

**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.

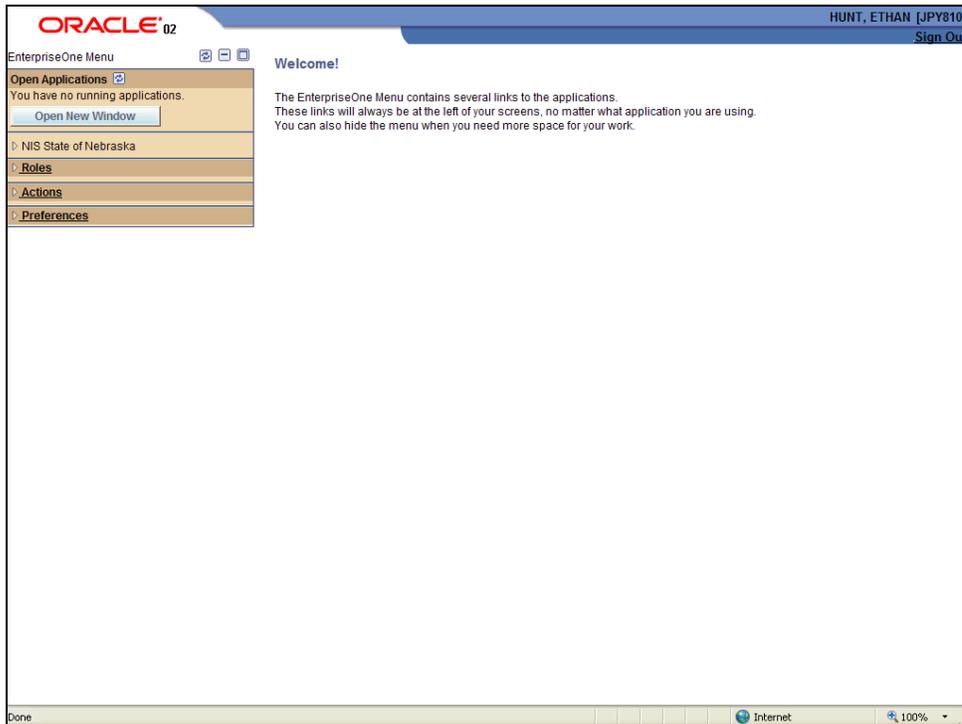
Transferring an Employee to a New Agency - Transferring Agency Lesson

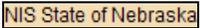
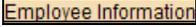
Procedure

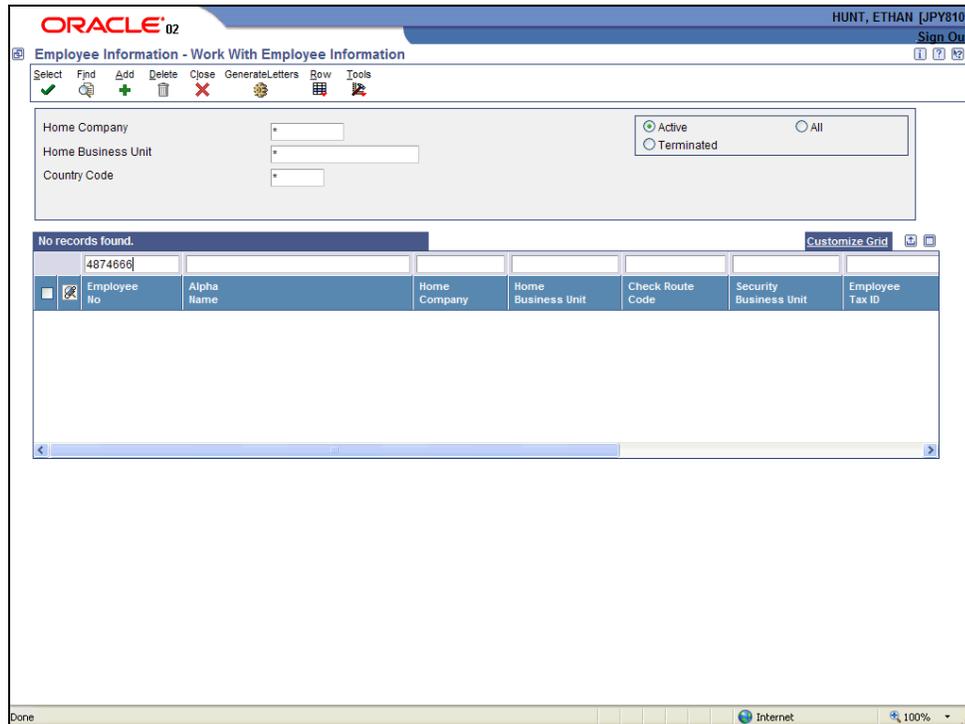
In this lesson you will learn the steps to take when an employee is transferring from your agency to another agency.

Training Guide

Transferring an Employee to a New Agency - Transferring Agency



Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Human Resources/Payroll - Agencies link. 
3.	Click the Employee Maintenance link. 
4.	Click the Employee Information link. 
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. 

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Transferring an Employee to a New Agency - Transferring Agency



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Employee Information - Employee

OK Cancel Form Tools

Employee No. 4874666 KENT, CLARK S

Employee Tax ID 999010002

NIA

Security Business Unit **S850170000** DAS-NEBRASKA INFOR SYSTEMS

Home Company 10000 STATE GENERAL FUND

Check Route Code 6500250100 65 002 ST CAPITOL

Pay Frequency B BI-WEEKLY

Pay Status 0

Employee Benefit Status A ACTIVE

Benefit Group NAPE-B NAPE/AFSCME-BIWEEKLY Adj. Service Date 06/15/2009

Original Hire Date 06/15/2009 Agency Original Hire Date 06/15/2009

Leave Begin Date Leave End Date

Expected Recall Date Termination Date

Date Pay Starts 06/15/2009 Date Pay Stops

Data Protection Standards

NIA

Enrollment Date Code

Upon Termination

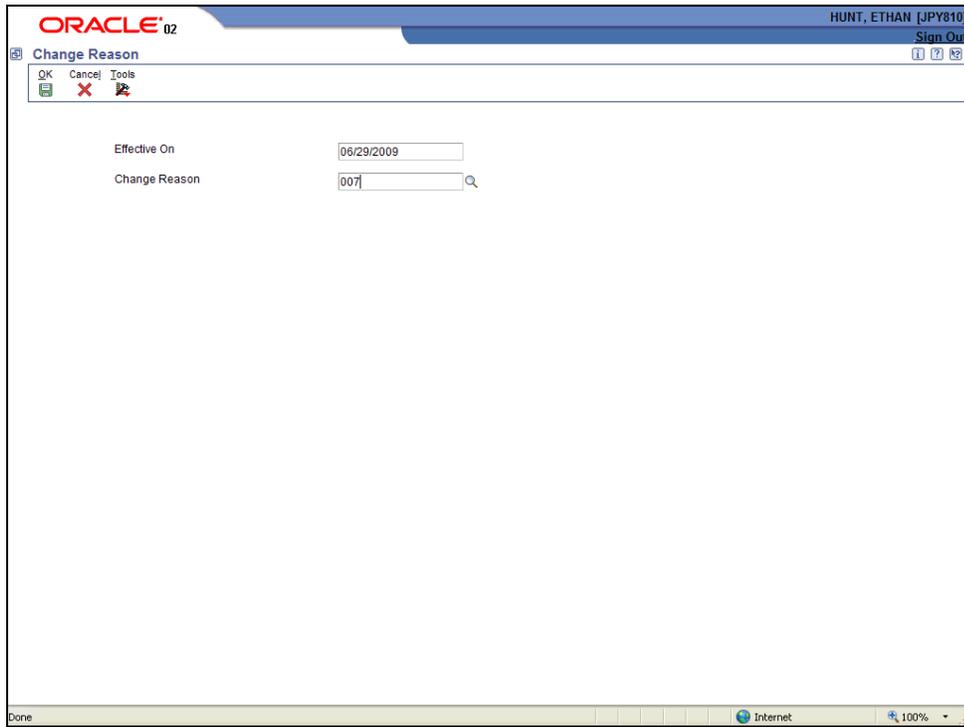
NIA

Country of Employment

Country US UNITED STATES

Done Internet 100%

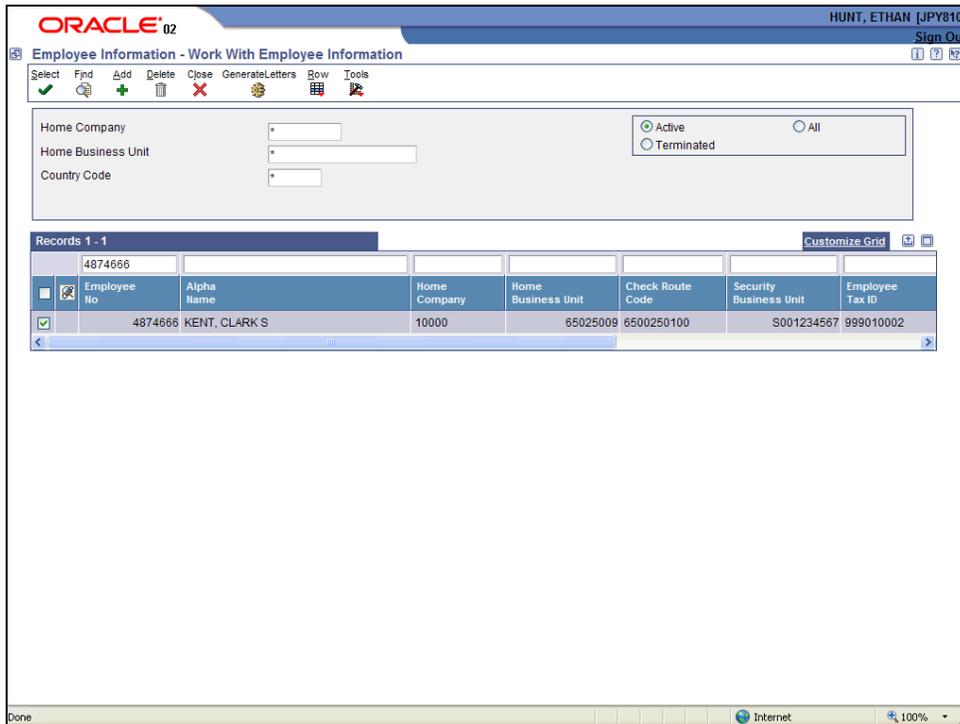
Step	Action
10.	Change the Security Business Unit field to " S001234567 ".
11.	<p>Note: The S (S 00 1234567) represents and distinguishes this business unit from all others, and tells you right away it is an HR SBU.</p> <p>The 00 (S 00 1234567) indicates no specific agency assignment.</p> <p>The 1234567 (S 00 1234567) makes it easy to enter the last seven digits of the number without counting zeros.</p>
12.	<p>Click the OK button.</p> 
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. 

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Transferring an Employee to a New Agency - Transferring Agency

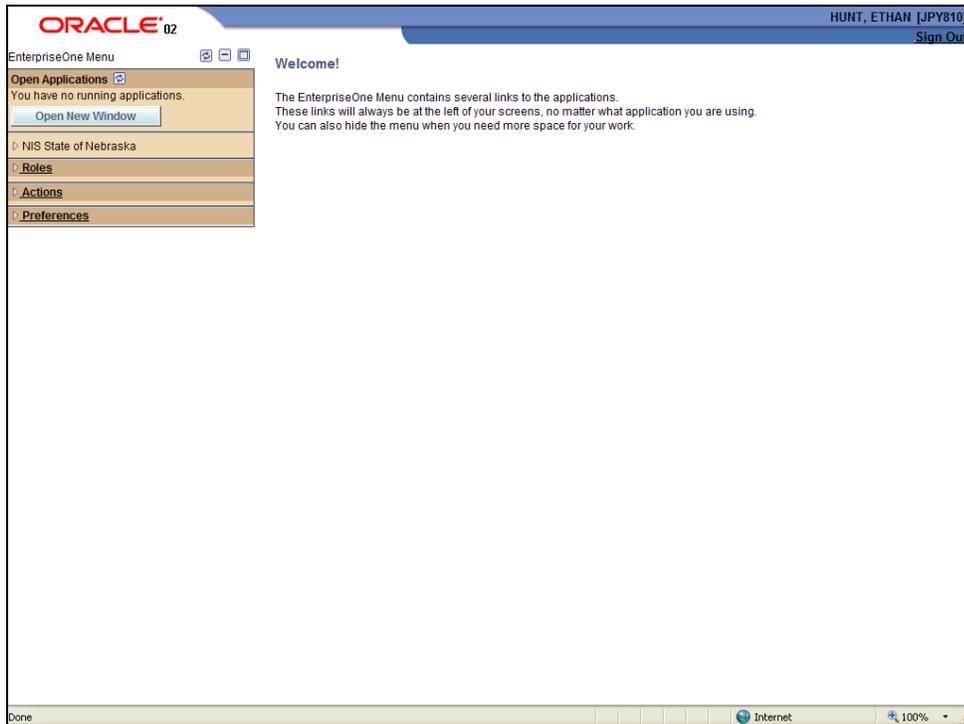


Step	Action
15.	Click the Close button. 
16.	You have successfully completed this lesson. End of Procedure.

Transfer Dependent-Beneficiary to New Agency - Transferring Agency Lesson

Procedure

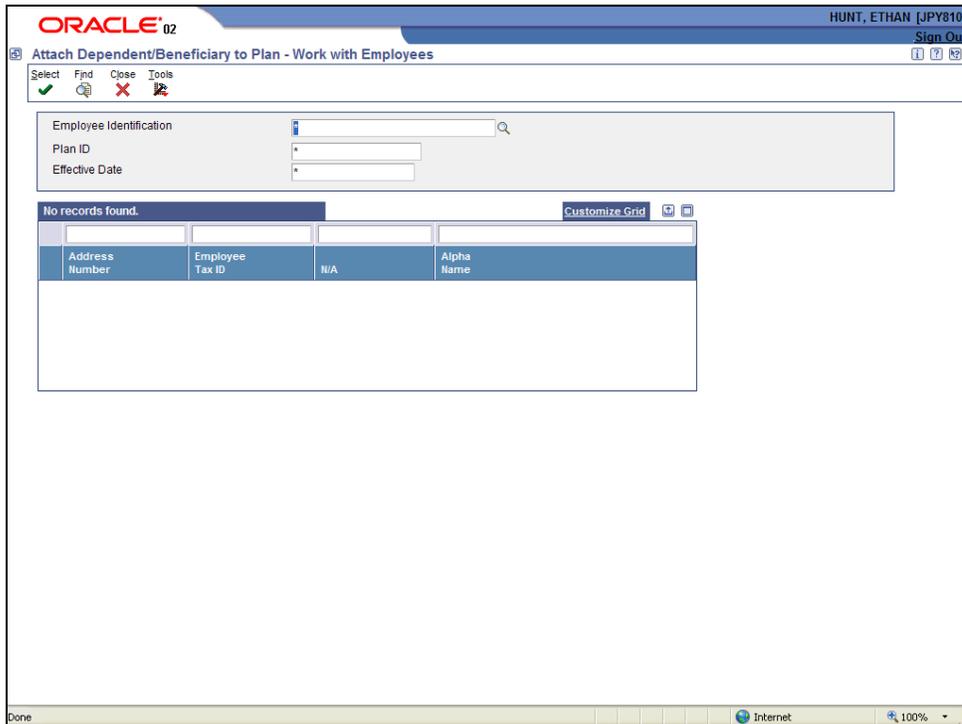
In this lesson you will learn the steps to take to transfer a dependent/beneficiary to a new agency when one of your employees is transferring from your agency to another.



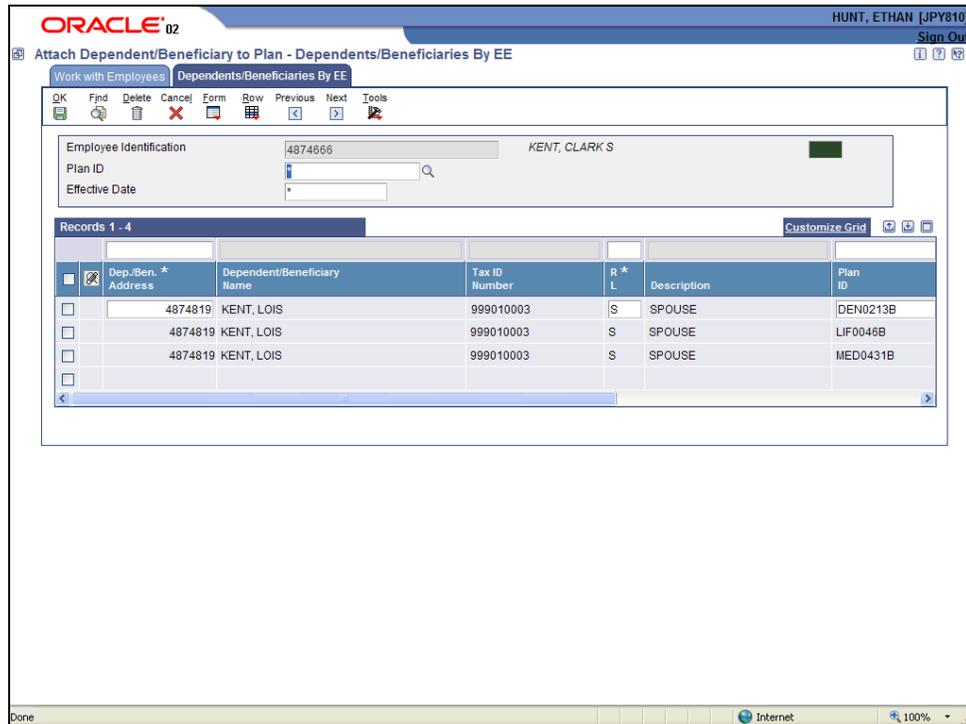
Step	Action
1.	Click the NIS State of Nebraska link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">NIS State of Nebraska</div>
2.	Click the Human Resources/Payroll - Agencies link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Human Resources/Payroll - Agencies</div>
3.	Click the Benefits Administration link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Benefits Administration</div>
4.	Click the Attach Dependent/Beneficiary to Plan link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Attach Dependent/Beneficiary to Plan</div>

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Transferring an Employee to a New Agency - Transferring Agency



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.	<p>Choose the dependent/beneficiary by clicking the check box next to the record.</p> <p>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.</p> <p><input type="checkbox"/></p>
9.	<p>Click the Row button.</p> <p></p>
10.	<p>Click the Dep/Ben Entry menu.</p> <p><input type="button" value="Dep/Ben Entry"/></p>

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Transferring an Employee to a New Agency - Transferring Agency



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Attach Dependent/Beneficiary to Plan - Dependent/Beneficiary Entry

OK Cancel Form Tools

General Information

Address Number: 4874819 KENT, LOIS
 Gender: [dropdown]
 Date of Birth: 08/18/2009 Use Employee's Address

School Information

High School Graduate: Y
 Full Time Student: N
 Employed: Y
 School Attending: [dropdown]

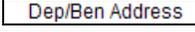
Other Information

Disability Flag: N
 Date of Medicare: [dropdown]
 Send Initial Letter (Y/N): N
 Date of Disability: [dropdown]
 Date of Death: [dropdown]
 Date of Notification: [dropdown]

Related Employee

Employee Identification: 4874666 KENT, CLARK S

Done Internet 100%

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

The screenshot shows the Oracle HR system interface for 'Attach Dependent/Beneficiary to Plan - Address Book Revision'. The user is HUNT, ETHAN [JPY810]. The form includes the following fields and values:

- Address Number: 4874819
- Alpha Name: KENT, LOIS
- Long Address Number: (empty)
- Tax ID: 999010003
- Search Type: Q (DEPENDENT/BENEFICIARY)
- Business Unit: 65025009 (NIS)

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

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Sign Out

Attach Dependent/Beneficiary to Plan - Dependent/Beneficiary Entry 1 2 3

OK Cancel Form Tools

General Information

Address Number: 4874819 KENT, LOIS

Gender:

Date of Birth: 08/18/2009 Use Employee's Address

School Information

High School Graduate: Y Employed: Y

Full Time Student: N School Attending:

Other Information

Disability Flag: N Date of Disability:

Date of Medicare: Date of Death:

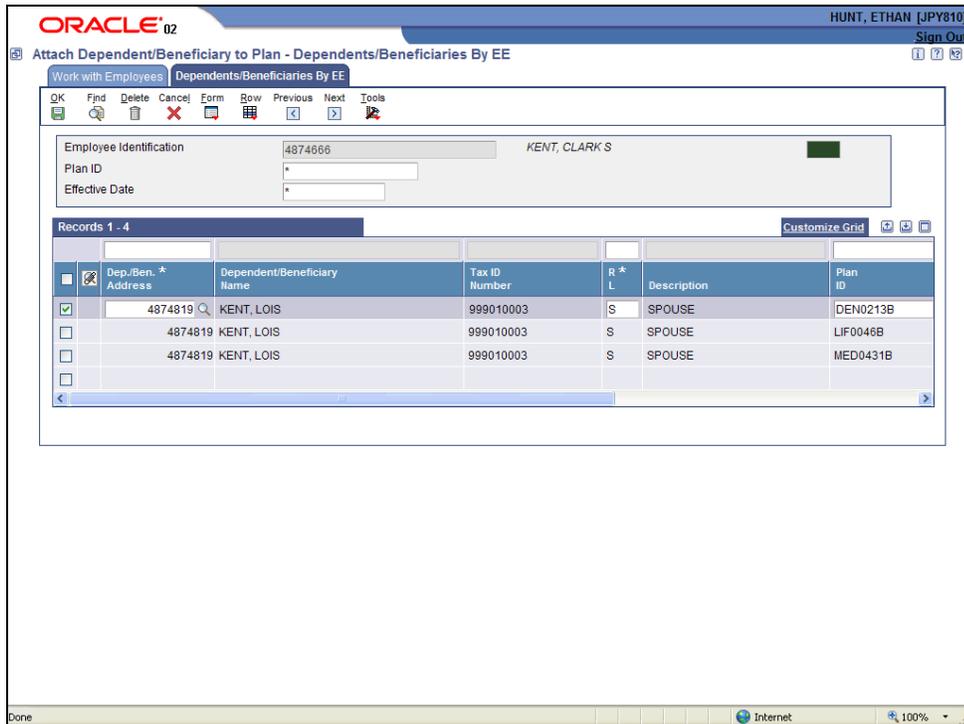
Send Initial Letter (Y/N): N Date of Notification:

Related Employee

Employee Identification: 4874666 KENT, CLARK S

Done Internet 100%

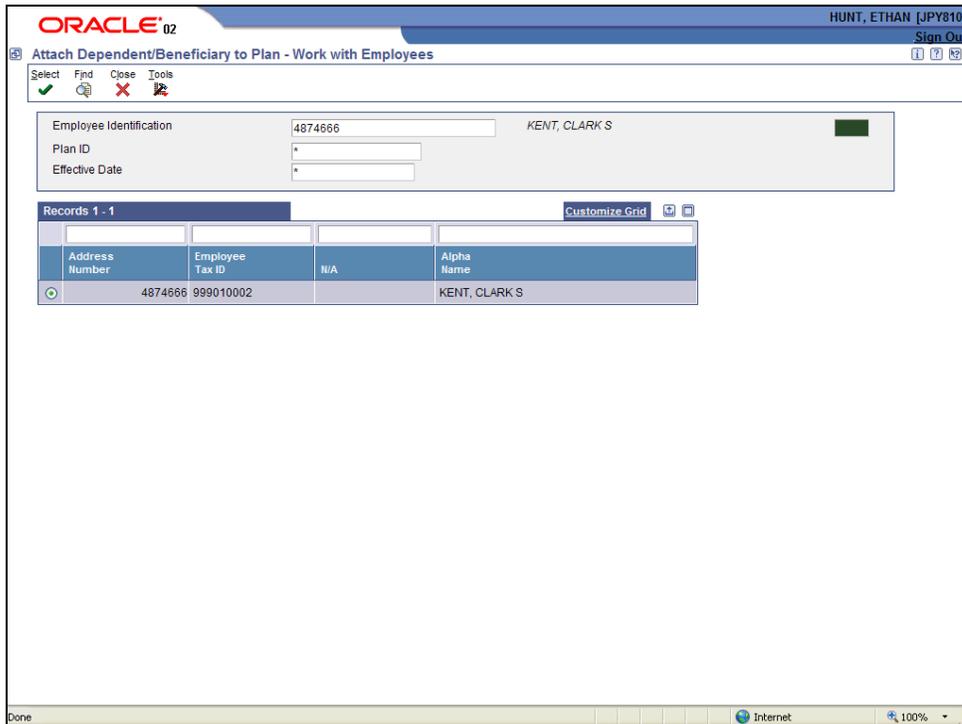
Step	Action
16.	Click the OK button. 



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

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