



Higher Education Agency Benefits Coordinator Meeting TRANSFERS

August 2020

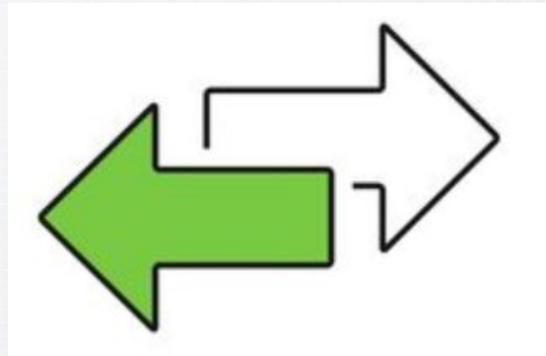


Higher Ed to Higher Ed Transfers: True Transfers Defined

- An employee leaving the University of Tennessee or Tennessee Board of Regents agency to join another Higher Ed agency without a break in employment is considered a true transfer. The employee will NOT be required to meet a new eligibility period (**one full calendar month requirement is waived**).
- A true transfer occurs only when an employee leaves an agency one business day and starts with the new agency the next business day.

Example of True Transfer

- Employee leaves one agency on Friday, July 31st and starts with the new agency on Monday, August 3rd





Other Transfer Examples

- Employee leaves one agency on Friday, June 5th and starts with the new agency on Monday, June 22nd
- Employee leaves one agency on Friday, June 26th and starts with new agency on Monday, July 6th



Higher Ed to Higher Ed Transfers: eForms and Billing

- As the hiring agency - Enter the Hire eForm after billing has confirmed

Example: Hire date is June 22nd; Hire eForm should be entered July 2nd with a June 22nd hire date

- As the losing agency - Approve the Hire eForm after billing has confirmed



Termination Information

- Action/Reason Code – **Termination/X-Benefits Higher Ed Transfer** should be used for true transfers or transfers that occur in the same calendar month.
- Action/Reason Code – **Termination/X-Benefits Emp Resignation** should be used for someone with a gap in employment that crosses months, if you are unsure if they are transferring, or if you know they are not transferring.



Higher Ed to Higher Ed Transfers: Who pays for what?

- True Transfer: Leave one agency on Friday, July 31st and start with new agency on Monday, August 3rd = Gaining Agency Pays
- Transfer within the same month: Leave one agency on Friday, June 5th and start with new agency on Monday, June 22nd = Losing Agency Pays

Higher Ed to Higher Ed Transfers eForm Process

- Search for a Person in Hire eForm

NP Person Search

Electronic Personnel Action Form

Search for a person. If they do not exist in the system, you will get the opportunity to add them after the search.

▼ Search Fields

Employee ID

Or

Social Security #

Active Job Inactive Job *blank = No NP Job Record

Results Find | | < 1 of 1

Empl ID	Empl Record	Job	Name
00465436	0	<input checked="" type="checkbox"/>	April Benefits

Higher Ed to Higher Ed Transfers eForm Process

Create a Hire eForm

Step 1 of 3: Enter Hire Personal Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

eForm ID 252010

Personal Information

SSN XXXXX5384

Empl ID 00465436

*First Name

Middle Name

*Last Name

*Date of Birth 

*Gender ▼

*Marital Status ▼

Home Address and Phone

*Address Line 1

Address Line 2

*City *State  *ZIP

*Telephone

*County 

*Email

<< Previous

Save & Next >>

<< Search

Close

Higher Ed to Higher Ed Transfers eForm Process

Create a Hire eForm

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name April Benefits **Empl ID** 00465436 **eForm ID** 252010

Job Data

*Effective Date 

Action REH *Reason

*Position Number 

Business Unit:
Department:
Location Code:

*Empl Class

*Vision Offered Yes No

Comments

Your Comment:

Higher Ed to Higher Ed Transfers eForm Process

Losing Agency Email

Important Note: If you get this email, DO NOT terminate the employee On the Non-Payroll Job Data page. It WILL cause issues.

This following is an example of the email the losing agency ABCs will receive.

NP Hire Form ID 252010 for April Benefits is ready for you to evaluate. You may follow the link below to work this item.

Please review the form to see the comments that have been added.

Click on the link below to enter the form in order to review the data and act on the form.

https://sso-uat.edison.tn.gov/psp/pauat/EMPLOYEE/HRMS/c/G_NPAF.G_NPAF_ALL_E.GBL?Page=G_NPAF_ALL_E&Action=U&G_FORM_FAMILY=NP_EPAF&G_FORM_ID=252010&G_FORM_TASK=EVL

Click the blue hyperlink. You will need to log into Edison.

Higher Ed to Higher Ed Transfers eForm Process

Losing Agency eForm Actions

Evaluate a NP_EPAF Family Form

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

[Find an Existing Value](#)

Search Criteria

eForm ID:	begins with	252010
Empl ID:	begins with	<input type="text"/>
Empl Record:	begins with	<input type="text"/>
Effective Date:	begins with	<input type="text"/>
Original Operator:	begins with	<input type="text"/>
Originated Date From:	>=	09/02/2016
Originated Date Thru:	<=	<input type="text"/>
Workflow Form Status:	=	<input type="text"/>

Case Sensitive

[Basic Search](#)

Notice



Click Search



Higher Ed to Higher Ed Transfers eForm Process

Evaluating Step 1 Hire eForm

Evaluate a Hire eForm

Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

Name	April Benefits	Empl ID	00477934	eForm ID	252010
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Job Data

Last Day of Coverage	09/30/2016	Requested Date of Hire	09/18/2016
*Department Action	<input type="text"/>	Calculated Date of Hire	09/18/2016
*Reason Code	<input type="text"/>	Calculated Term Date	08/31/2016

Comments

Your Comment:

Approve

<< Previous Recycle

Notice

Notice

Notice

Higher Ed to Higher Ed Transfers eForm Process

Department Actions

Evaluate a Hire eForm

Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

Name April Benefits Empl ID 00477934 eForm ID 252010

Job Data

Last Day of Coverage 09/30/2016

Requested Date of Hire 09/18/2016

Calculated Date of Hire 09/18/2016

Calculated Term Date 08/31/2016

Notice



*Department Action

*Reason Code

- Agree - Use Proposed Date
- Employee Not Losing Coverage
- Override Last Day of Coverage

Comments

Your Comment:

Comment History:

Approve

<< Previous

Recycle

Close

Higher Ed to Higher Ed Transfers eForm Process

Gaining Agency Email

This following is an example of the email the gaining agency ABC's will receive for a Agree –Use Proposed Date.

Form ID 252010 for April Benefits was approved.

This was a form you initiated. The system has been updated with this data.

Hire Date Requested: 2016-09-18

Hire Date Used: 2016-09-18

Notice the Hire Date Request and Used

Click the link below to view the form.

https://sso-uat.edison.tn.gov/psp/hruat/EMPLOYEE/HRMS/s/WEBLIB_G_NAV.ISCRIPT1.FieldFormula.IScript_LaunchFormWithID?G_FORM_ID=252010&G_FORM_TYPE=NPHIRE&G_FORM_TASK=VWS

Click the blue hyperlink. You will need to log in or be logged in Edison.

Higher Ed to Higher Ed Transfers eForm Process

Evaluating an Override Step 2 Hire eForm

Evaluate a Hire eForm

Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

Name April R Nashville Empl ID 00477934 eForm ID 252014

Job Data

*Last Day of Coverage 10/31/2016

Requested Date of Hire 09/19/2016

*Department Action Override Last Day of Coverage

Calculated Date of Hire 10/01/2016

*Reason Code X-Benefits Emp Resignation

Calculated Term Date 09/30/2016

Comments

Your Comment:

Change last date of cover from 09/30/2016 to 10/31/2016.

Comment History:

** Mon, Oct 3 16, 08:24:04 AM
HD Change Transfer

Approve

<< Previous

Recycle

Close

Higher Ed to Higher Ed Transfers eForm Process

Gaining Agency Email

**This following is an example of the email the gaining agency ABC's will receive for a
Override Last Day of Coverage.**

Form ID 252014 for April Nashville was approved.

This was a form you initiated. The system has been updated with this data.

Hire Date Requested: 2016-09-19

Hire Date Used: 2016-10-01

**Notice the Hire Date Request and the one used.
With this hire date the benefits will start on 2016-11-01**

Click the link below to view the form.

[https://sso-uat.edison.tn.gov/psp/hruat/EMPLOYEE/HRMS/s/WEBLIB_G_NAV.ISCRIPT1.FieldFormula.IScript_LaunchFormWithID?
G_FORM_ID=252014&G_FORM_TYPE=NPHIRE&G_FORM_TASK=VWS](https://sso-uat.edison.tn.gov/psp/hruat/EMPLOYEE/HRMS/s/WEBLIB_G_NAV.ISCRIPT1.FieldFormula.IScript_LaunchFormWithID?G_FORM_ID=252014&G_FORM_TYPE=NPHIRE&G_FORM_TASK=VWS)

**If you wish to enter the benefits now.
Click the blue hyperlink. You will need to log in or be logged in Edison.**

Higher Ed to Higher Ed Transfers eForm Process

Employee Not Losing Coverage

Evaluate a Hire eForm

Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

Name	April Benefits	Empl ID	00477934	eForm ID	252010
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Job Data

*Department Action

Comments

Your Comment:

Comment History:

** Sun, Oct 2 16, 11:26:37 PM
Test for transfer

Higher Ed to Higher Ed Transfers eForm Process



Edison Erp Aug 22, 2016 11:49



Form #279830 for [REDACTED] is in a holding error in the Integration Broker because it falls into the Transfer Scenario. Please review the data to determine whether this will be a Termination/Rehire or whether this will be a concurrent active employee record.

Click the link below to View the form.

https://sso.edison.tn.gov/psp/hrprd/EMPLOYEE/HRMS/s/WEBLIB_G_NAV.ISCRIPT1.FieIdFormula.IScript_LaunchFormWithID?G_FORM_ID=279830&G_FORM_TYPE=NPHIRE&G_FORM_TASK=VWS

Form ID: 279830

Name: [REDACTED]

Empl Rcd: 0

If this will be a Termination/Rehire, once the termination is processed, this form can be re-processed through the eForm Administration Tool to trigger the rehire row to be added.

If this will be a concurrent record, the Job Data will have to be manually entered. Afterward, in the eForm Administration Tool, the Integration Broker message should be cancelled and the form should be set to Executed.