# PA2e – Transfers between departments

A transfer occurs when an employee moves from one department *(originating department)* to join another *(receiving department)* within the University.

Refer to Recording start and end dates in CoreHR for guidance on the correct start date to enter to ensure the employee is paid correctly.

> **Note:** It is the receiving department's responsibility to check that the employee has the right to work in the UK and that it is recorded in the Right to Work UDF in Personnel.

> **Note**: If the employee will be working abroad please also refer to **QRG: PA5_Working abroad**

This guide covers the following process steps:

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## Before you start

The process can get complicated and if errors are made they can be very difficult for HRIS Support to unpick. Before proceeding with a transfer you are advised to read the following:

- The transfer process is governed by security access and not area of responsibility. If you have access to records in both the departments involved then you should follow **QRG: PA2f_Appoint Transfer (within department)** instead of this guide.

- It is expected that the Personnel Administrators from both departments will communicate off-system regarding the move to agree the details **before** processing the transfer through CoreHR.
- If you are not sure who to contact in another department refer to the Departmental contacts listing.

- *Transfers over a weekend:* as per Personnel Services guidance, the individual's employment with the original department will include the Saturday and the employment with the new department will start on the Sunday. This also applies to bank holiday weekends. For transfers occurring over a longer closure period (e.g. the Christmas break), thought should be given to the start and end dates.

- When appointing an individual who already has an active casual appointment (whether or not this is with your department) it is important to check if this is going to be an additional appointment or a transfer for the individual. Before continuing with the appointment it is advisable to contact the Payroll Team to ensure that the casual appointment is appropriately managed.

- If the individual is moving from an employee appointment to a non-employee appointment (e.g. moving from a University contract to an agency role or a placement with TSS) they should be processed as a leaver and then rehired.

- For TUPE and hybrid T&C employees it is important to refer to Personnel Services before proceeding with a transfer – refer to p4 to see where this is flagged if you need to check.

- A transfer is a **new post** for an individual and so will require a **new contract**. This will therefore mean that the employee will be contractually entered into a pension scheme even if they have previously opted out.

# PA2e – Transfers between departments

## Core Process Summary

This guide is divided between the **Originating Department** and the **Receiving Department** with each section covering the following:

__Receiving Department__

**Section A**: The receiving department Personnel Administrator 'requests' the transfer in the system.

**Section B**: Once approved in the system, the receiving department's Personnel Administrator can appoint the employee in the new post with a Reason of 'New Appointment (Transfer)', and allocate funding as required.

**Section C**: If necessary the request can be cancelled by the receiving department.

__Originating Department__

**Section D**: The originating department's Personnel Administrator 'approves' the transfer.

## RECEIVING DEPARTMENT

## A. Initiate appointment and transfer request

**Navigate to: Personnel > Maintenance > Personal Profile**

**1.** From the employee search window click the [New Appointments] button. The *Applicants/Posts* window opens.

> How the employee applied for the post will drive the next steps, refer to:
> **Section 2.1**: If your employee applied for the post via e-Recruitment.
> **Section 2.2**: If your employee is a 'direct appoint' (not via e-Recruitment).

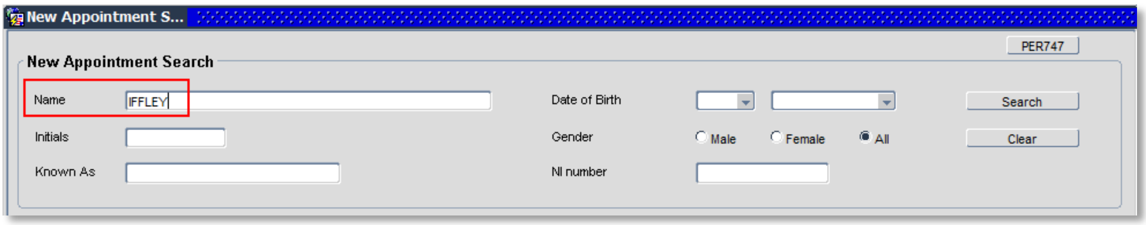
### 2.1: Via e-Recruitment

**a.** On the **Applicants** tab locate the relevant Applicant in the list, using the search criteria if needed. Check the **Post** and **Recruitment ID** (Vacancy number) are as expected.

**b.** Check if the **Personnel Number** is populated. If it is, then click the [Select] button to the right of the relevant Applicant. **Now go to step 3.**

# PA2e – Transfers between departments

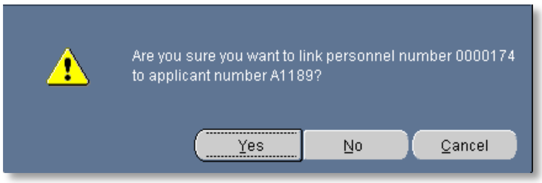
**c.** If the **Personnel Number** is not populated, click the Select button to the right of the relevant Applicant. The *New Appointment Search* window opens:




**d.** Use the Search criteria to locate the existing Employee. Enter the employee's **Name**.

**e.** Click Search.

**f.** Locate the relevant employee in the list. Click the Select button (to the right of the employee record). The system displays a message.

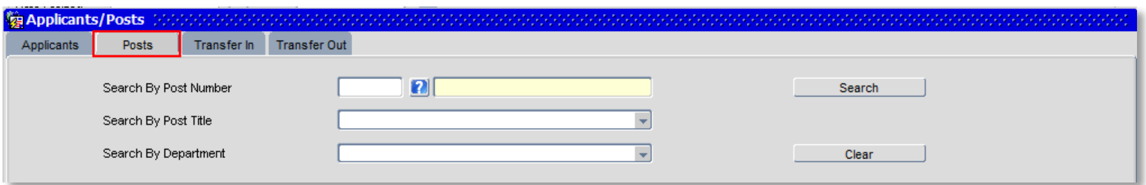



**Note:** If you are not entirely sure the existing person is the same person as your applicant, then enter NI number or Date of Birth in order to confirm before clicking **Yes**.

**g. Now go to Step 3** →

## 2.2: Not via e-Recruitment

In the *Applicants/Posts* window:

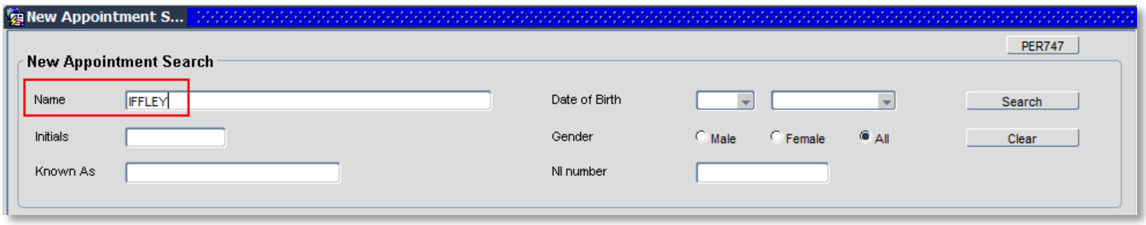



**a.** Select the **Posts** tab and enter the **Post Number.**

**b.** Click Search. The system displays the relevant Post.

# PA2e – Transfers between departments

**c.** Click the Select button to the right of the post. The *New Appointment Search* window opens:




**d.** Use the Search criteria to locate the existing employee. Enter the employee's **Name**.

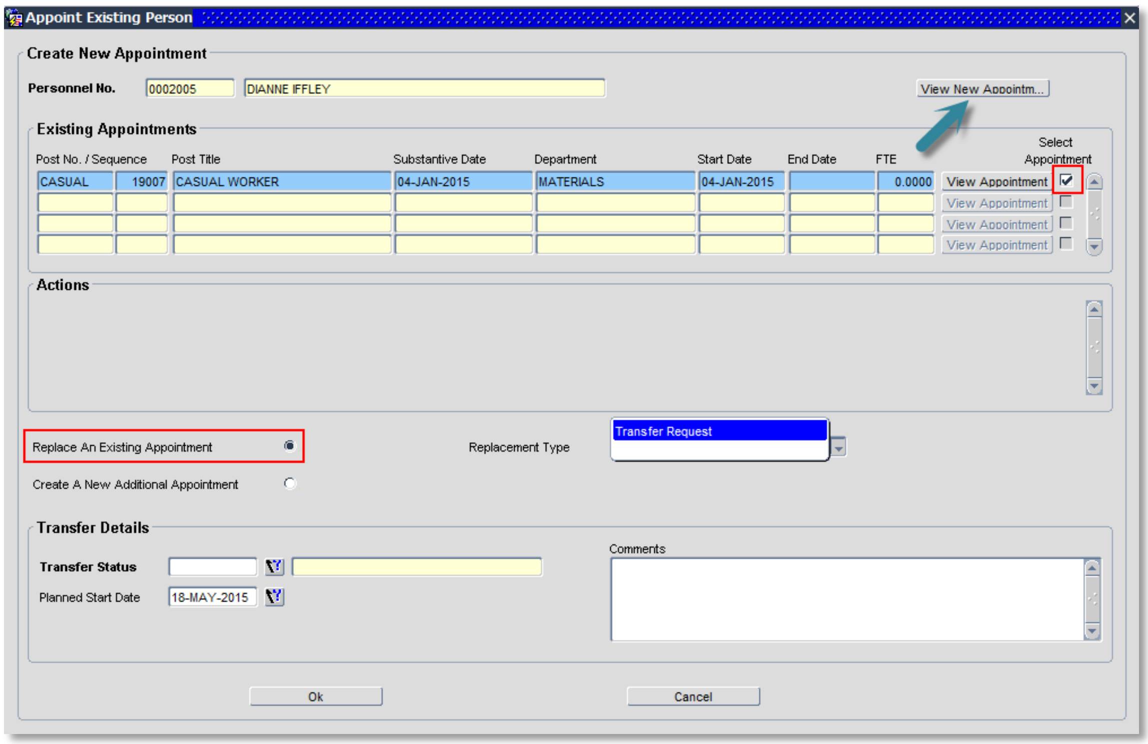
**e.** Click Search.

**f.** Locate the relevant employee in the list. Click the Select button (to the right of the employee record).

**Now go to Step 3**

**Note:** If you are unable to locate the individual as expected, and they were an employee on, or since, 01/08/03 contact HRIS Support. Do not create a new record for the individual.

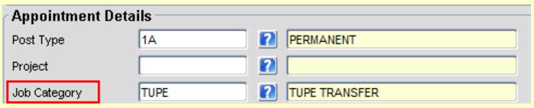
**3.** The *Appoint Existing Person* window opens:



**Note**: If the individual's existing post is **CASUAL** or **CASTCH**, discuss with the originating department whether the existing casual appointment is still required. If it **is** (or if there is any doubt), follow **QRG: PA2b_Appoint Existing Employee to Additional Post.** If it is **not**, continue with this guide.

**4.** To view the current appointment, click **View Appointment [B]** to open the View current appointment window.

**Note:** If the *Job Category* field contains **TUPE or HYBRID** do not proceed – contact Personnel Services for guidance.




**5.** Click OK to close the appointment details.

### Request the Transfer

**1.** Tick the **Select Appointment** box **[A]** against the appointment they are transferring from.

**2.** Ensure that **Replace an Existing Appointment [C]** is selected (option selected by default).

**3.** Complete fields as below:

| **Field Name** (* mandatory) | **Description** |
|---|---|
| **Replacement Type *** | Select **Transfer Request**. |
| **Transfer Status *** | Select **Requested**. |
| **Planned Start Date*** | Enter date employee expected to transfer. |
| **Comments *** | e.g. "As agreed, Louise can start in 6 weeks". RB extn3456. |

**Note**: For clarification to the other Personnel Administrator, you should enter your name/initials and extension number. The system will display your comments against your UserName (Oxford single sign on).

**Note:** At this stage, before the request is approved by the originating department you can cancel the request. See **Section D**.

**4.** Click OK. A message appears to confirm that your transfer request has been submitted successfully. Click OK.

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The Personnel Administrator in the originating department now needs to 'approve' the transfer in the system, so that you can appoint the employee into the post in your department.

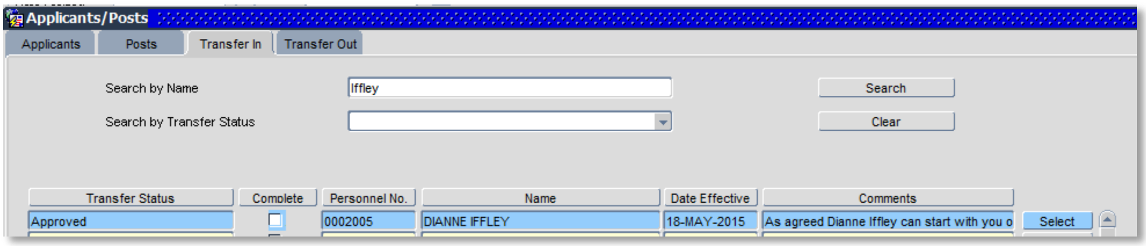
## B. Appoint Approved Transfer (Receiving Department)

Once the originating department has approved the transfer you can appoint the person.

**Navigate to: Personnel > Maintenance > Personal Profile**

**1.** From the Employee Search window click the New Appointments button.

The *Applicants/Posts window* opens.



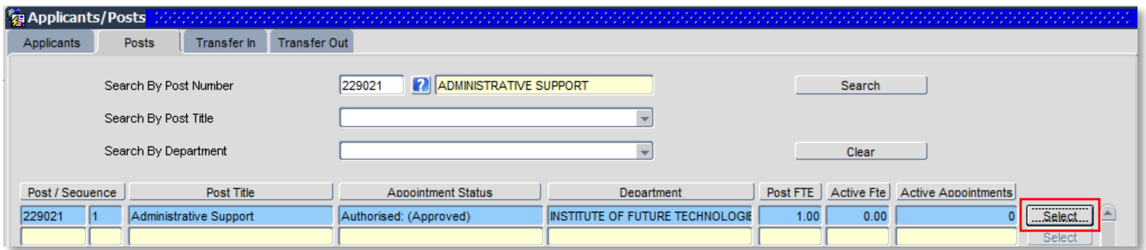

**2.** Select the **Transfer In** tab and click on Search to see the list of transfers in progress. Use the search criteria to narrow your search if you wish.

**3.** Locate the relevant record from the list and check the **Transfer Request Status** and **Comments** relating to the request.

**4.** For more detail, click the Select button to the right of the relevant transfer line.

### For transferees not through e-recruitment

**4a.** To appoint the transferee select the **Posts** tab:



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## For transferees who applied via e-recruitment

**4b.** To appoint the transferee select the **Applicants** tab.

## For all transferees

Either:

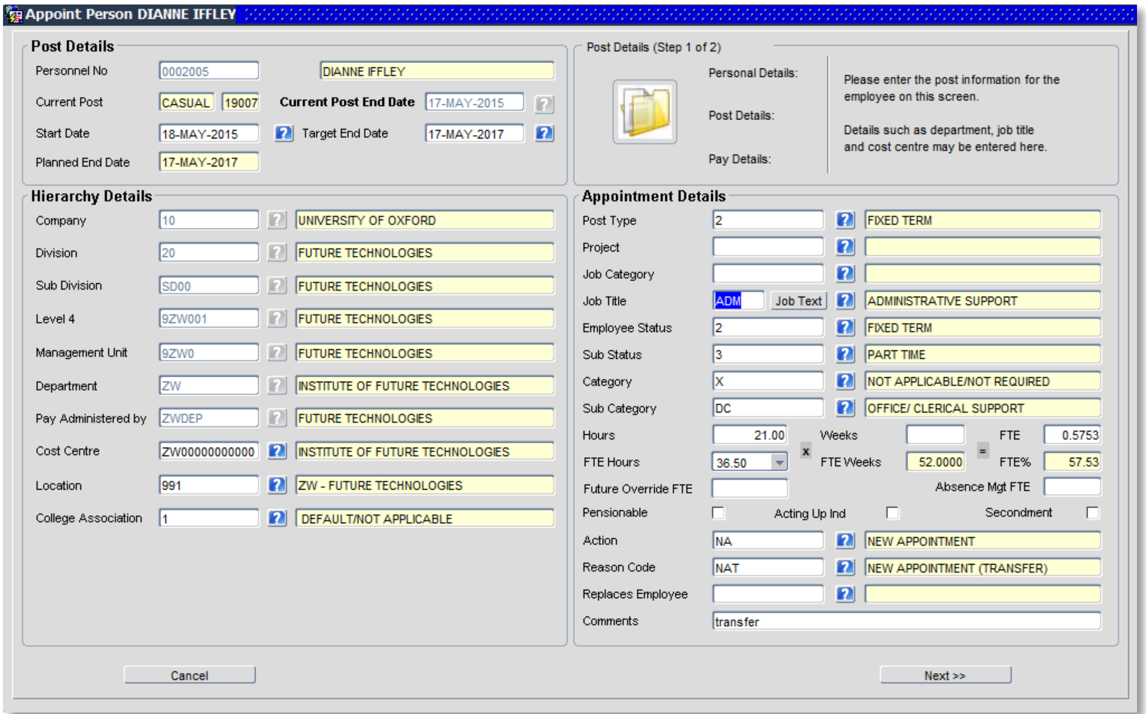
**5.** Enter the **Post Number** or **Applicant** as appropriate and click **Search**.

OR

**6.** Click **Search** to return all applicable records.

**7.** Click the **Select** button to the right of the relevant post or applicant. **NB**. For transferees via the **Posts** tab the **Appointment Status** must be *Authorised: (Approve)*. For those via the **Applicants** tab the **Applicant Action** must be *Transfer (Approved)*.

The *Post Details* screen opens:

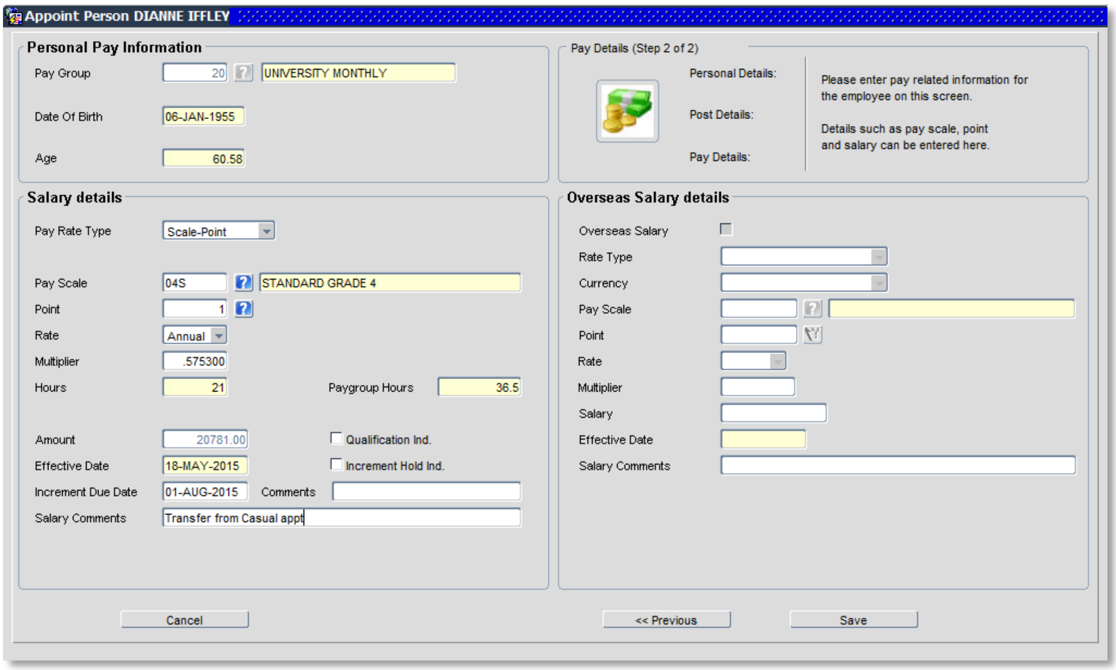


**8.** Complete/check the details as below:

| **Field Name** (* mandatory) | **Description** |
|---|---|
| **Start Date *** | Check this is still correct. If you have appointed through e-Recruitment and you need to update the Start Date field, you will also need to update the **Current Post End Date** field to the day before the new appointment begins.<br>**Note:** If the actual date you wish to appoint from is earlier than the date shown, contact HRIS support before proceeding with the appointment. |
| **Target End Date *** | Enter expected end date for fixed term posts. |
| **Cost Centre *** | Should be the departmental default. Format will be AA00000000000 where AA is the 2 digit department code. The coding string includes Activity followed by Source of Funds with no punctuation separators. |
| **Project** | Leave blank. You should not enter any information in this field on the appointment. |
| **Job Category** | Do not use. |
| **Job Title *** | Check/select this from the generic list. |
| Job Text * | Click the button and enter the actual job title (case sensitive).<br>**Note:** the actual job title will appear in the template documents, such as the conditional offer/contract letter. |
| **Employee Status *** | Select relevant e.g. Permanent, Fixed term. **NB** their current employment status may pull through from their previous appointment. |
| **Sub Status *** | Select relevant, e.g. Full-Time, Part-Time, Term Time. **Note:** Refer to PA2c if Variable Hours Employee. |
| **Category *** | **Teaching only -** where Sub Category below is AT.<br>**Research only -** where the contract indicates research only or where the primary activity is research and teaching responsibilities make up less than 16% of contracted time.<br>**Teaching and research** - where research and teaching responsibilities exist, and the teaching element is more than 16% of contracted time.<br>**Not teaching and/or research** – example roles: Vice-Chancellor, Pro-Vice-Chancellor, Proctor.<br>**Not an 'academic' contract** – individuals who do not fall into the categories above and who have one of the following Sub Category codes: DA, DP, FP, HP, IP,LP, MP, IT, TS, DO, RM, MG<br>**Not applicable/not required** - individuals who do not fall into the categories above and who have one of the following Sub Category codes: DC, DS, FA, LA, MA, MI, SB, SC, SE, SG, SH, SK, SL, SM, SO, SP, SR, SS<br>**Note: This field is used for statutory reporting** |

| | |
|---|---|
| | **and is especially important for HESA and REF exercises.** Full guidance notes can be found on the HR Information team website. Go to UAS Home >Personnel Services > HR Information Team. |
| **Sub Category *** | Check/update if necessary. **It is important that the correct staff classification is selected.** Full guidance notes can be found on the HR Information team website. Go to UAS Home >Personnel Services > HR Information Team. **This field must be completed to prevent failure of interfaces to other systems.** |
| **Hours *** | Enter, e.g. 37.5 |
| **FTE Hours *** | Select the relevant hours e.g. 37.5. **Note:** when you tab or click out of the hours field, the system will automatically update the FTE%. |
| **FTE *** | Check as expected and update Hours if necessary to correct. |
| **FTE% *** | Check as expected and update Hours if necessary to correct. |
| **Weeks (term-time employees only)** | Enter the number of weeks the employee works per year inclusive of holiday entitlement. E.g. if the employee works 38 weeks per year and is entitled to 4 weeks holiday, enter 42 weeks. NB: only applicable to term time employees who are paid the same amount each month. |
| **FTE Weeks** | This field will be set by the system to 52. |
| **Action *** | Select **New Appointment**. |
| **Reason Code *** | Select **New Appointment (Transfer)**. |

**9.** Click Next >>.



**10.** Check details are correct and update any of the following fields if required:

| **Field Name** (* mandatory) | **Description** |
|---|---|
| **Pay Group *** | Check pay group is correct. If it is not correct e.g. because the employee is transferring from a non-employee appointment, contact HRIS support. |
| **Point *** | This will generally default to 1. Check this is as required and update as necessary. |
| **Multiplier *** | Check as expected. If it is not, click **Previous**, and correct **Hours/Weeks** as appropriate. |
| **Increment Due Date** | Cannot be changed here. Date relates to existing appointment. |
| **Comments** | Enter comments if required relevant to the increment due date. |
| **Salary Comments *** | Enter notes for the Approver/ Payroll, to re-iterate the type of appointment e.g., **Transfer**. |
| **Paygroup Hours** | This value has no impact on pay and should be ignored. |

**Note:** For guidance on changing the increment due date for the new appointment (if relevant) refer to **QRG: CH17_Manage Changes: Increment Due Date.**

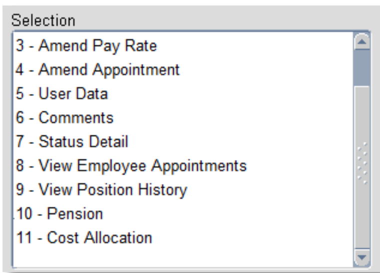
**11.** Click Save. You are returned to the *Appointment Details* window.

### Allocate funding (Cost Allocations)

You may need to check/update the costing details if they were not entered on the staff request or have changed since the staff request was raised.

**Note:** If this is a secondary appointment and no cost allocation is entered, the salary will be charged to the costing details on the Primary appointment.

**1.** Click Appointment Details button – *Post Appt* Main window opens.

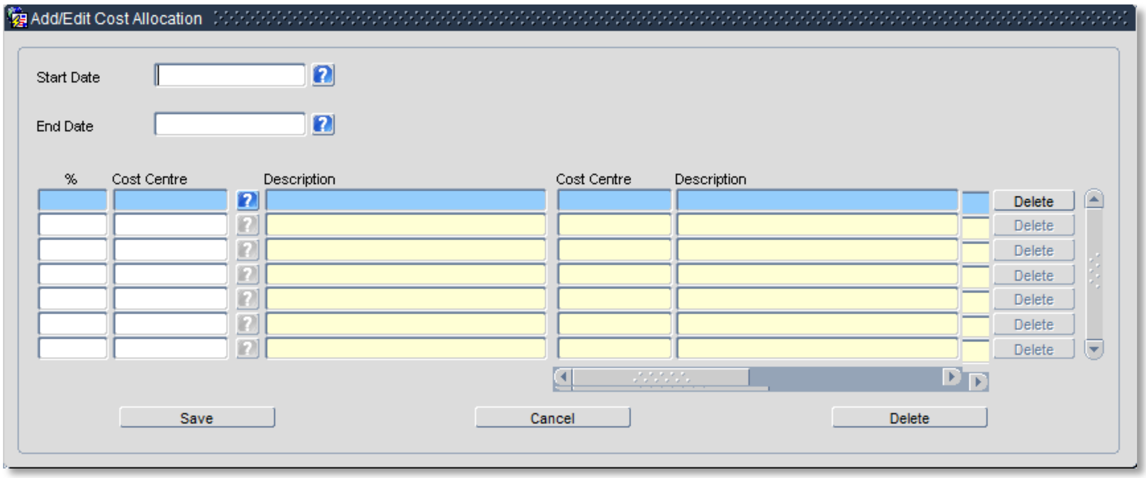



**2.** Go to **Selection** > **Cost Allocation** – Cost Allocations window opens.

**3.** If there is already a cost allocation, click Edit to update if required.

To add a new allocation, click Add Allocation button.

The *Add/Edit Cost Allocation window* opens:




**4.** Complete details as below:

| **Field Name** (* mandatory) | **Description** |
|---|---|
| **Start Date *** | Enter the start date for the new cost allocation (should be the same as the planned start date). |
| **End Date *** | Enter the end date if relevant. |
| **%** * | Enter **%**, e.g. 100, 50.<br>**Note:** allocation may be split between more than one Cost Centre, but the total allocation must add up to 100%, even where the FTE is less than 1. |
| **Cost Centre *** | Select or enter the relevant GL code. Format will be AA999999999 where AA is the 2 digit department code. The coding string includes Activity followed by Source of Funds with no punctuation separators **OR**<br>select or enter 'CCPROJ' if it is going to be funded by a project or grant.<br>**Note:** You can type cost centre straight into the field, but it must be in upper case. Cost centre search is not case sensitive.<br>Name is displayed first in the search results but you can scroll right to see the codes. Take care to check the correct code has been selected.<br>Refer to Recording Cost Allocations in CoreHR. |
| **Project Code *** | Either leave blank if a GL cost centre has been selected **OR** select the relevant Project Code (Task/Sub Task). Format will be AAXXXXXX.0000 where AA is the 2 digit department code and 0000 represents a sequence number. The Project Task and Sub Task will be visible in the Project Description field. Take care to check the correct code has been selected. |
| **Expense** | Do not use |

> ⚠ **NB:** When you add a Project code and click on ok the screen jumps to an 'Expense' field Expense Description. This field is not being used.
> Use the scroll bar at the bottom of the screen to view the cost allocations you have recorded.

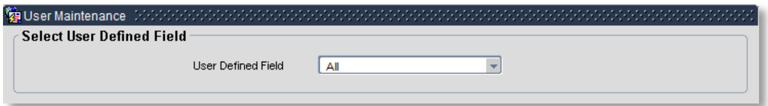
**5.** Click Save then OK. You are returned to the *Cost Allocations* window.

**6.** Click Close. You are returned to the *Post Appointment Maintenance* window.

### Source of Funds

> ⚠ **Where the cost centre code does not reflect the source of funds, additional information must be provided. This is important to be able to then define the HESA source of funds.** E.g. where a suspense code is being used whilst awaiting a 'true' cost centre to be set up, or where a GL code is being used to administer externally funded appointments.

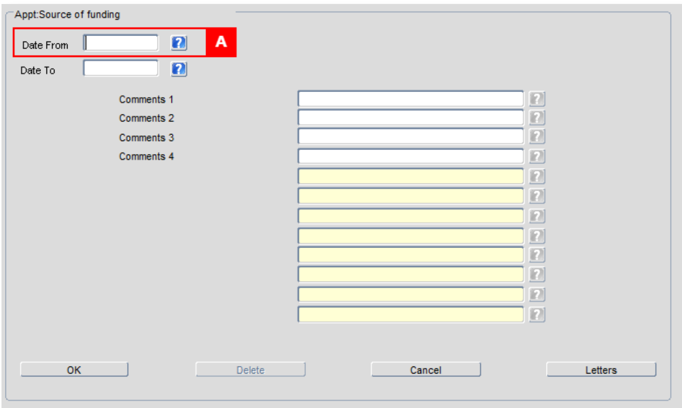
**1.** Go to **Selection** box > **User Data**. The *User Maintenance* window opens.




**2.** Click to display **User Defined Field** List of Values.

**3.** Select **Appt: Source of Funding**.

**4.** Click New.



5. Enter the **Date From [A]**. This should be the appointment start date.

6. Enter additional information as required into **Comments** field(s).

7. Click OK then OK . You are returned to the *User Maintenance* window.

8. Click Close. You are returned to the *Post Appointment Maintenance* . Exit all windows back to the Personnel main screen.

**Next steps**

1. Following a successfully appointed transfer, generate and issue a new contract. Refer to **QRG: PANS0_Pre-Arrival and new starter guide – section D** onwards for guidance.

2. **All** direct appointees (i.e. those who have not come through e-recruitment) must complete a paper **Equality and Diversity** form. Refer to the last section of **QRG: PA2g_Direct Appoint** for guidance on generating the form.

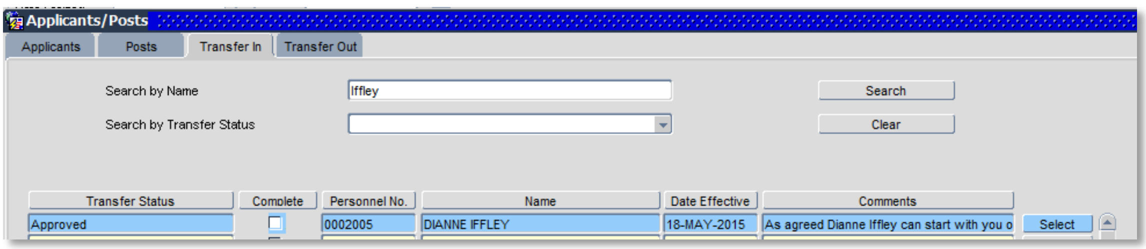
3. It is important to ensure that all qualification details, checks etc are fully up to date. Refer to **QRG: NS0_New Starter Guide** and the associated **New Starter Checklist** to ensure that nothing is missed. In particular it is important that Medical/Health/Social Care Qualifications and White book data is updated if relevant.

**Note:** if you are commencing the individual after the payroll deadline and the effective date of the transfer is during the current payroll month or earlier, you must inform your payroll administrator before the supplementary deadline to ensure that the new salary is approved otherwise there is a risk that the employee will not be paid.

## C. Cancel a Transfer Request (Receiving Department)

After the request has been submitted, but before it has been approved; or if the request has been put on hold by the Originating Department, it can be cancelled if necessary as follows:

1. Click the New Appointments button. The *Applicants/Posts* window opens.



2. Select the **Transfer In** tab and click on Search to see the list of transfers in progress.

3. Locate the relevant Applicant in the list, using the search criteria if needed.

4. Click the **Select** button to the right of the relevant transfer request.

5. Select the **Transfer Status: Cancelled**.

6. Click OK. A message appears to confirm that your transfer request has been updated successfully.

7. Click OK. Exit all windows back to the main Personnel screen.

**Note:** Off system you should notify the originating department that the request has been cancelled.

## ORIGINATING DEPARTMENT

## D. Receive Transfer Request (Originating Department)

Having agreed the details of the transfer with the receiving department, the originating department can now process the request **(B2)**.

**Note:** It is important that transfer dates are accurate. If the transfer date set by the Receiving Department is incorrect you should alter the Planned Start Date after agreeing this with the Receiving Department (off system).
If there is any uncertainty over the transfer then select **On Hold**. If relevant the receiving department may then cancel the request (as per **Section D**).

### B1. Additional Instructions for Payroll (if required)

**Note:** If there are any final temporary allowances to be paid, e.g. outstanding holiday pay, these should be notified to Payroll via Additional Instructions (see below) and not set up in allowances.

Payroll may require additional instructions such as:

- Details of outstanding holiday pay
- Alerting payroll to any course fees due to be re paid

- Flagging that more detailed instructions are being forwarded by email

**Navigate to: Personnel > Maintenance > Personal Profile**

1. Search for the employee record and go to **Select Detail** box > **Appointment Details.** The *Appointment Details* window opens.

2. Click the Appointment Details button. The *Post Appointment Maintenance* window opens.

3. Go to **Selection** box > **User Data**. The *User Maintenance* window opens.


4. Select **Appt: Leaver Additional Details**.

5. Click New.


6. Complete details as below:

| **Field Name** (* mandatory) | **Description** |
|---|---|
| **Date From** | Enter the leaving/transfer date |
| **Date To** | Leave blank |
| **Comments** | Add Comments for payroll as required (eg. details of outstanding holiday pay).<br>Note: Two comments fields are provided for multiple comments. |

7. Click OK. A 'transaction complete' message will appear. Click OK.

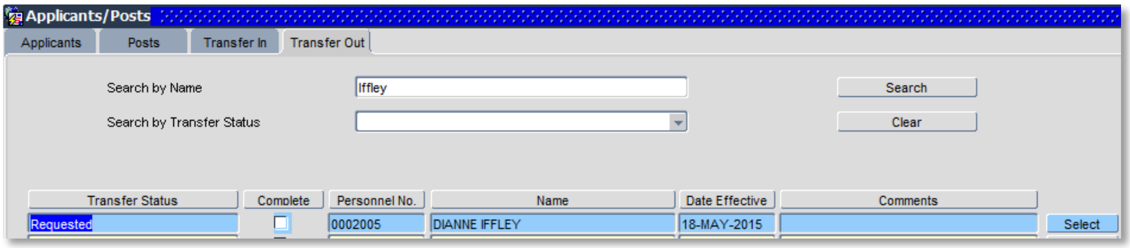
8. Exit all windows back as required.

### B2. Completing the Transfer Request

**Navigate to: Personnel > Maintenance > Personal Profile**

1. In the Employee Search window, click the New Appointments button.

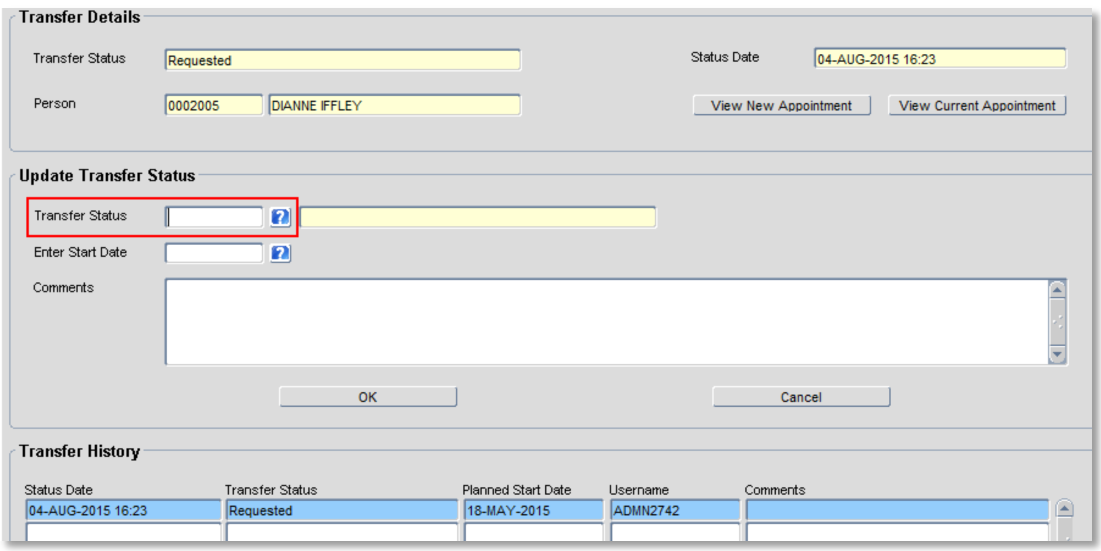
The *Applicants/Posts* window opens:




5. Select the **Transfer Out** tab and click on Search.

6. Review the list of transfers in progress. Use the search criteria to narrow your search if you wish.

7. Press Select next to the relevant transfer request. The *Transfer Details* window opens:



**8.** To approve the transfer request select **Transfer Status: Approved.**

**9.** Enter **Start Date** as agreed with the receiving department.

**10.** Enter **Comments** e.g. "Approved. Agnes will start in 6 weeks as agreed. RXB exn1234".

**Note:** For clarification to the other Personnel Administrator, you should enter your name/initials and extension number. The system will only display your Username (Oxford single sign-on) against the comments.

**11.** Click OK. A message appears to confirm that your transfer request has been updated successfully.

**12.** Click OK. Exit all windows back to the main Personnel screen.

**Note:** If there is a query over the request then select **On Hold**. If relevant the receiving department may then cancel the request (as per **Section D**).

Only select **Reject** if the transfer is not to proceed and the employee is remaining in their existing post.

**Note:** Off system you should notify the receiving department that the request has been approved/ put on hold/rejected as appropriate.