

# Higher Ed to Higher Ed Transfers

## True Transfers Defined

- An employee leaving one University of Tennessee or Tennessee Board of Regents agency to join another 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

- True Transfer: Leave one agency on Friday, June 29<sup>th</sup> and start with new agency on Monday, July 2<sup>nd</sup>
  - In this scenario there would usually be a gap in coverage for the month of August
  - Gaining agency will create a e-Hire form using a hire date of 7/1/2018 so that benefits will start on 8/1/2018

# Other Transfer Examples

- Leave one agency on Friday, June 15<sup>th</sup> and start with new agency on Monday, June 25<sup>th</sup>
  - This is not a true transfer however they will not have a gap in coverage because both dates are in the same month
  - Employee is considered newly eligible and will be able to change coverage
- Leave one agency on Friday, June 29<sup>th</sup> and start with new agency on Monday, July 9<sup>th</sup>
  - In this scenario there will be a gap in coverage due to the gap in employment
  - Employee should be advised to take COBRA if they need coverage for that month

# Higher Ed to Higher Ed Transfers

- The preferred method for transfers is for the gaining agency to enter an eForm after billing (Collections Applied report) has run for the month after term (i.e. the first of the next month) with the actual hire date (not the date the eForm is entered)
  - Example: Hire date is June 25<sup>th</sup>, eForm should be entered July 3<sup>rd</sup> with a June 25<sup>th</sup> hire date so that the losing agency is billed for the month of July
- If you are the losing agency and you receive an eForm before billing (Collection Applied report) has run for July, wait to approve it until July 3<sup>rd</sup> (after Edison payroll has run)
- If this process isn't followed, you could be billed for a month that you shouldn't be
- If this happens, you should create a Zendesk ticket asking for your bill to be manually corrected

# Termination Information

- Termination Date - The date entered into Edison should be the last day the employee worked with your agency.
- 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 spans two different months (i.e. last day with one agency is June 18<sup>th</sup> and first day with new agency is July 2<sup>nd</sup>).
- If you are unsure if a person is transferring, use **Termination/X-Benefits Emp Resignation** so that a COBRA letter will generate.

# Higher Ed to Higher Ed Transfers

## Who pays for what?

- The employee must keep the same benefits they had with the previous agency if they are a true transfer.
- The gaining agency will be responsible for the additional premium for true transfers that span two calendar months since the one full calendar month requirement is waived (i.e. left agency Friday, June 29<sup>th</sup> and started with new agency Monday, July 2<sup>nd</sup>)
- The gaining agency will be responsible for billing the employee the back premium
- If the true transfer occurred in the same calendar month then the losing agency would be responsible for the final premium collected in the month they terminate.

# 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
<a href="#">00465436</a>	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

## 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](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

Notice



Click Search



Search

Clear

Basic Search



Save Search Criteria

# 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

#### Job Data

Last Day of Coverage 09/30/2016

Requested Date of Hire 09/18/2016

Calculated Date of Hire 09/18/2016

\*Department Action

Calculated Term Date 08/31/2016

\*Reason Code

#### 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](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.