

Remember to use the Visual Assist  to search for information.

To	Do This
<p>Transfer an Employee - Transferring Agency</p>	<p> 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.</p> <p>Navigation</p> <p>Human Resources and Payroll - Agencies > Employee Maintenance > Employee Information</p> <p>Steps</p> <p>From the Employee Information – Work With Employee Information window.</p> <ol style="list-style-type: none"> 1. Enter all or part of the employee name in the QBE (query-by-example) line directly above the Alpha Name column in the grid to search. 2. Click Find. The Employee Information – Work With Employee Information window appears. 3. Choose the employee on the grid row to be transferred. 4. Click Row, Employee. The Employee Information – Employee window appears. 5. Change the Business Unit (SBU) to S001234567. 6. Click OK. The Change Reason window appears. 7. Enter the Effective On date and Change Reason code. 8. Click OK to return to the Work With Employee Information window. 9. Click Close.

To	Do This
Transfer Dependent/Beneficiary - Transferring Agency	<p>Navigation</p> <p>Human Resources and Payroll – Agencies > Benefits Administration > Attach Dependent/Beneficiary to Plan</p> <p> Do not terminate the employee's benefits. This will be done by the receiving agency, if needed.</p> <p>Steps</p> <p>Start this instruction from the Attach Dependent/Beneficiary to Plan – Work with Employees window.</p> <ol style="list-style-type: none"> 1. Enter the Address Book number of the employee that is transferring in the Employee Identification field in the header. 2. Choose the employee and click Select. 3. Choose the Dependent/Beneficiary who is being transferred and click Row, Dep/Ben Entry. 4. Click Form, Dep/Ben Address. 5. Change the Business Unit to S001234567. 6. Click OK to return to the Attach Dependent/Beneficiary to Plan – Dependent/Beneficiary Entry window. 7. Click Cancel. 8. To change another Dependent/Beneficiary, repeat steps 3-7. 9. When finished changing Dependents/Beneficiaries, click Cancel to return to the Attach Dependent/Beneficiary to Plan – Work with Employees window. 10. Click Close. You will return to the menu.