Transferring an Employee to a New Agency - Transferring Agency

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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.state.ne.us/.

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Transferring an Employee to a New Agency - Transferring Agency

Transferring an Employee to a New Agency - Transferring Agency Overview

When an employee is transferred to another agency, the transferring agency must change the Security Business Unit to a generic Security Business Unit so that the new agency can access the employee's record to make the appropriate changes to complete the transfer. **Please note:** When an employee is transferred, you must also transfer all of the employee's dependents and beneficiaries so that the new agency can access the dependent/beneficiary records.

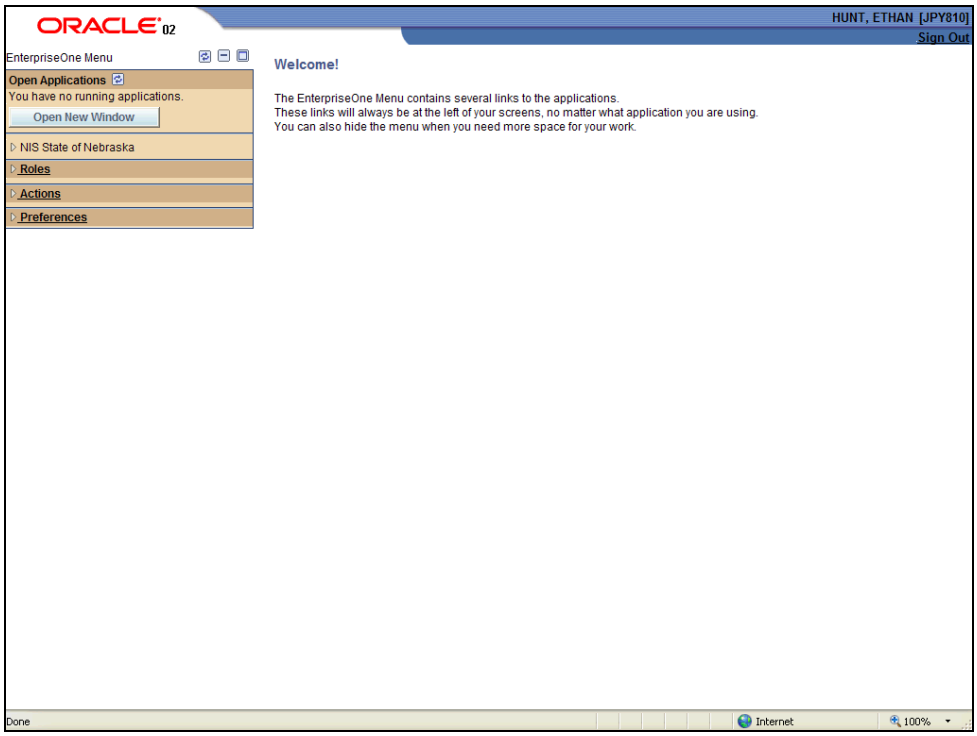
Note: Do not terminate the employee's benefits. This will be done by the receiving agency, if needed.

Note: The agency's Authorized Security Agent should be notified to make appropriate changes to Security and Batch Management. If this employee works in Procurement, ensure the appropriate changes are made to Approval Routes.

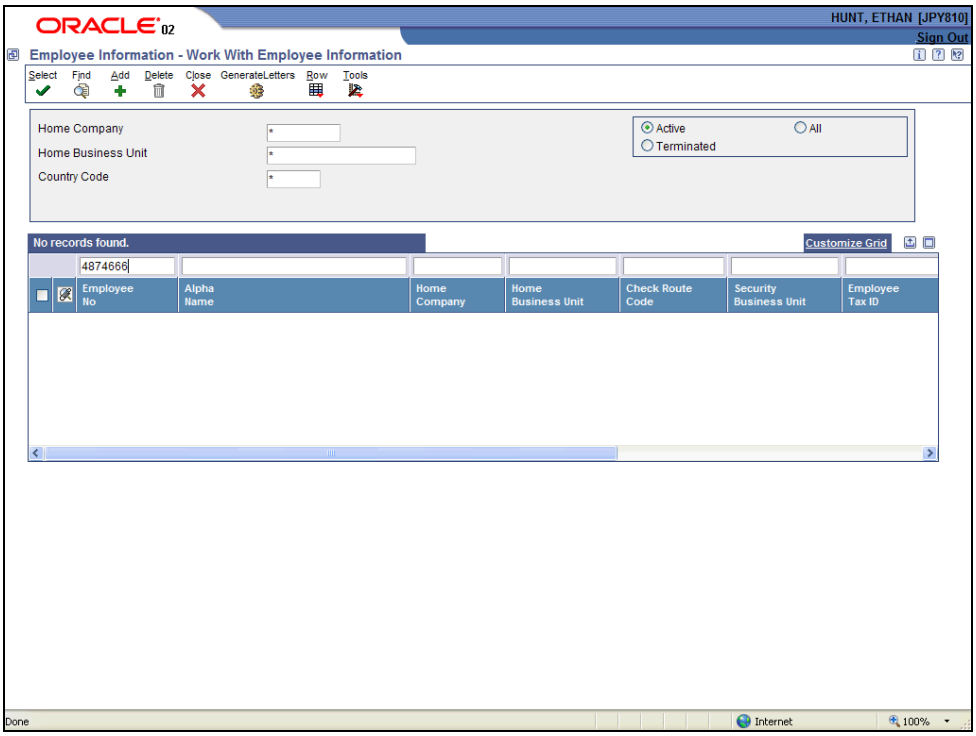
Transferring an Employee to a New Agency - Transferring Agency Lesson

Procedure

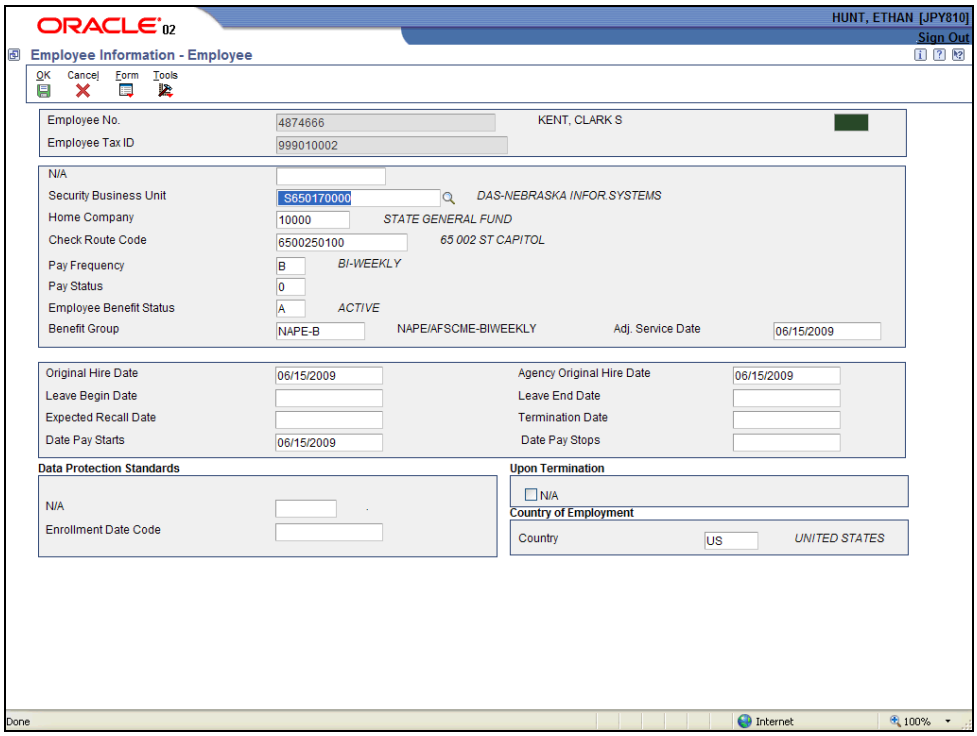
In this lesson you will learn the steps to take when an employee is transferring from your agency to another agency.



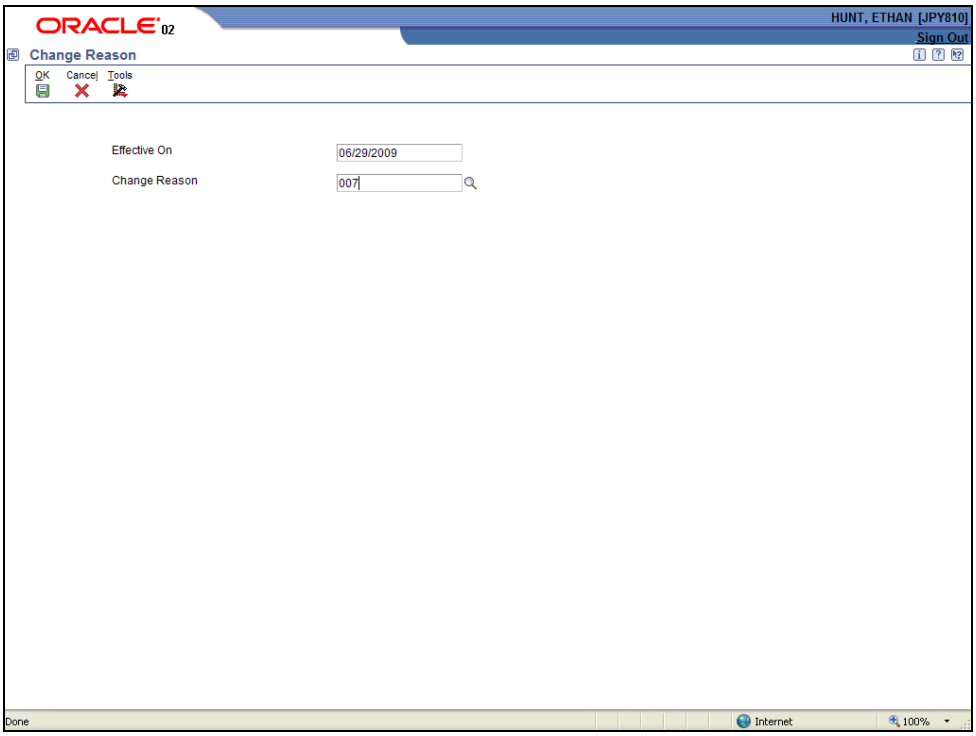
Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Employee Maintenance** link. Employee Maintenance
4.	Click the **Employee Information** link. Employee Information
5.	First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the **Employee No** field (the employee's address book number), and the **Alpha Name** field.



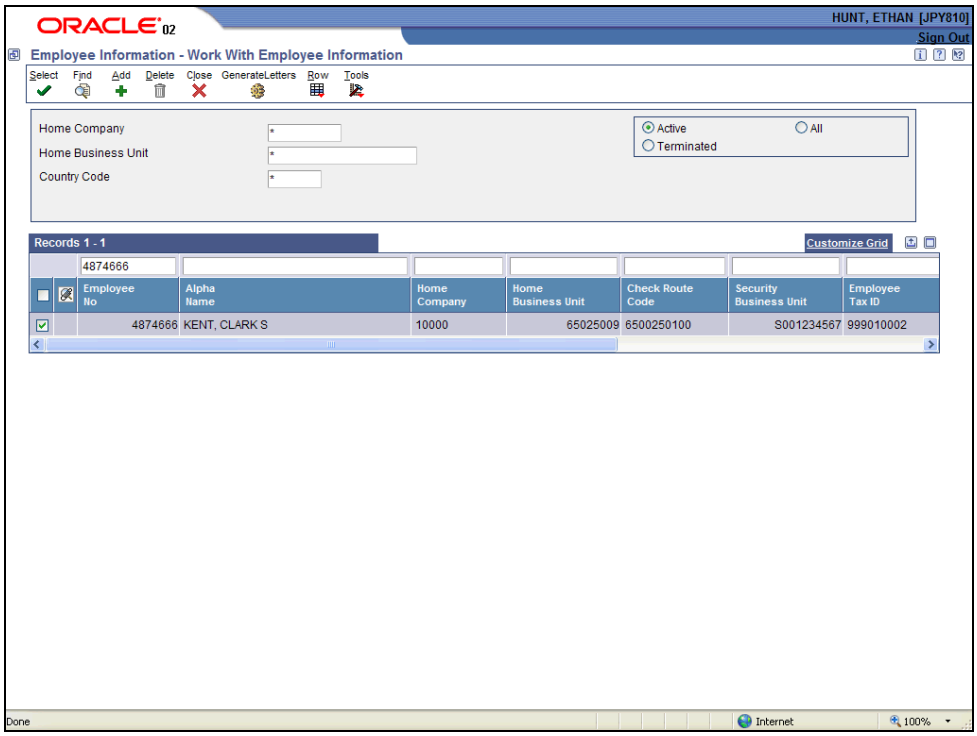
Step	Action
6.	After entering your search criteria in the QBE line click the **Find** button.
7.	Choose the employee by clicking the check box next to their record.
8.	Click the **Row** button.
9.	Click the **Employee** menu. Employee



Step	Action
10.	Change the **Security Business Unit** field to "**S001234567**".
11.	**Note:** The **S** (**S** 00 1234567) represents and distinguishes this business unit from all others, and tells you right away it is an HR SBU. The **00** (S **00** 1234567) indicates no specific agency assignment. The **1234567** (S 00 **1234567**) makes it easy to enter the last seven digits of the number without counting zeros.
12.	Click the **OK** button.
13.	Enter the effective date in the **Effective On** field and the change reason code in the **Change Reason** field. Use the Visual Assist tool if necessary to locate the appropriate change reason code.



Step	Action
14.	Click the **OK** button.

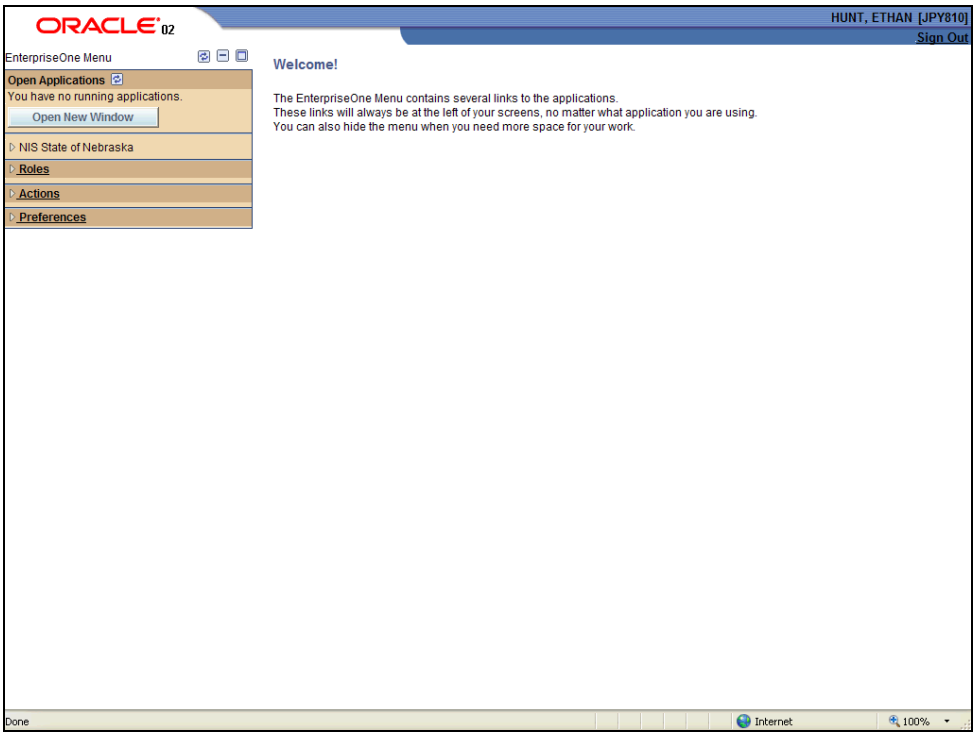


Step	Action
15.	Click the **Close** button.
16.	You have successfully completed this lesson. **End of Procedure.**

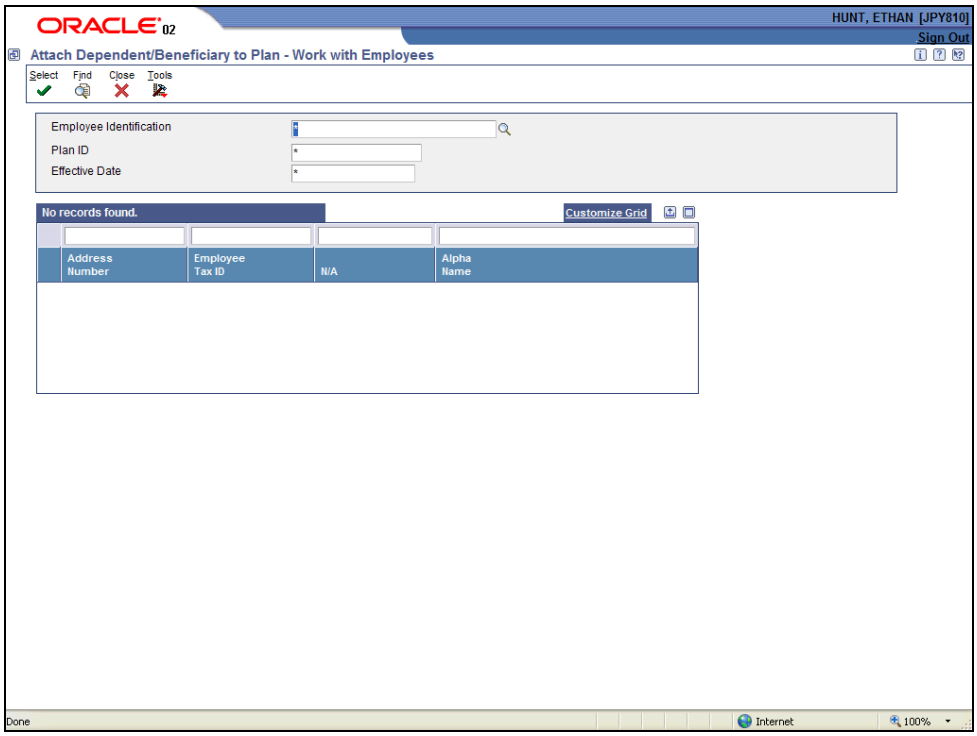
Transfer Dependent-Beneficiary to New Agency - Transferring Agency Lesson

Procedure

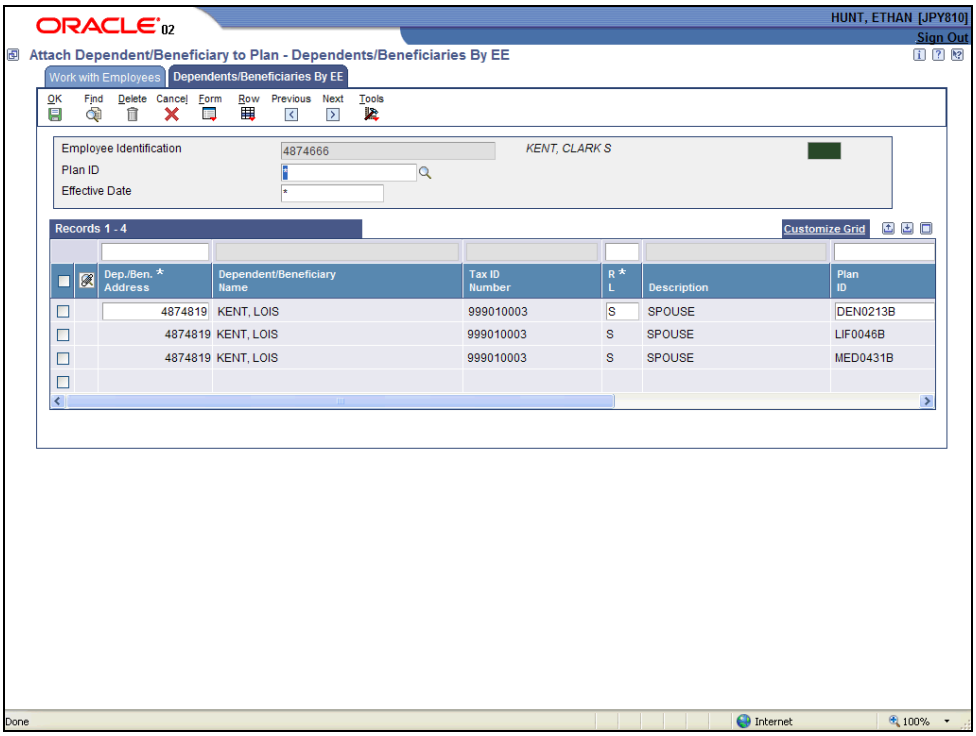
In this lesson you will learn the steps to take to transfer a dpendent/beneficiary to a new agency when one of your employees is transferring from your agency to another.



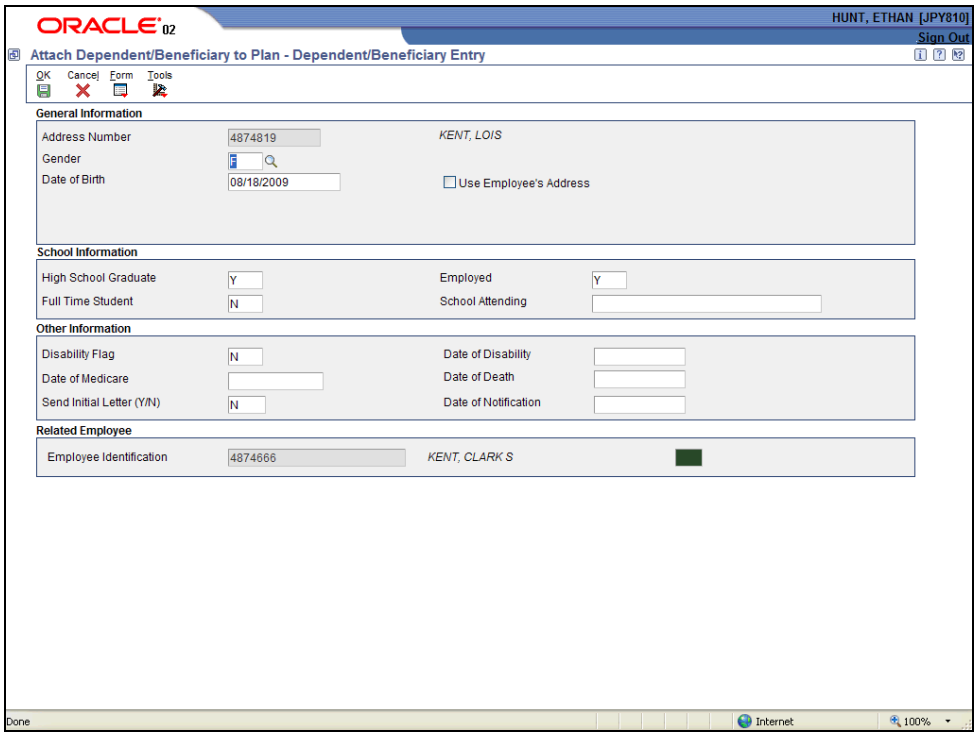
Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Benefits Administration** link. Benefits Administration
4.	Click the **Attach Dependent/Beneficiary to Plan** link. Attach Dependent/Beneficiary to Plan



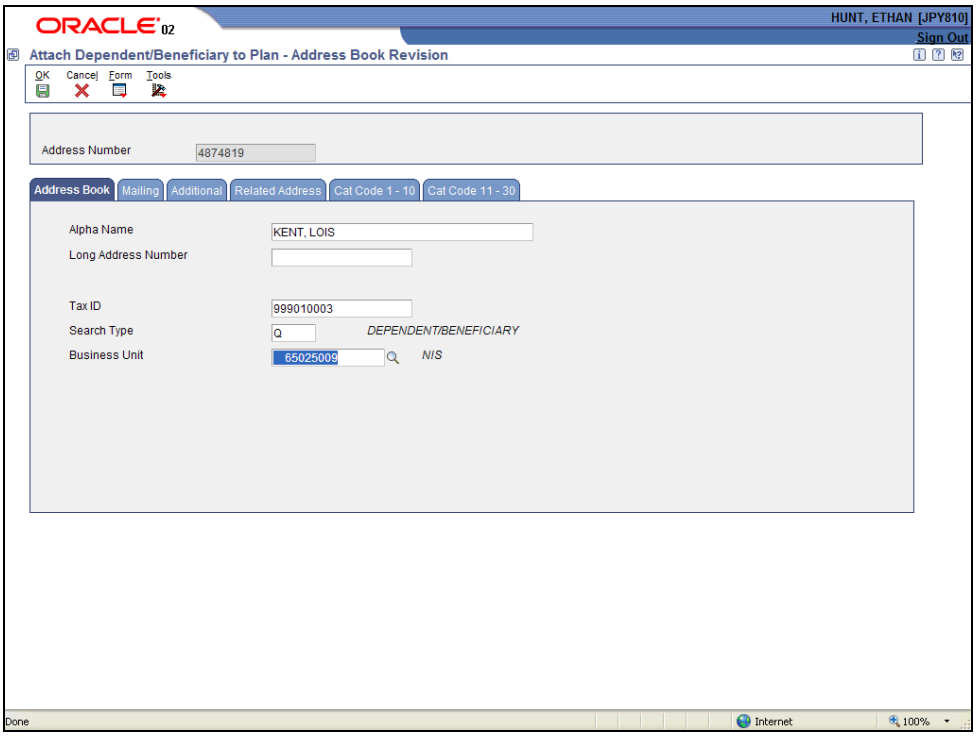
Step	Action
5.	Enter the employee's address book number in the **Employee Identification** field in the Header.
6.	Click the **Find** button.
7.	Click the **Select** button.



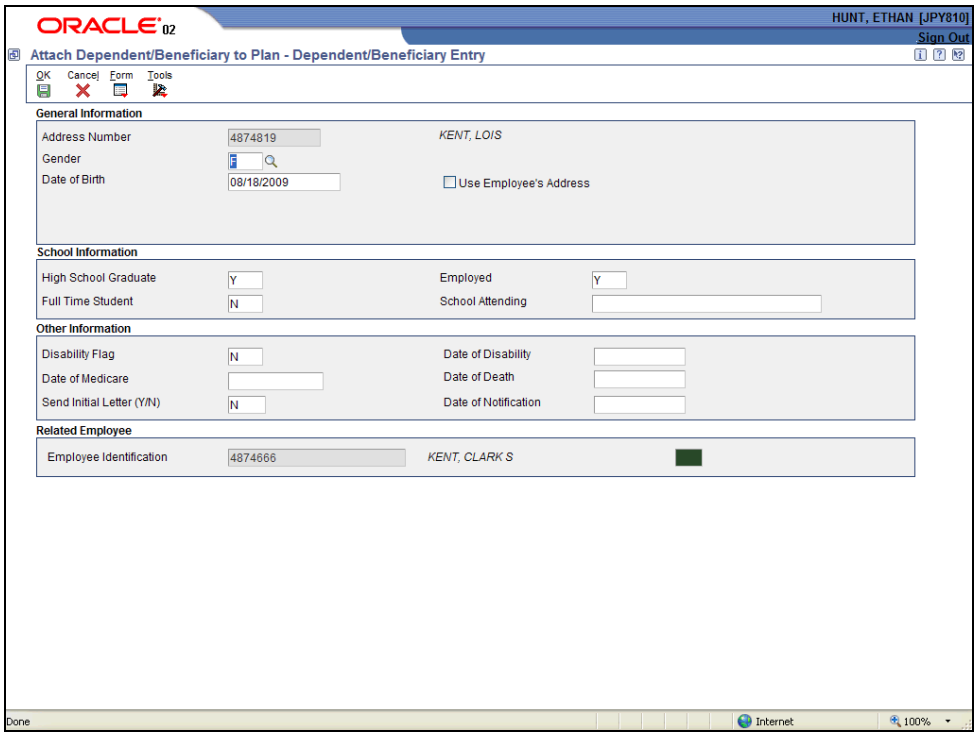
Step	Action
8.	Choose the dependent/beneficiary by clicking the check box next to the record. **Note:** You may see the dependent/beneficiary listed more than once if they are enrolled in more than one plan. If that is the case you only need to check one check box for them.
9.	Click the **Row** button.
10.	Click the **Dep/Ben Entry** menu. Dep/Ben Entry



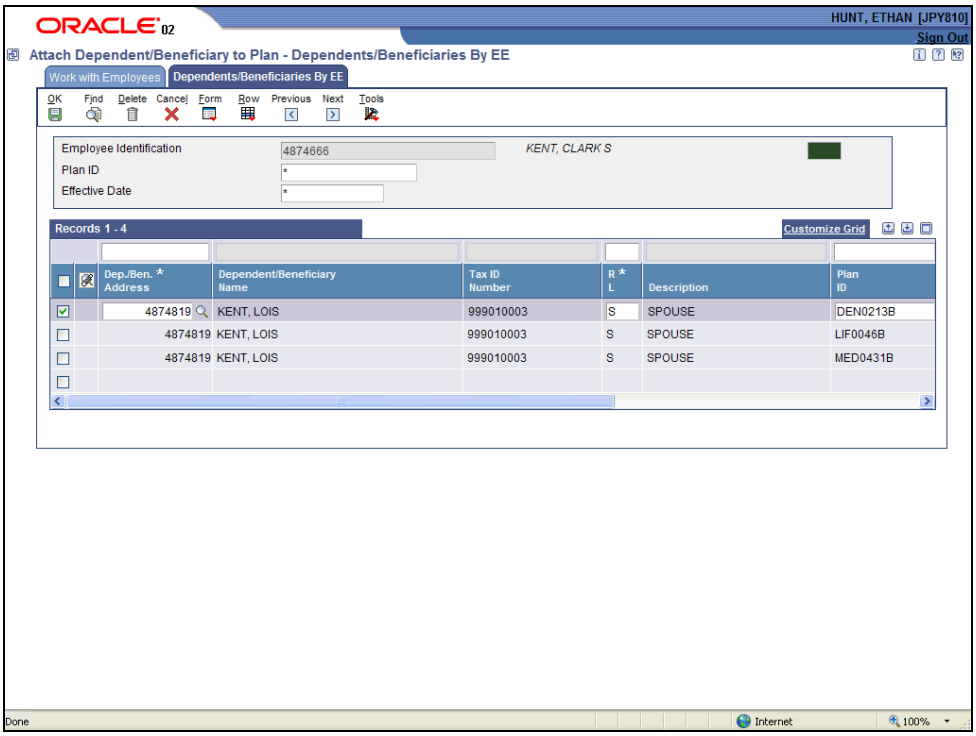
Step	Action
11.	Click the **Form** button.
12.	Click the **Dep/Ben Address** menu. Dep/Ben Address



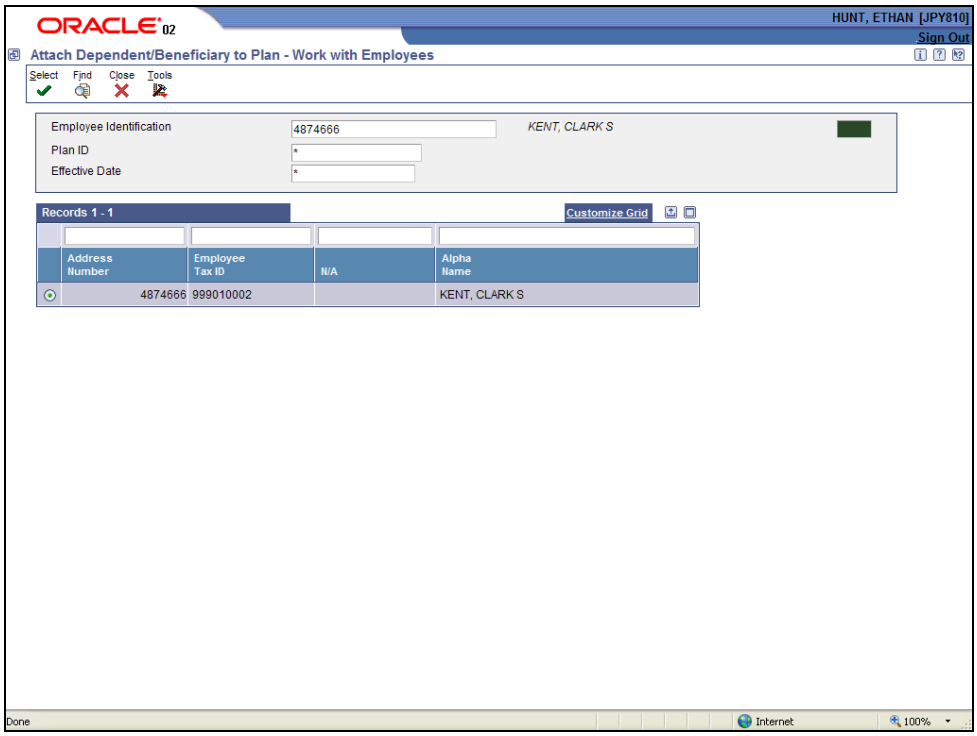
Step	Action
13.	Enter "**S001234567**" into the **Business Unit** field.
14.	The **S** (**S** 00 1234567) represents and distinguishes this business unit from all others, and tells you right away it is an HR SBU. The **00** (S **00** 1234567) indicates no specific agency assignment. The **1234567** (S 00 **1234567**) makes it easy to enter the last seven digits of the number without counting zeros.
15.	Click the **OK** button.



Step	Action
16.	Click the **OK** button.



Step	Action
17.	You can repeat these steps if there are additional dependents/beneficiaries that need to be transferred. If you are finished click the **Cancel** button.



Step	Action
18.	Click the **Close** button.
19.	**End of Procedure.**