

**Transferring an Employee to a New Department - Within  
Same Agency**

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## Transferring an Employee to a New Department - Within Same Agency

### Transferring an Employee to a New Department - Within Same Agency Overview

When an employee is transferred to another department within their agency, the supervisor, home business unit and position ID must be changed via the Employee Master. If the job attached to the new position is different from the employee's previous job, the job must be changed. Typically the employee's salary or hourly rate also will be changed. The employee master screens should be reviewed for any additional changes that may be necessary. Benefits should also be reviewed for any possible changes. Please note: If changes are made to an employee's benefit enrollments, you will also need to change the dependent/beneficiary enrollment.

**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.

If an Employee's benefit group or pay frequency changes, the employee's benefits will need to be changed. End the employee's current benefits and re-enroll them in the appropriate benefits.

**Warning:** When an employee's benefits are stopped, benefits for any dependents/beneficiaries attached to the plan will automatically be stopped as well. If any dependents/beneficiaries are attached to existing enrollments, they will need to be re-enrolled in the new plans.

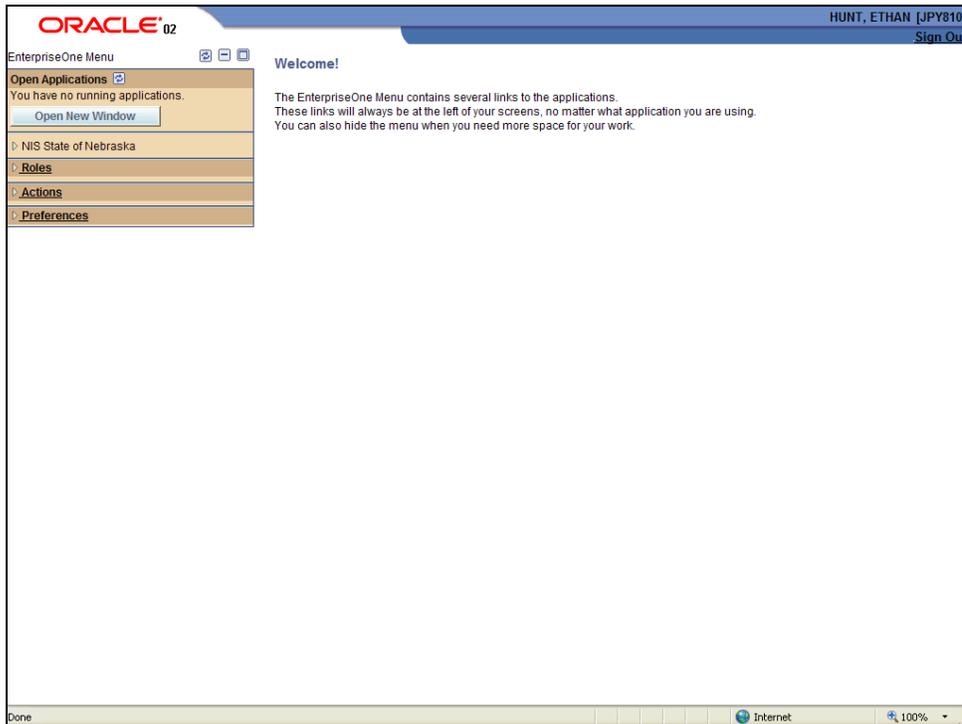
### Transferring an Employee to a New Department - Within Same Agency Lesson

#### Procedure

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

# Training Guide

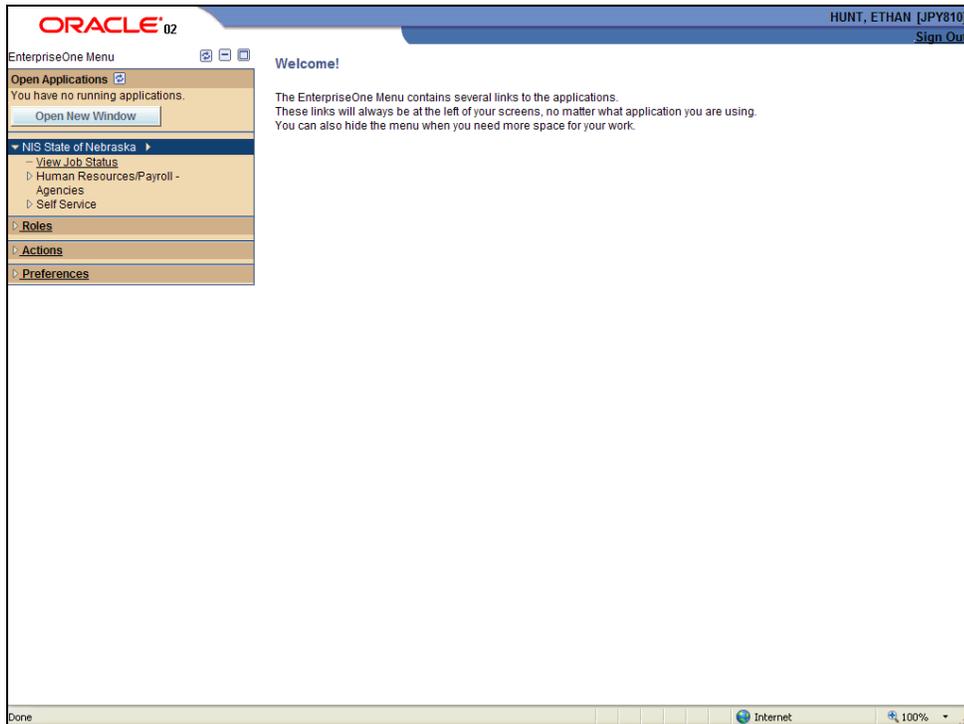
## Transferring an Employee to a New Department - Within Same Agency

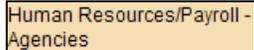
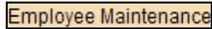
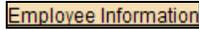


Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <b>NIS State of Nebraska</b>

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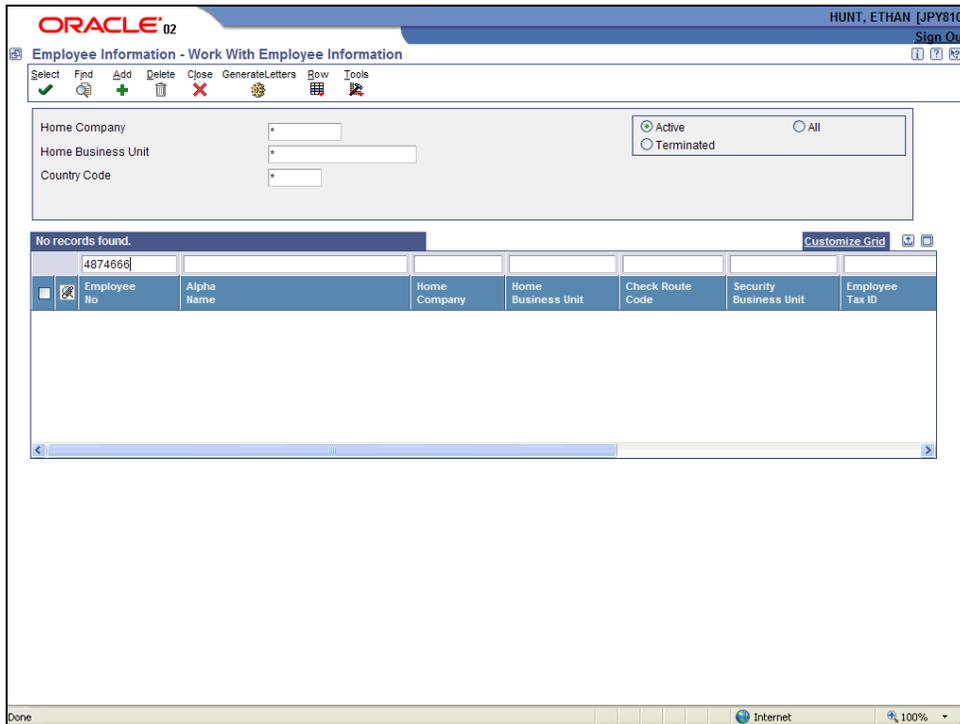
## Transferring an Employee to a New Department - Within Same Agency

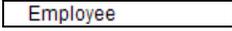


Step	Action
2.	Click the <b>Human Resources/Payroll - Agencies</b> link. 
3.	Click the <b>Employee Maintenance</b> link. 
4.	Click the <b>Employee Information</b> link. 
5.	First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the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

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Step	Action
6.	After entering your search criteria in the QBE line click the <b>Find</b> button. 
7.	Choose the employee by clicking the check box next to their record. 
8.	Click the <b>Row</b> button. 
9.	Click the <b>Employee</b> menu. 
10.	Complete the following fields, if necessary:  <b>Security Business Unit</b> <b>Check Route Code</b> <b>Pay Frequency</b> <b>Benefit Group</b>  <b>Note:</b> If changes are made to benefit enrollments for the employee, dependent/beneficiary enrollments will need to be changed as well.

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## Transferring an Employee to a New Department - Within Same Agency

The screenshot shows the Oracle HR system interface for an employee named KENT, CLARK S. The form is titled "Employee Information - Employee" and includes the following fields and values:

- Employee No.:** 4874666
- Employee Tax ID:** 999010002
- Security Business Unit:** S650170000 (DAS-NEBRASKA INFOR SYSTEMS)
- Home Company:** 10000 (STATE GENERAL FUND)
- Check Route Code:** 6500250100 (65 001 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:** 06/30/2009
- Original Hire Date:** 06/15/2009
- Agency Original Hire Date:** 06/30/2009
- Leave Begin Date:** (empty)
- Leave End Date:** (empty)
- Expected Recall Date:** (empty)
- Termination Date:** (empty)
- Date Pay Starts:** 06/30/2009
- Date Pay Stops:** (empty)
- Data Protection Standards:** N/A
- Enrollment Date Code:** (empty)
- Upon Termination:**  N/A
- Country of Employment:** US (UNITED STATES)

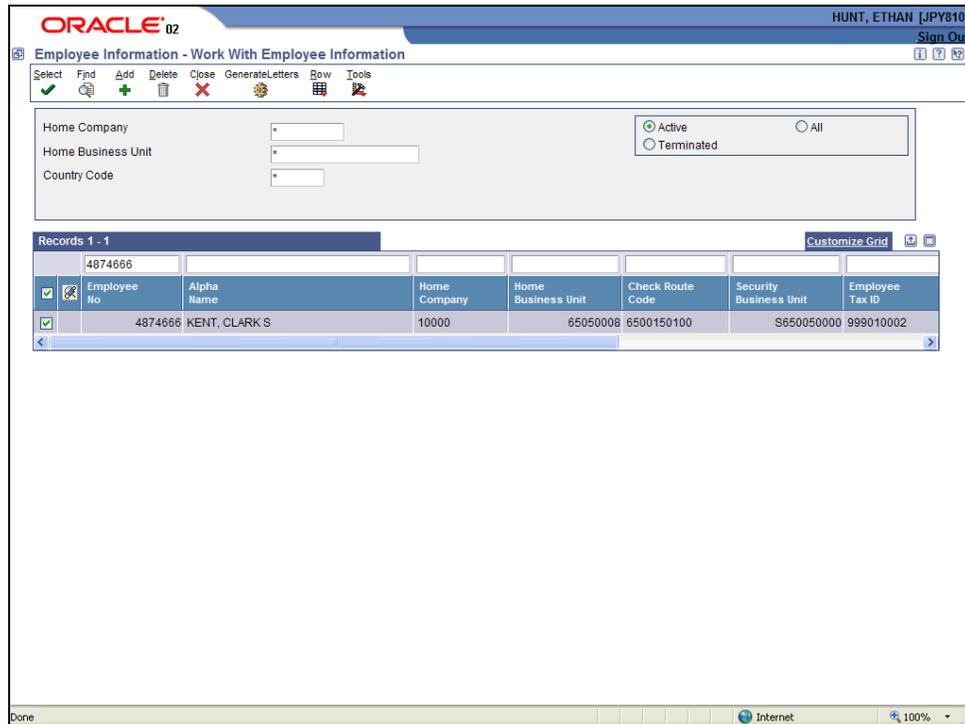
Step	Action
11.	After you have made your changes click the <b>OK</b> button. 
12.	Enter the effective date in the <b>Effective On</b> field and the change reason code in the <b>Change Reason</b> field. Use the <b>Visual Assist</b> tool if necessary.

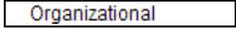
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Step	Action
13.	Click the <b>OK</b> button. 



Step	Action
14.	Click the <b>Row</b> button. 
15.	Click the <b>Organizational</b> menu. 
16.	Complete the following fields, if necessary:  <b>Supervisor</b> <b>Home Business Unit</b> <b>Position ID</b> <b>Job Code</b> <b>Date in Current Position ID</b> <b>Date in Current Job</b> <b>Date Pay Starts</b> <b>Next Review Type</b> <b>Next Review Date</b>

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## Transferring an Employee to a New Department - Within Same Agency



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Employee Information - Organizational Assignment

OK Cancel Form Tools

Employee No. 4874666 KENT, CLARK S

Last Start Date 06/30/2009

Supervisor 100546 UTLEY, MICHAEL

Home Business Unit 65025009 NIS

Mentor

Team DEFAULT

Position ID 06522407 Date in Current Position ID 06/30/2009

Job Code G07092 Buyer II Date in Current Job 06/30/2009

Working Title

Barg Unit G MANAGEMENT GROUP N/A

EEO Job Category A OFFICIALS AND ADMINISTF Shift Code

Employment Status FULL-TIME REGULAR Full Time Equivalents 1.00

Date Pay Starts 06/30/2009 Date Pay Stops

**Job Competency**

Organizational Business Unit

% Competency Achieved .00 Last Competency Review Date

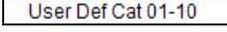
**Performance Appraisal**

N/A .000

Last Review Type Last Review Date

Next Review Type Next Review Date

Done Internet 100%

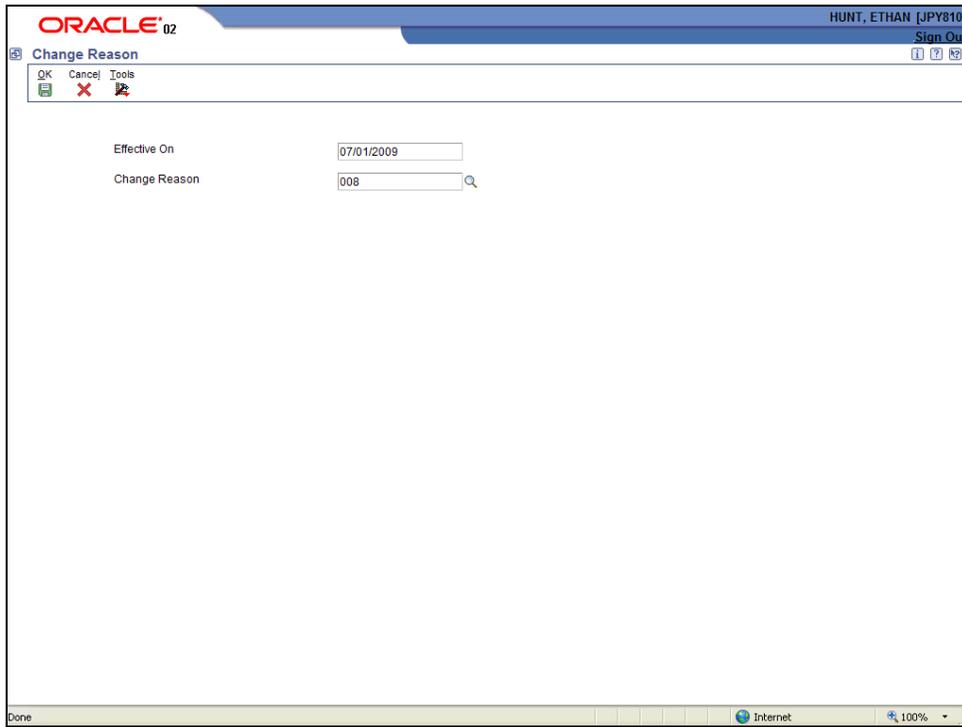
Step	Action
17.	Click the <b>Form</b> button. 
18.	Click the <b>User Def Cat 01-10</b> menu. 
19.	Update the following fields as necessary:  <b>Agency Number</b> <b>O*Net Code</b> <b>Union Code</b> <b>Census Code</b> <b>Benefit Payroll Cycle</b>

The screenshot shows the Oracle HRMS 'Employee Information - Employee/Job Category Codes 01 - 10' form. The employee is KENT, CLARK S. with Employee No. 4874666. The Home Business Unit is 65050008 (MATERIEL - ADMINISTRATION) and the Job Code is A05312 (BUYER II). The Agency Number is 066 (DEPT OF ADM SERVICES). Other fields include Category Code 02, Category Code 03, NITC, O\*Net Code 00 (GENERAL DESCRIPTION), Union Code 004 (RULES), Census Code 011 (COMPUTER AND INFORMATION SYSTE), Benefit Payroll Cycle B10 (BIWEEKLY-END SUN - 10 DAY LAG), Category Code 09, and Category Code 10.

Step	Action
20.	Click the <b>OK</b> button. 
21.	Enter the effective date in the <b>Effective On</b> field and the change reason code in the <b>Change Reason</b> field. Use the <b>Visual Assist</b> tool if necessary.

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Step	Action
22.	Click the <b>OK</b> button. 

The screenshot shows the Oracle HR System interface for 'Employee Information - Organizational Assignment'. The employee is KENT, CLARK S (Employee No. 4874666). The supervisor is UTLEY, MICHAEL (100546). The job is IT Manager I (Job Code G07092). The employment status is FULL-TIME REGULAR. The form includes fields for dates, percentages, and review dates.

Step	Action
23.	Click the <b>OK</b> button. 
24.	Verify the <b>Only Use Defaults to Overwrite Blank Values</b> option is selected. Also verify all other information and make any necessary changes.
25.	Click the <b>OK</b> button. 
26.	Enter the effective date in the <b>Effective On</b> field and the change reason code in the <b>Change Reason</b> field. Use the <b>Visual Assist</b> tool if necessary.

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## Transferring an Employee to a New Department - Within Same Agency



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Change Reason

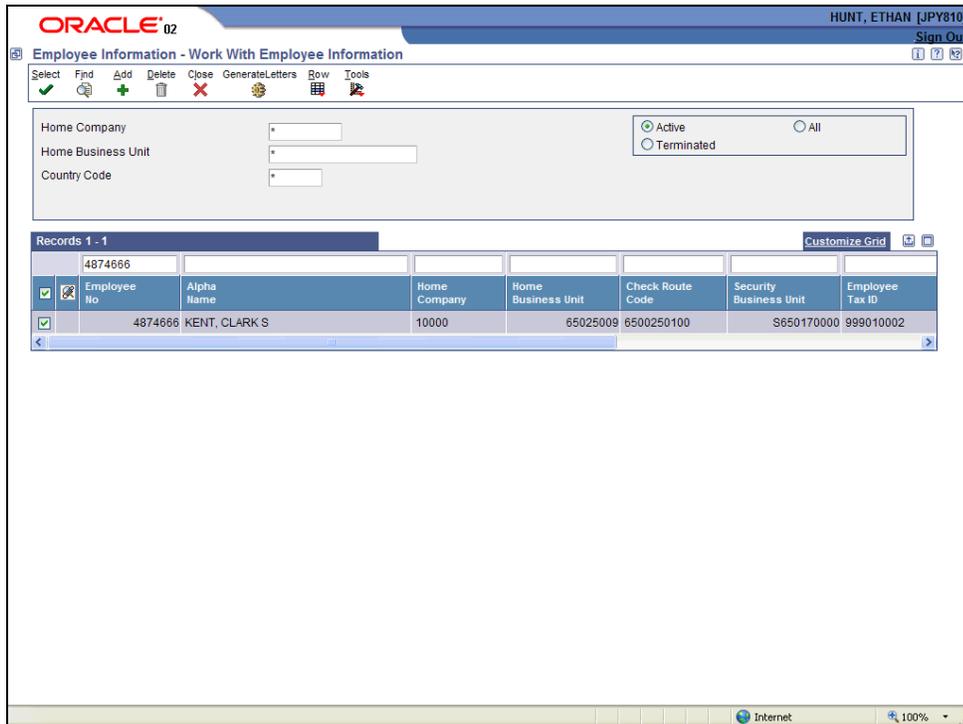
OK Cancel Tools

Effective On 07/01/2009

Change Reason 008 TRANSFER WITHIN AGENCY-LATE

Done Internet 100%

Step	Action
27.	Click the <b>OK</b> button. 



Step	Action
28.	Click the <b>Row</b> button. 
29.	Click the <b>Basic Compensation</b> menu. 
30.	Complete the appropriate fields:  <b>Hourly Rate</b> – Hourly employees <b>Salary</b> – Salaried employees <b>Pay on Std Hours</b>

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## Transferring an Employee to a New Department - Within Same Agency



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Employee Information - Basic Compensation

OK Cancel Form Tools

Employee No. 4874666 KENT, CLARK S

Home Business Unit 65025009 NIS

Job Code K07082 IT Bus Sys Analyst/Coord

Pay Frequency B BI-WEEKLY Position ID 06521003 IT BUS. SYS. ANALYST/COORD

Barg Unit G MANAGEMENT GROUP N/A

Pay Class S SALARIED

Pay Grade/Step 20 00 Pay Rate Source 3 NONE

Salary 55000 @ A Pay Period Salary 1,923.08

Hourly Rate 24.038 Compa-Ratio .70

Std Hrs/Day 8.00 Pay on Std Hours

Std Hrs/Year 2080.00 Overtime Exempt N

Std Days/Year 260.00 FTE 1.00

Default Auto Pay Type

Compensation Review

N/A

N/A

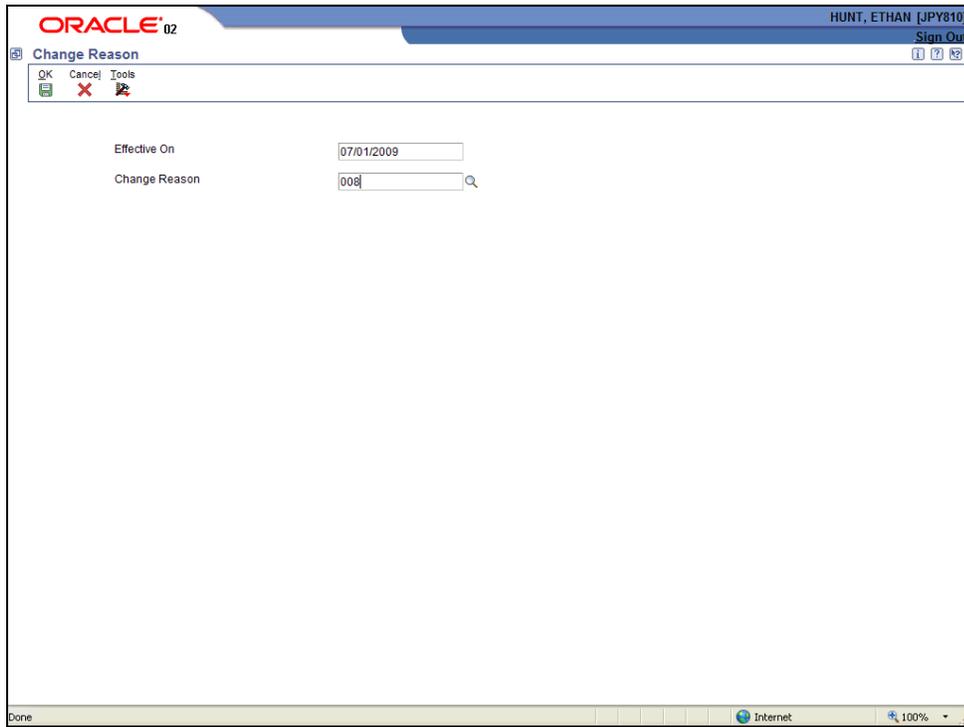
N/A 0

Next Comp Review Date

Last Tier/Ranking Review Date

Done Internet 100%

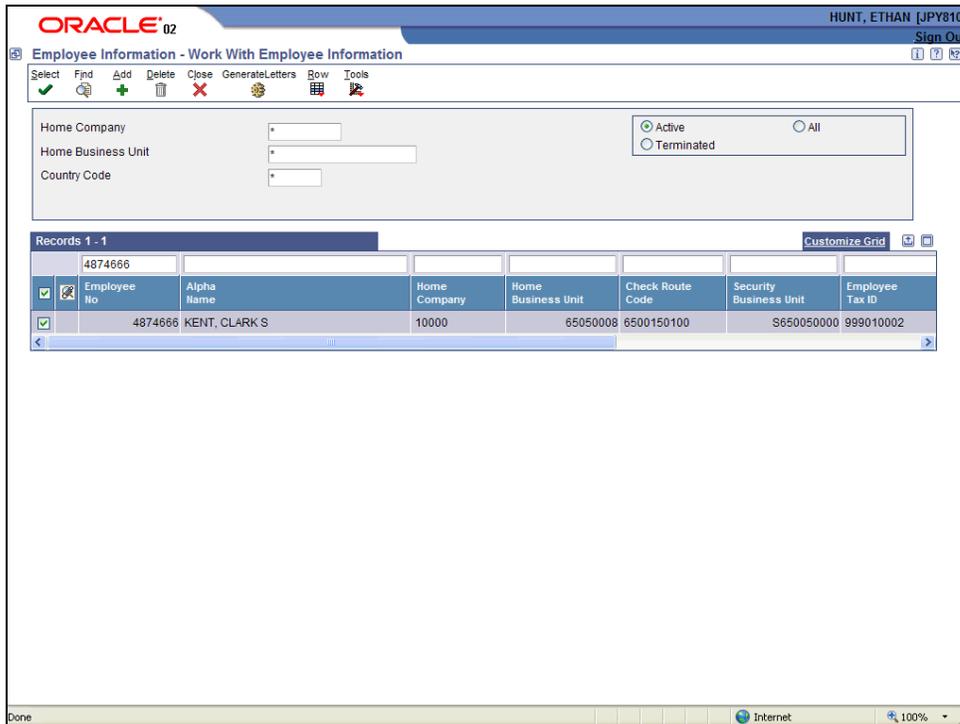
Step	Action
31.	Click the <b>OK</b> button. 
32.	A <b>Reconfirm Salary Hrly Rate/Std Hrs/Yr</b> warning will appear. Click the <b>OK</b> button again. 
33.	Enter the effective date in the <b>Effective On</b> field and the change reason code in the <b>Change Reason</b> field. Use the <b>Visual Assist</b> tool if necessary.

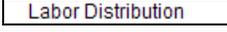


Step	Action
34.	Click the <b>OK</b> button. 

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## Transferring an Employee to a New Department - Within Same Agency



Step	Action
35.	Click the <b>Row</b> button. 
36.	Click the <b>Labor Distribution</b> menu. 
37.	Change or delete the Labor Distribution as necessary.  To delete the Labor Distribution choose the line by placing a checkmark to the left of the row and click <b>Delete</b> .

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## Transferring an Employee to a New Department - Within Same Agency

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Employee Information - Labor Distribution Instructions

Employee No. 4874666 KENT, CLARK S

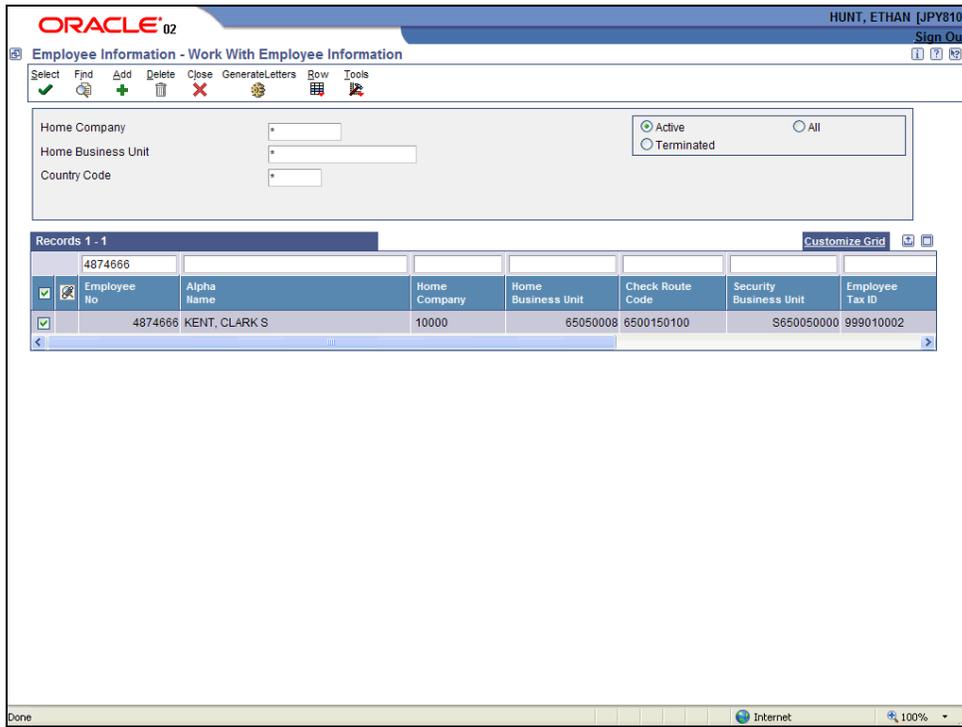
Percent of Hours % Total % All Jobs 100.00

Records 1 - 2	Pay Code	Pay Description	Hours/Percent	Account Number	Pay Start Date	Pay Stop Date	N/A	WCI Class	Hourly Rate	B.R.
<input type="checkbox"/>	1	REGULAR PAY	100.00	65025009.511100						

Step	Action
38.	Click the <b>OK</b> button. 

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## Transferring an Employee to a New Department - Within Same Agency



Step	Action
39.	Click the <b>Close</b> button. 
40.	You have successfully completed this lesson. <b>End of Procedure.</b>