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 5\textsuperscript{th} and starts with the new agency on Monday, June 22\textsuperscript{nd}

- Employee leaves one agency on Friday, June 26\textsuperscript{th} and starts with new agency on Monday, July 6\textsuperscript{th}
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**: 00465436
- **Social Security #**: 

[Search Fields]

- **Clear**
- **Search**

**Results**

- **Emp ID**: 00465436
- **Empl Record**: 0
- **Job**: ✔️
- **Name**: 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN</td>
<td>XXXXXX5384</td>
</tr>
<tr>
<td>Empl ID</td>
<td>00465435</td>
</tr>
<tr>
<td>*First Name</td>
<td>April</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>*Last Name</td>
<td>Benefits</td>
</tr>
<tr>
<td>*Date of Birth</td>
<td>04/01/1976</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>*Marital Status</td>
<td>Married</td>
</tr>
</tbody>
</table>

Home Address and Phone

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Address Line 1</td>
<td>123 Main St</td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>*City</td>
<td>Clarksville</td>
</tr>
<tr>
<td>*State</td>
<td>TN</td>
</tr>
<tr>
<td>*ZIP</td>
<td>37042</td>
</tr>
<tr>
<td>*Telephone</td>
<td>615/770-3833</td>
</tr>
<tr>
<td>*County</td>
<td>Montgomery</td>
</tr>
<tr>
<td>*Email</td>
<td><a href="mailto:anywhere@tn.gov">anywhere@tn.gov</a></td>
</tr>
</tbody>
</table>

 TN

9
Higher Ed to Higher Ed Transfers eForm Process
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.

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
- Empl Record: begins with
- Effective Date: begins with
- Original Operator: begins with
- Originated Date From: >= 09/02/2016
- Originated Date Thru: <=
- Workflow Form Status: =

[Case Sensitive]

Notice

Click Search
Higher Ed to Higher Ed Transfers eForm Process

Evaluating Step 1 Hire eForm
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  EmplID: 00477934  eForm ID: 252010

Job Data

Last Day of Coverage: 09/30/2016
Requested Date of Hire: 09/18/2016

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

Reason Code

Comments
Your Comment:

Comment History:
Higher Ed to Higher Ed Transfers

eForm Process

Reason Codes

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

*Department Action: Agree - Use Proposed Date

*Reason Code

- X-Benefits Agency Request
- X-Benefits Emp Involunt Term
- X-Benefits Emp Resignation
- X-Benefits Gross Misconduct
- X-Benefits Higher Ed Transfer
- X-Benefits Term-Admin Decision

Approve

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

Click the link below to view the form.

Notice the Hire Date Requested and Used

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
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 Requested and the one used. With this hire date the benefits will start on 2016-11-01

Click the link below to view the form.

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>April Benefits</th>
<th>Empl ID</th>
<th>eForm ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>00477934</td>
<td>252010</td>
</tr>
</tbody>
</table>

Job Data

*Department Action: Employee Not Losing Coverage

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.

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.