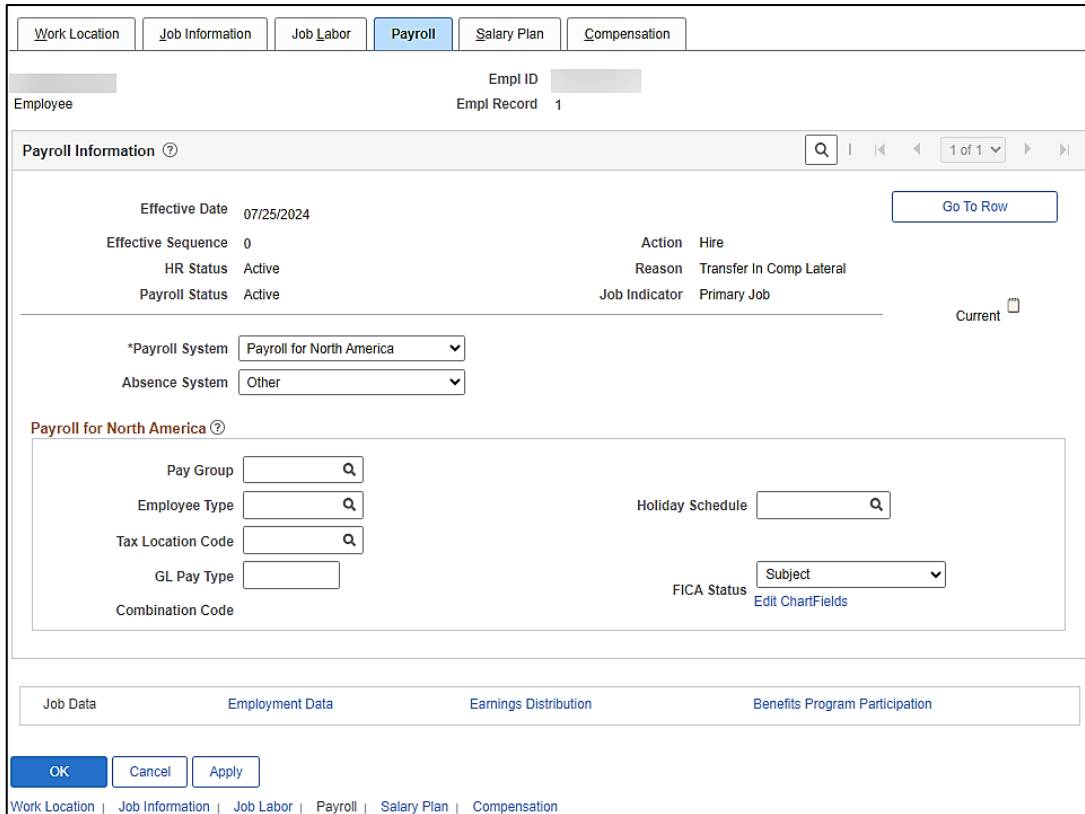
**Standard Hours**

Standard Hours	40.00	Work Period	W Weekly
FTE	0.000000	As of Date	07/25/2024
<input type="checkbox"/> Adds to FTE Actual Count?		<input type="checkbox"/> Encumbrance Override	
Combined Standard Hours	40.00	FTE	1.000000

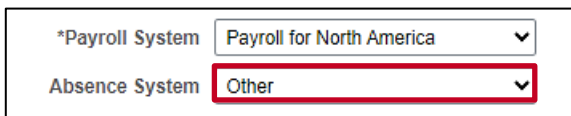
Step	Action																		
11.	Most information on the <b>Job Information</b> tab is related to the position. Review the information; if the information is not correct, cancel the action and make corrections to the position before assigning the employee to the position.																		
12.	<p>Click the <b>Empl Class</b> dropdown button and select the applicable Classification. The following classifications are available for selection:</p> <div data-bbox="293 548 610 1241" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>Adjunct</li> <li>Admin/Prof</li> <li>Agncy Hd</li> <li>Classified</li> <li>Emerg Hrly</li> <li>FedWrkStdy</li> <li>Grad Asst</li> <li>LODA Em</li> <li>LTD</li> <li>LegiAssist</li> <li>Non Class</li> <li>ORP CNV</li> <li>Othr Offcl</li> <li>Ret EE</li> <li>Ret Judge</li> <li>SPORS</li> <li>StWrkStdy</li> <li>Student</li> <li>Sub Judge</li> <li>TLC EE</li> <li>TchResrch</li> <li>Uemply</li> <li>VALORS</li> <li>Wage</li> <li>Wage NE</li> </ul> </div>																		
	<p>The <b>Action/Reason</b>, <b>Employee Class</b>, and <b>Job Code</b> are key fields in the VRS file nightly extract from Cardinal to VRS. VNAV reconciliation will be difficult and time consuming if the incorrect data is entered. For further information on selecting the appropriate employee classification, see the Job Aid titled <b>HR351 Employee Class Overview</b>. This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>																		
13.	<p>Click the <b>Payroll</b> tab.</p> <div data-bbox="293 1535 1232 1692" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Work Location</td> <td style="padding: 2px; background-color: #e0e0e0;"><b>Job Information</b></td> <td style="padding: 2px;">Job Labor</td> <td style="padding: 2px; border: 2px solid red;"><b>Payroll</b></td> <td style="padding: 2px;">Salary Plan</td> <td style="padding: 2px;">Compensation</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Employee</td> <td style="padding: 5px;">Empl ID</td> <td colspan="2" style="padding: 5px;"></td> </tr> <tr> <td colspan="3" style="padding: 5px;"></td> <td style="padding: 5px;">Empl Record</td> <td colspan="2" style="padding: 5px;">1</td> </tr> </table> </div>	Work Location	<b>Job Information</b>	Job Labor	<b>Payroll</b>	Salary Plan	Compensation	Employee			Empl ID						Empl Record	1	
Work Location	<b>Job Information</b>	Job Labor	<b>Payroll</b>	Salary Plan	Compensation														
Employee			Empl ID																
			Empl Record	1															

Step	Action
------	--------

The **Payroll** tab displays.

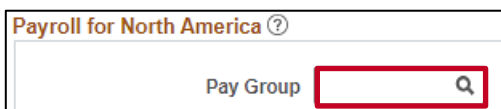





14. The **Absence System** field defaults to “Other”. Keep the default of “Other” if the employee is Wage. If the employee is salaried and their Agency uses Cardinal Absence Management, click the dropdown button and select “Absence Management”.

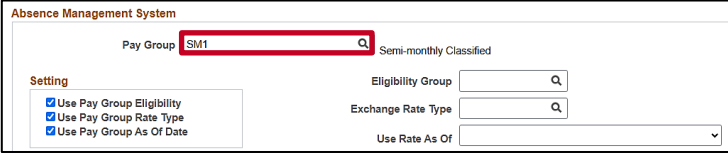
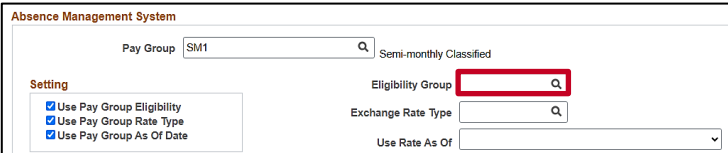

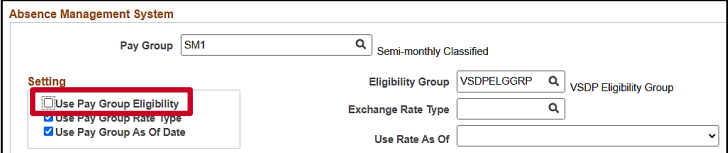
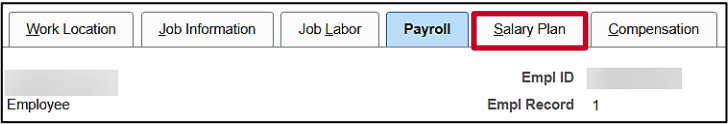


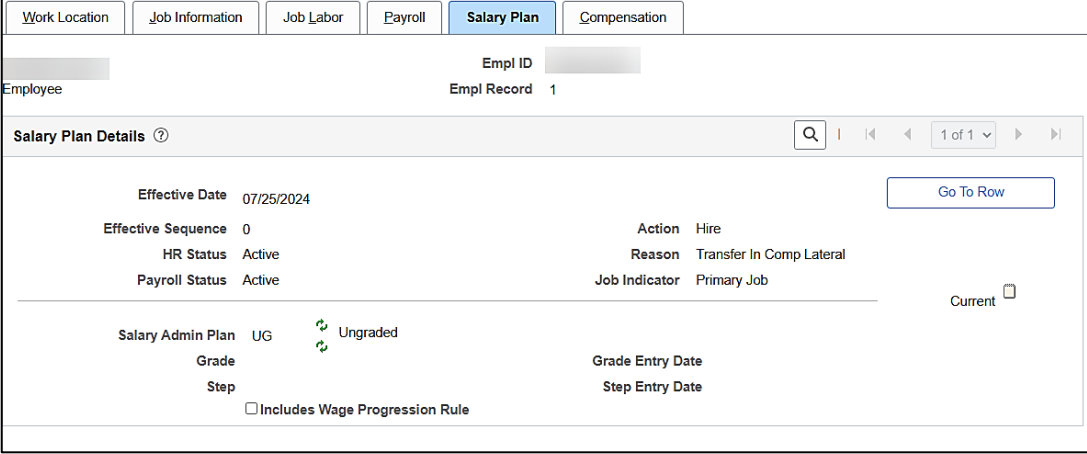

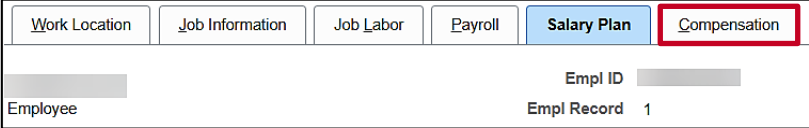

The **Absence Management** section is visible only if “Absence Management” is selected in the **Absence System** field, otherwise this section is hidden.

15. Select the applicable pay group in the **Pay Group** field within the **Payroll for North America** section.



Step	Action
	<p>The options available within the <b>Pay Group</b> field are driven by the type of Absence System selected. It is important to complete this page in order from top to bottom.</p> <p>FICA Status defaults to “Subject” for regular Social Security and Medicare tax withholdings. Update this value to “Exempt” if the employee is exempt from both Social Security and Medicare tax withholdings or “Medicare only” if the employee is only subject to Medicare tax withholdings.</p>
<p>The <b>Payroll</b> tab refreshes.</p> <div data-bbox="279 625 1360 1100" style="border: 1px solid black; padding: 10px;"> <p><b>Payroll for North America</b> ?</p> <p>Pay Group <input type="text" value="SM1"/> Semimonthly Class (SATFRI07)</p> <p>Employee Type <input type="text" value="S"/> Salaried Holiday Schedule <input type="text" value="HOLSAL"/> Sal.HolSch</p> <p>Tax Location Code <input type="text"/> FICA Status <input type="text" value="Subject"/> <a href="#">Edit ChartFields</a></p> <p>GL Pay Type <input type="text"/> Combination Code</p> <hr/> <p><b>Absence Management System</b></p> <p>Pay Group <input type="text" value="SM1"/> Semi-monthly Classified</p> <p><b>Setting</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Use Pay Group Eligibility</li> <li><input checked="" type="checkbox"/> Use Pay Group Rate Type</li> <li><input checked="" type="checkbox"/> Use Pay Group As Of Date</li> </ul> <p>Eligibility Group <input type="text"/></p> <p>Exchange Rate Type <input type="text"/></p> <p>Use Rate As Of <input type="text"/></p> </div>	
	<p>The <b>Employee Type</b> and <b>Holiday Schedule</b> fields default based on the pay group selection.</p> <p>The <b>Absence Management System</b> section only displays if “Absence Management” is selected in the <b>Absence System</b> field.</p>
16.	<p>Enter the applicable tax location code (previously known as the FIPS code) in the <b>Tax Location Code</b> field.</p> <div data-bbox="292 1373 886 1499" style="border: 1px solid black; padding: 5px;"> <p>Pay Group <input type="text" value="SM1"/> Semimonthly Class (SATFRI07)</p> <p>Employee Type <input type="text" value="S"/> Salaried</p> <p>Tax Location Code <input style="border: 2px solid red;" type="text"/></p> </div>
	<p>Updates made to the <b>Tax Location Code</b> will update the <b>Tax Data</b> pages in the Payroll module.</p>

Step	Action
17.	<p>Select the same pay group in the <b>Pay Group</b> field within the <b>Absence Management System</b> section as was selected in the <b>Pay Group</b> field within the <b>Payroll for North America</b> section if the pay group is not auto-populated.</p> 
18.	<p>Select the appropriate eligibility group in the <b>Eligibility Group</b> field.</p> 
	<p>For further information on updating the <b>Eligibility Group</b> field, see the Job Aid titled <b>TA374_Absence Management Leave Types and Eligibility</b>. This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
19.	<p>De-select the <b>Use Pay Group Eligibility</b> checkbox.</p> 
20.	<p>Once the payroll information is entered, click the <b>Salary Plan</b> link at the top of the page.</p> 

Step	Action
	<p>The <b>Salary Plan</b> tab displays.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">  </div>
21.	<p>Review the salary plan information. If the salary plan information is not correct, cancel the action and make corrections to the position before assigning the employee to the position. The <b>Salary Admin Plan/Grade</b> fields may change for the employee if this action is a promotion or demotion.</p>
	<p>For further information on updating position data, see the Job Aid titled <b>HR351_Managing a Position</b>. This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
22.	<p>If the salary plan information is correct, click the <b>Compensation</b> tab.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">  </div>



# Human Resources Job Aid

## HR351\_Managing an Inter-Agency Transfer

Step	Action
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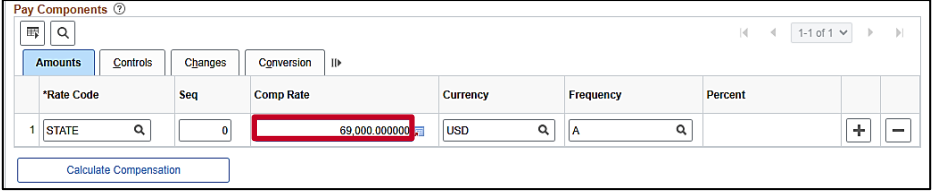

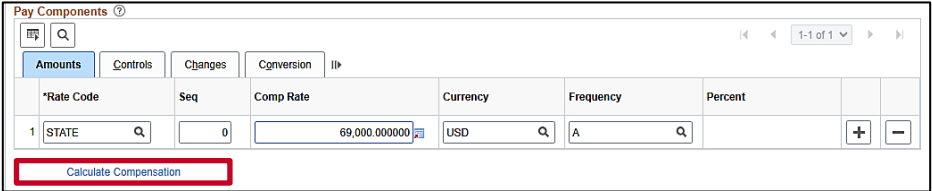
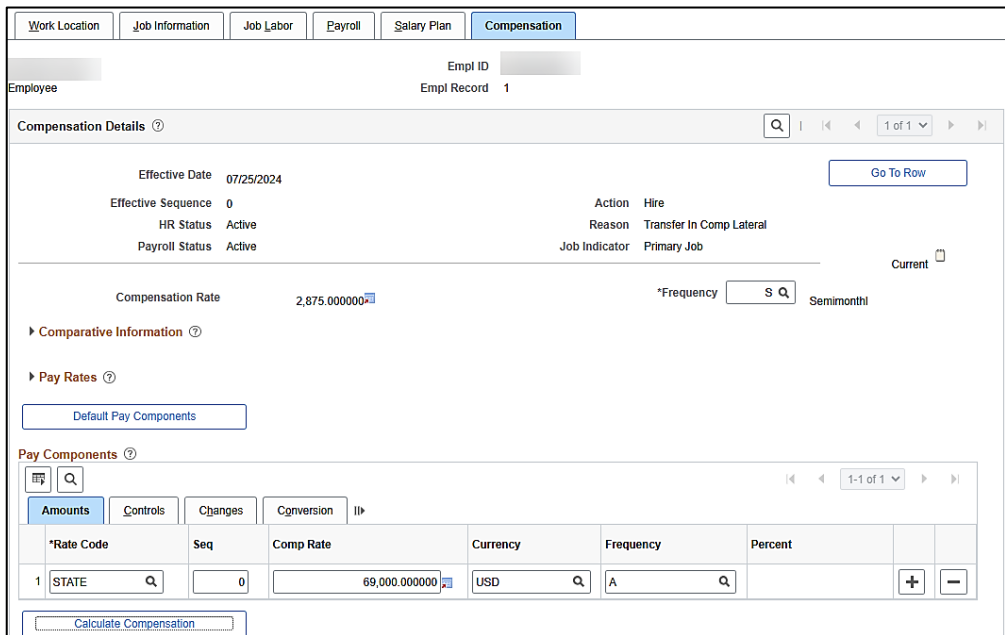

The **Compensation** tab displays.

23. Click the **Frequency Look up** icon and select the applicable pay frequency.

24. Click the **Default Pay Components** button.

25. Click the **Rate Code Look up** icon and select the applicable rate code.

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 STATE	0		USD	A	

Step	Action
26.	<p>Enter the employee's annual salary or hourly rate in the <b>Comp Rate</b> field.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">  </div>
	<p>The <b>Currency</b> and <b>Frequency</b> fields default based on the Rate Code selected. Frequency for Salaried will be "A" and Frequency for Hourly will be "H".</p>
27.	<p>Click the <b>Calculate Compensation</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">  </div>
<p>The <b>Compensation</b> page refreshes.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>	
28.	<p>Click the <b>Employment Data</b> link at the bottom of the page.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">  </div>

Step	Action
------	--------

The **Employment Information** page displays.

Employment Information

Employee Empl ID  

Empl Record 1

**Organizational Instance** ?

Organizational Instance Rcd 1	Original Start Date	<input type="checkbox"/> Override			
Last Start Date	First Start Date		Years	Months	Days
Termination Date		<input type="checkbox"/> Override	0	0	0
Org Instance Service Date					

**Organizational Assignment Data** ?

**Instance Record**

Last Assignment Start Date 11/05/2024	First Assignment Start 11/05/2024				
Assignment End Date					
Home/Host Classification Home			Years	Months	Days <a href="#">Time Reporter Data</a>
Company Seniority Date	<input type="checkbox"/> Override	0	0	0	
Benefits Service Date	<input type="checkbox"/> Override	0	0	0	
Seniority Pay Calc Date	<input type="checkbox"/> Override	0	0	0	
VSDP Sick/PER Leave Effct Date 07/12/2030		0	0	0	
Probation Date <input type="text"/>	Last Verification Date <input type="text"/>				
Business Title Analyst					

\*Employee Eligible for Telework? Employee Eligible for Telework Tenure Status/Contract Type



Before recording the employee’s telework status, the Agency HR administrator should verify and/or update the following if the employee will be teleworking:

- The **Available for Telework** field = “Yes” on the employee’s position record

For further information on selecting the appropriate telework option, see the Job Aid titled **HR351\_Managing Employee Teleworker Data**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

29.

Click the **Employee Eligible for Telework Look up** icon and select the applicable value.

\*Employee Eligible for Telework? Employee Eligible for Telework ▼

Alternate Leave Plan   Alternate Work Schedule

VSDP Enroll Date 07/12/2025









30.




If the Agency does not use Cardinal Absence Management, the **Alternate Leave Plan** field must be completed based on the employee's leave program (e.g., VSDP Elig Group) in order for the employee to have a complete Total Compensation statement in Cardinal ESS.

\*Employee Eligible for Telework? Employee Eligible for Telework ▼

Alternate Leave Plan   Alternate Work Schedule

VSDP Enroll Date 07/12/2025

Step	Action
31.	<p>Enter the enrollment date in the <b>VSDP Enroll Date</b> fields. This field is provided to VNAV and is used by the VSDP vendor to determine the program enrollment date.</p> <div data-bbox="292 409 925 541" style="border: 1px solid #ccc; padding: 5px;"> <p>*Employee Eligible for Telework? <span style="float: right;">Employee Eligible for Telework ▼</span></p> <p>Alternate Leave Plan <input type="text"/> <input type="checkbox"/> Alternate Work Schedule</p> <p><b>VSDP Enroll Date</b> <input type="text" value="07/12/2025"/> </p> </div>
32.	<p>Enter the original hire date in the <b>Continuous State Service Date</b> field. This field is used to determine eligibility for legislative pay increases for all salaried employees, as well as severance, benefits at layoff for VPA covered employees (if applicable).</p> <div data-bbox="292 697 1144 865" style="border: 1px solid #ccc; padding: 5px;"> <p>Person Employment Dates <small>?</small></p> <p><b>Continuous State Service Date</b> <input type="text" value="07/12/2025"/>  Previous State Service Months <input type="text" value="0"/></p> <p>Annual Leave Eligibility Date <input type="text" value="07/12/2025"/>  Veteran's Service Credit Months <input type="text" value="60"/></p> <p>Total Service Credit Months <span style="float: right;">60</span></p> </div>
33.	<p>Enter the original hire date in the <b>Annual Leave Eligibility Date</b> field. This field must be updated for all VPA covered employees and salaried employees for Agencies that use Cardinal's Absence Management and auto populates the <b>Company Seniority Date</b> field.</p> <div data-bbox="292 1020 1144 1188" style="border: 1px solid #ccc; padding: 5px;"> <p>Person Employment Dates <small>?</small></p> <p>Continuous State Service Date <input type="text" value="07/12/2025"/>  Previous State Service Months <input type="text" value="0"/></p> <p><b>Annual Leave Eligibility Date</b> <input type="text" value="07/12/2025"/>  Veteran's Service Credit Months <input type="text" value="60"/></p> <p>Total Service Credit Months <span style="float: right;">60</span></p> </div>
	<p>If a correction is needed for the <b>Annual Leave Eligibility Date</b>, use the Action / Reason combination of <b>DTA / LED</b> and then enter the correct date. For further information on Action Reasons, refer to the Job Aid titled <b>HR351 Action Reason Codes</b>. This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
34.	<p>Enter the service months in the <b>Previous State Service Months</b> field. This field is used when there is a break in service (Rehires only). For further information on breaks in service, refer to the Job Aid titled <b>HR351 Managing Service Dates and Breaks in Service</b>. This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p> <div data-bbox="292 1545 1144 1713" style="border: 1px solid #ccc; padding: 5px;"> <p>Person Employment Dates <small>?</small></p> <p>Continuous State Service Date <input type="text" value="07/12/2025"/>  <b>Previous State Service Months</b> <input type="text" value="0"/></p> <p>Annual Leave Eligibility Date <input type="text" value="07/12/2025"/>  Veteran's Service Credit Months <input type="text" value="60"/></p> <p>Total Service Credit Months <span style="float: right;">60</span></p> </div>

Step	Action
35.	<p>Enter the months of veteran’s service in the <b>Veterans Service Credit Months</b> field if applicable.</p> 
	<p>The annual leave accrual is determined by using state service and veteran’s service in the military, National Guard, or Reserves. When entering Veterans Service Credit Months, Agencies must also populate the <b>Leave Eligibility Service Date</b> field. Failing to do so will result in a delivered PeopleSoft Error code upon save.</p> <p>The <b>Total Service Credit Months</b> field is a read only field. It auto-populates as the sum of the veteran’s service credit months and the previous state service months. It is used to determine the annual leave eligibility date when there is a break in service or veteran’s service applies.</p> <p>For a detailed description of the date fields on the <b>Employment Information</b> page, refer to the Job Aid titled <b>HR351 Managing Service Dates and Breaks in Service</b>. This Job Aid can be found on the Cardinal website in the <b>Job Aids</b> under <b>Learning</b>.</p>
36.	<p>Click the <b>Benefits Program Participation</b> link at the bottom of the page.</p> 



Step	Action
------	--------

The **Benefit Program Participation** page displays.

**Benefit Program Participation**

---

Employee Empl ID [redacted]  
Empl Record 1

**Benefit Status** 1 of 1

Benefit Record Number 0 [Go To Row](#)

Effective Date 04/25/2025

Effective Sequence 0 Action Hire

HR Status Active Reason Transfer In Comp Lateral

Payroll Status Active Job Indicator Primary Job

\*Benefits System Current  
Benefits Employee Status Active

Annual Benefits Base Rate [input] USD [ACA Eligibility Details](#)

**Benefits Administration Eligibility**

BAS Group ID [input]

Elig Fld 1 [input]      Elig Fld 2 [input]      Elig Fld 3 [input]

Elig Fld 4 [input]      Elig Fld 5 [input]      Elig Fld 6 [input]

Elig Fld 7 [input]      Elig Fld 8 [input]      Elig Fld 9 [input]

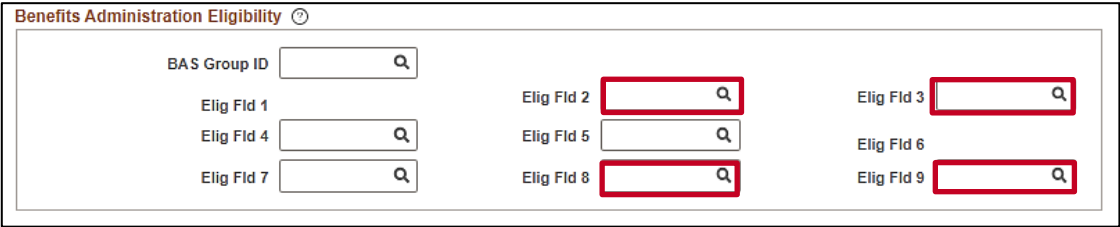

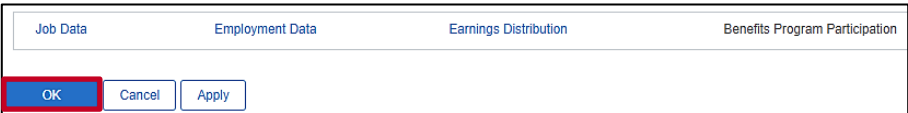
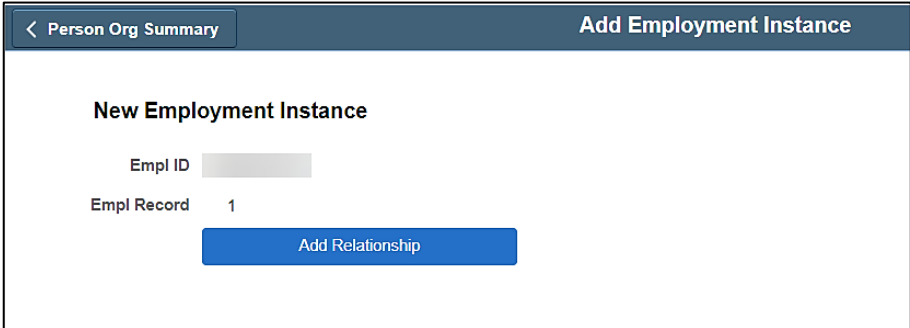
**Benefit Program Participation Details** 1 of 1 | View All

Effective Date 01/01/2025 Currency Code USD

Benefit Program SAL Salaried Employee Benefit Pgm

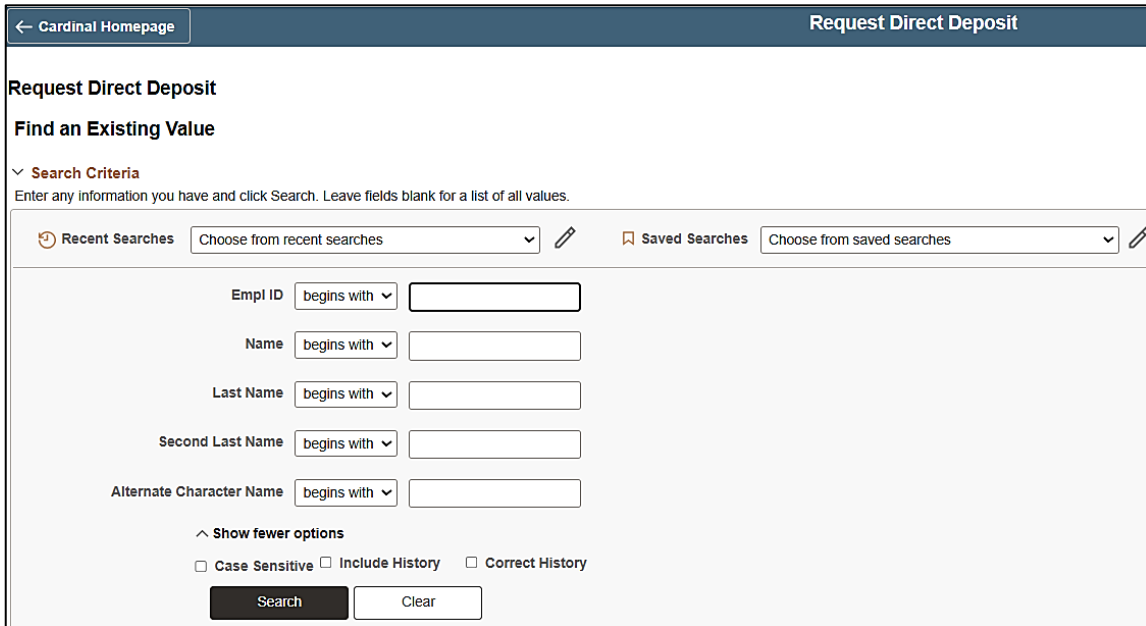
[Job Data](#)      [Employment Data](#)      [Earnings Distribution](#)      [Benefits Program Participation](#)


37.	Review the <b>Benefits Administration Eligibility</b> information and validate for accuracy.
-----	--


Step	Action
38.	<p>Complete the <b>Elig Fld 2</b>, <b>Elig Fld 3</b>, <b>Elig Fld 8</b>, and <b>Elig Fld 9</b> fields based on the following:</p> <ul style="list-style-type: none"> <li>• <b>Elig Fld 2</b> - select the applicable Healthcare Group ID (Department value). These values are provided to the health benefit vendors and reflect the group in which the employee is enrolled (DHRM provided 9-digit number)</li> <li>• <b>Elig Fld 3</b> - select “Y” when time is entered by the employee or select “N” when time is entered by a Timekeeper or time is interfaced. <b>Elig Fld 3</b> should only be completed for PY/TA Agencies. Otherwise, <b>Elig Fld 3</b> should be left blank. Selecting “Y” gives the employee modify access to the timesheet. Selecting “N” or leaving the field blank gives the employee view only access to the timesheet</li> <li>• <b>Elig Fld 8</b> - select the applicable pay frequency (e.g., salaried is “12-24” and hourly is “12-26”)</li> <li>• <b>Elig Fld 9</b> - select the applicable value. These values represent the nature of the employee and how the employee health premiums are paid. Select the breakdown of how the benefits payment will be split between the employee (EE) and the employer (ER)</li> </ul> 
	<p>Do not make any updates to the <b>Benefit Program Participation Details</b> section.</p> <p>For further information on Eligibility Configuration Fields, see the <b>Job Aid</b> titled <b>BN361_Overview of the Eligibility of Configuration Fields</b>. This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
39.	<p>Click the <b>OK</b> button at the bottom of the page.</p> 
<p>The <b>New Employment Instance</b> page returns.</p> 	

Step	Action
40.	<p>For Agencies using Cardinal Payroll, navigate to the <b>Request Direct Deposit</b> page using the following path:</p> <p><b>NavBar &gt; Menu &gt; Payroll for North America &gt; Employee Pay Data USA &gt; Request Direct Deposit</b></p>

The **Request Direct Deposit Search** page displays.



	<p>The <b>Request Direct Deposit</b> page is a Read Only page available under the HR Administrator role.</p> <p>For more information pertaining to viewing the <b>Direct Deposit</b> page, see the <b>Viewing the Direct Deposit Page</b> section of the Job Aid titled, <b>PY382_Reviewing the Payroll Read Only Pages</b> located on the <b>Cardinal</b> website in <b>Job Aids</b> under Learning.</p>
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41.	<p>Enter the rehired Employee's ID in the <b>Empl ID</b> field.</p> 
-----	---

42.	<p>Click the <b>Search</b> button.</p> 
-----	--



Step	Action
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The **Request Direct Deposit** page displays for the employee.

**Request Direct Deposit**

Person ID [redacted]

**Deposit Information**

Effective Date: 09/25/2022      Status: Active  
 Suppress DDP Advice Print

**Distribution Information**

**Your Bank Information**

Country Code: USA      United States      Add New Bank  
Bank ID: [redacted]  
Bank Name: WELLS FARGO  
Address: [redacted]

International ACH Bank Account       Prenotification Required

**Distribution**

Account Type	Checking	Deposit Type	Balance of Net Pay
Net Pay Percent		Net Pay Amount	
Priority	999	Prenote Date	10/05/2022
Account Number	[redacted]	Prenote Status	Completed N

This data was last updated by: System      Data last updated on: 09/25/2022

Buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History

43. Confirm the previous Direct Deposit information is accurate based upon the employee's paperwork.

**Request Direct Deposit**

Person ID [redacted]

**Deposit Information**

Effective Date: 03/10/2024      Status: Active  
 Suppress DDP Advice Print

**Distribution Information**

**Your Bank Information**

Country Code: USA      United States      Add New Bank  
Bank ID: [redacted]  
Bank Name: WELLS FARGO  
Address: [redacted]

International ACH Bank Account       Prenotification Required

**Distribution**

Account Type	Checking	Deposit Type	Balance of Net Pay
Net Pay Percent		Net Pay Amount	
Priority	999	Prenote Date	
Account Number	[redacted]	Prenote Status	Not Submid N

This data was last updated by: Online User      Data last updated on: 03/12/2024

Step	Action
44.	If the Direct Deposit information differs from the Direct Deposit form provided by the employee during onboarding, the HR Administrator must reach out to the Agency Payroll Administrator promptly to have the Direct Deposit information updated in Cardinal prior to Payroll certification.
45.	Continue to the <a href="#">Agency Next Steps After Entering the Inter-Agency Transfer</a> section of this Job Aid.

**Agency Next Steps After Entering the Inter-Agency Transfer**

Be sure to enter/review the employee's citizenship, the employee's personal data, and add telework agreement if one has been established/approved.

- For further information on entering citizenship information, updating personal data and telework, see the Job Aids titled **HR351\_Viewing and Modifying Personal Data** and **HR351\_Managing Employee Teleworker Data**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**

If the Agency requires the Employee Activity Report to be placed in the personnel file, be sure to run the **Employee Activity Report**. This report can be found in the **Cardinal HCM Human Resources Reports Catalog**. The reports catalog can be found on the Cardinal website in **Reports Catalog** under **Resources**.

Communicate with the employee to update/review state and federal withholding forms, direct deposit elections, etc. per established business practices. If the tax withholding paper is not collected and entered prior to the first payroll period, withholdings will default to single and zero. State taxes default to Virginia. Please coordinate with the Agency Payroll Administrator.

Receiving Agency Benefits Administrator - Review the transferring employee's information to ensure the transfer is done correctly and with as little disruption to the employee as possible.

Coordinate with Agency Time and Labor (TL) Administrators to ensure that all employees are assigned the applicable Work Schedule (can be assigned by either a TL Administrator or the employee's supervisor), review their TA eligibilities (e.g., overtime, comp leave, etc.) and leave balance for possible adjustments.

- For further information on assigning Work Schedules and entering balance adjustments, see the Job Aids titled **TA\_Maintaining Employee Work Schedules** and **TA374\_Managing Balance Adjustments**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**