Managing the Intra-Agency Transfer Process Overview

The Transfer Employee business process refers to the movement of an employee from one position to another position. This job aid addresses how to transfer an employee from one position to another position within the same agency, otherwise known as an Intra-Agency Transfer.

The transfer of an employee represents several possible job changes such as a Promotion, Demotion, Voluntary Transfer, or a Reassignment. The corresponding Action/Action Reasons are used to capture the appropriate transaction.

This document has two sections:

- The process to transfer an employee from a salaried position to a salaried position or a waged position to a wage position within the same agency

- The process to transfer an employee from a salaried position to wage position or a waged position to a salaried position within the same agency

This document covers the process used to extract the transfer transaction once the job data is saved on the employee's job record.

The Cardinal HR module does not include management approval workflow; therefore, all approvals shall take place outside of the system in accordance with applicable policy prior to processing transactions.

This document does not cover the steps to upload the transfer information to the Cardinal system.

This document does not address the steps required if an agency has been abolished or is consolidated with another agency. The impacted agency must work with The Department of Human Resource Management (DHRM) and the Post Production Support (PPS) Team to transfer position and job records as needed.

As of 11/11/2022, per the DHRM policy, Service Credit for Annual Leave Accruals, the annual leave accrual rate is determined by using state service and a veteran's service in the military, National Guard or Reserves. A Veteran's service in the military, National Guard, or Reserves is determined by adding the net active service, total prior active service, and total prior inactive service data found on the form DD-214. To assist in identifying employees who are eligible, the RHR294-Disability and Veteran Service Report can be used. In order to run this report, the user must have the manager role due to the disability information on the report.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1; Section 2, after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Transferring an Employee from a Wage Position to a Wage Position or from a Salary Position to a Salary Position

Before beginning, ensure that all necessary data is accessible and ready for data entry.

Step	Action
1.	Navigate to the **Job Data** page using the following path: **NavBar > Menu > Workforce Administration > Job Information > Job Data**

	The **Job Data Find an Existing Value** page displays.

	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2.	Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

	Users can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

Step	Action
3.	Click the **Search** button.
	The **Job Data** page for the applicable employee displays with the **Work Location** tab displayed by default.
4.	Click the **Add a Row** icon (**+**).

Step	Action
	The page refreshes and is now editable as a new effective dated row.
5.	The **Effective Date** field defaults to the current system date. Update this date to the applicable date of transfer as needed using the **Calendar** icon.
ℹ	For further information on effective dating, see the Job Aid titled **HR351_Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
6.	The Action defaults from the previous row. Select the applicable action of "Transfer" using the **Action** field dropdown button.
7.	Click the **Reason** field dropdown button and select the applicable "Transfer In" reason.
ℹ	The appropriate Action/Action Reason that best describes the hire/rehire reason is selected. The Job Aid titled **HR351_Action Reason Codes** provides a list of valid action/action reason combinations. Additionally, for agencies previously using PMIS codes, a crosswalk is provided to help decide which Cardinal code to use. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
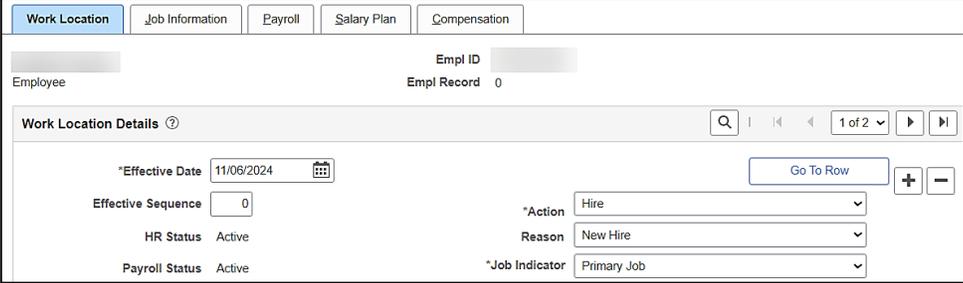
Step	Action
8.	Scroll down as needed and click in the **Position Number** field. **Work Location Details** ⓘ — 1 of 2 *Effective Date 07/20/2024 Effective Sequence 0 HR Status Active Payroll Status Active *Action Transfer Reason Promotion *Job Indicator Primary Job Current Position Number CJSTRN01 — Analyst Override Position Data Position Entry Date 07/12/2024 ☐ Position Management Record
9.	Highlight the existing Position Number and enter the new Position Number in the **Position Number** field or select the new Position Number using the **Look Up** icon. Position Number CJS00506 Override Posi
10.	Press the **Tab** key on the keyboard to tab out of the field.
11.	Validate that the position selected is the required position and all data related to the position is as expected. This includes verifying whether the position is eligible for telework.
ⓘ	For more information on reviewing Position Data, see the Job Aids titled **HR351_Managing a Position** and **HR351_ Managing Employee Teleworker Data**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.
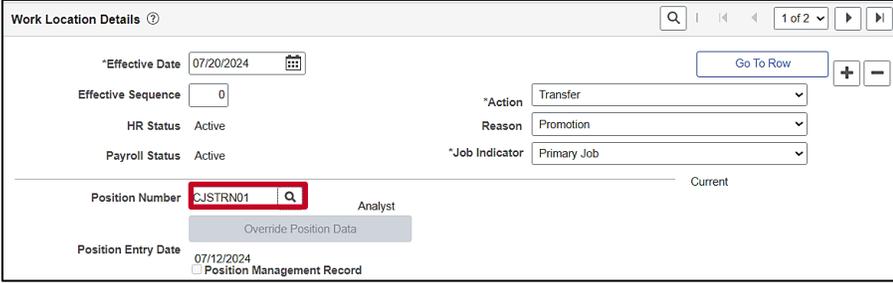
The **Work Location** page refreshes with the new data based on the Position selected.

| Work Location | Job Information | Payroll | Salary Plan | Compensation |

Empl ID
Employee   Empl Record 0

Work Location Details ⓘ — 1 of 2

*Effective Date 07/20/2024
Effective Sequence 0   *Action Transfer
HR Status Active   Reason Promotion
Payroll Status Active   *Job Indicator Primary Job
Go To Row
                                             Current
Position Number CJS00506   Prog Admin Specialist II
Override Position Data
Position Entry Date 07/20/2024
☐ Position Management Record
Regulatory Region USA   United States
Company CJS   Dept of Criminal Justice Svcs
Business Unit 14000   Dept of Criminal Justice Svcs
Department 10300   Div of Programs and Services
Department Entry Date 07/20/2024
Location CENTR   Dept of Criminal Justice Serv.
Establishment ID DCJS   Dept of Criminal Justice Serv.   Date Created 11/06/2024
Last Start Date 07/12/2024   STD Claim Number

Step	Action
12.	The remaining information populates based on the Position Number entered/selected. Review the information. If the Position Data is not correct, cancel the action and make corrections to the Position before assigning the employee to the position.
(i)	For further information on updating Position Data, see the Job Aid titled **HR351_Managing a Position.** This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
13.	If the Position Data is correct, click the **Job Information** tab.

| Work Location | Job Information | Payroll | Salary Plan | Compensation |

Empl ID

Employee   Empl Record   0 |

The **Job Information** tab displays.

| Work Location | Job Information | Payroll | Salary Plan | Compensation |

Empl ID

Employee   Empl Record   0

Job Information Details ⑦   🔍 |◄ ◄ 1 of 2 ▼ ► ►|

Effective Date   07/20/2024   Go To Row
Effective Sequence 0   Action   Transfer
HR Status   Active   Reason   Promotion
Payroll Status   Active   Job Indicator   Primary Job
                                                                Current

Job Code   19212   Prog Admin Specialist II
Entry Date   07/20/2024   SOC Code   15-1041
Supervisor Level E   Employee   Supervisor Name   CJS0002900267403800 JOHN DOE
Reports To   CJS00027 View Current Incumbents   Finance Manager 00242622500 BENGAL TIGER
Regular/Temporary Restricted   Full/Part   Full-Time
Empl Class   Classified ▼   *Officer Code   None ▼

Regular Shift   Not Applicable   Shift Rate   [   ]
Classified Ind Classified   Shift Factor [   ]

| 14. | Review the Job Information. If the Job Information is not correct, cancel the action and make corrections to the Position before assigning the employee to the position. |
| (i) | For further information on updating Position Data, see the Job Aid titled **HR351_Managing a Position.** This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

The **Action/Reason, Employee Class,** and **Job Code** are key fields in the VRS file nightly extract from Cardinal to VRS. VNAV reconciliation will be difficult and time consuming if the incorrect data is entered. For further information on selecting the appropriate employee classification, see the Job Aid titled **HR351_Employee Class Overview**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**. |

Step	Action
15.	If the Job Information is correct, click the **Payroll** tab. Work Location | **Job Information** | **Payroll** | Salary Plan | Compensation Employee Empl ID Empl Record 0

The **Payroll** tab displays.

| | Work Location | Job Information | **Payroll** | Salary Plan | Compensation |

Employee   Empl ID   Empl Record 0

Payroll Information ⓘ   🔍 |◀ ◀   1 of 2 ▾   ▶ ▶|

Effective Date	07/20/2024		Go To Row
Effective Sequence	0	Action	Transfer
HR Status	Active	Reason	Promotion
Payroll Status	Active	Job Indicator	Primary Job
			Current
Payroll System	Payroll for North America		
Absence System	Other ▾		

Payroll for North America ⓘ

Pay Group	SM1 🔍	Semimonthly Class (SUNSAT07)		
Employee Type	S 🔍 Salaried	Holiday Schedule	HOLSAL 🔍	Sal.HolSch
Tax Location Code	075 🔍 Goochland			
GL Pay Type		FICA Status	Subject ▾	
Combination Code			Edit ChartFields	

Step	Action
16.	The **Absence System** field may default to "Other". If the employee is Wage, keep the default of "Other". If the agency uses Cardinal Absence Management, click the dropdown button and select "Absence Management". Payroll System Payroll for North America Absence System Absence Management ▾
ⓘ	The **Absence Management** section is visible only if "Absence Management" is selected in the **Absence System** field, otherwise this section is hidden.
17.	Enter/select the applicable Pay Group in the **Pay Group** field within the **Payroll for North America** section. Absence System Absence Management ▾ **Payroll for North America** ⓘ Pay Group SM1 🔍 Semimonthly Class (SUNSAT07) Employee Type S 🔍 Salaried Holiday Schedule HOLSAL 🔍 Sal.HolSch Tax Location Code 075 🔍 Goochland GL Pay Type FICA Status Subject ▾ Combination Code Edit ChartFields
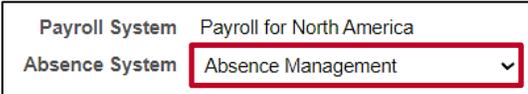
Step	Action
ℹ️	The options available within the **Pay Group** field are driven by the type of Absence System selected. It is, therefore, important to complete this page in order from top to bottom.
	FICA Status defaults to "Subject" for regular Social Security and Medicare tax withholdings. Update this value to "Exempt" if the employee is exempt from both Social Security and Medicare tax withholdings or "Medicare only" if the employee is only subject to Medicare tax withholdings
	The **Payroll** page refreshes.
ℹ️	The **Employee Type** and **Holiday Schedule** fields default based on the Pay Group selection. The **Absence Management System** section only displays if "Absence Management" is selected in the **Absence System** field.
18.	Enter/select the applicable Tax Location Code (previously known as the FIPS code) in the **Tax Location Code** field.
ℹ️	Updates made to the Tax Location Code will update the **Tax Data** pages in the Payroll module.
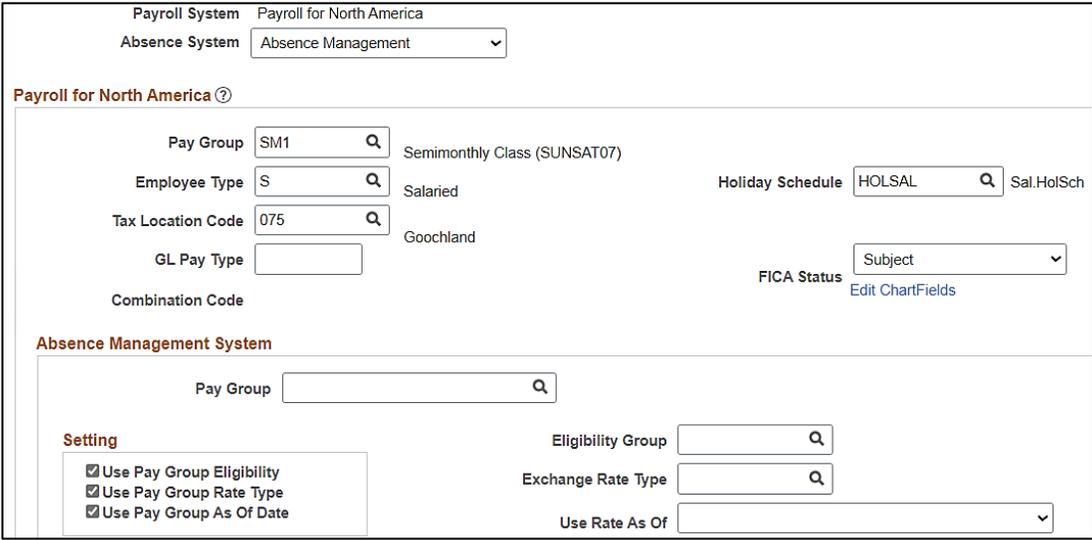
Step	Action
19.	Enter/select the same Pay Group in the **Pay Group** field within the **Absence Management System** section as was selected in the **Pay Group** field within the **Payroll for North America** section if the Pay Group is not auto populated. **Absence Management System** Pay Group SM1 Semi-monthly Classified **Setting** Eligibility Group ☑ Use Pay Group Eligibility Exchange Rate Type ☑ Use Pay Group Rate Type ☑ Use Pay Group As Of Date Use Rate As Of
20.	De-select the **Use Pay Group Eligibility** checkbox option. **Setting** ☐ Use Pay Group Eligibility ☑ Use Pay Group Rate Type ☑ Use Pay Group As Of Date
21.	Enter/select the appropriate Eligibility Group in the **Eligibility Group** field. Eligibility Group VSDPELGGRP VSDP Eligibility Group
ℹ	For further information on updating the Eligibility Group, see the Job Aid titled **TA374_Absence Management Leave Types and Eligibility**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
22.	Once the payroll information is entered, click the **Salary Plan** tab. Work Location | Job Information | **Payroll** | Salary Plan | Compensation Employee Empl ID Empl Record 0

The **Salary Plan** tab displays.

Work Location \| Job Information \| Payroll \| Salary Plan \| Compensation

Empl ID
Employee Empl Record 0

Salary Plan Details ⓘ 🔍 ◁◁ ◁ 1 of 2 ▷ ▷▷

Effective Date 07/20/2024 Go To Row

Effective Sequence 0 Action Transfer
HR Status Active Reason Promotion
Payroll Status Active Job Indicator Primary Job
  Current

Salary Admin Plan SW Statewide
Grade 5 Statewide Salary Grade 5 Grade Entry Date 07/20/2024
Step Step Entry Date
☐ Includes Wage Progression Rule

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History

Work Location \| Job Information \| Payroll \| Salary Plan \| Compensation

Step	Action
23.	Review the Salary Plan information. If the Salary Plan information is not correct, cancel the action and make corrections to the Position before assigning the employee to the position. The Salary Admin Plan/Grade may change for the employee if this action is a promotion or demotion.
ℹ️	For further information on updating Position Data, see the Job Aid titled **HR351_Managing a Position.** This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
24.	If the Salary Plan information is correct, click the **Compensation** tab.

The **Compensation** tab displays.
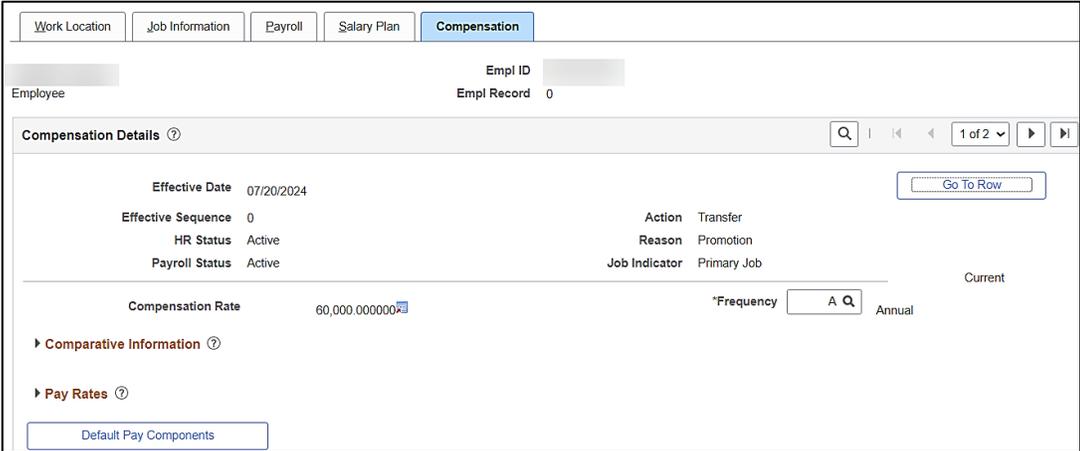
Step	Action
25.	Review the compensation information for the employee. If no updates are needed, Skip to Step 31.
26.	If updates to the compensation information for the employee are needed, click the **Default Pay Components** button.
27.	Scroll down on the page to the **Pay Components** section.

Step	Action
	The remaining information on the **Compensation** tab displays.
28.	Update the **Rate Code** field as needed using the **Look Up** icon.
29.	Highlight the existing compensation rate and enter the new compensation rate in the **Comp Rate** field as needed.
30.	Update the **Frequency** field as needed using the **Look Up** icon.
31.	Click the **Employment Data** link at the bottom of the page.

Step	Action
	The **Employment Information** page displays.
32.	Enter/select the **Probation Date** for a classified new hire employee only using the **Probation Date Calendar** icon. This date is one year from the original hire date.
ℹ	Before recording the employee's telework status, the Agency HR administrator should verify and/or update the following if the employee will be teleworking: The **Available for Telework** field = "Yes" on the employee's position record. For further information on selecting the appropriate telework option, see the Job Aid titled **HR351_Managing Employee Teleworker Data**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
33.	Click the **Employee Eligible for Telework** dropdown button and select the appropriate value.

Step	Action
ℹ	If the Agency does not use Cardinal Absence Management, the **Alternate Leave Plan** field must be completed based on the employee's leave program (i.e., VSDP Elig Group) in order for the employee to have a complete Total Compensation statement in Cardinal ESS. *Employee Eligible for Telework? Employee Eligible for Telework Alternate Leave Plan [ ] ☐ Alternate Work Schedule VSDP Enroll Date 07/12/2024 📅
34.	Enter the enrollment date in the **VSDP Enroll Date** field. This field is provided to VNAV and is used by the VSDP vendor to determine the original program enrollment date. *Employee Eligible for Telework? Employee Eligible for Telework Alternate Leave Plan [ ] ☐ Alternate Work Schedule VSDP Enroll Date 07/12/2024 📅
35.	Enter the original hire date in the **Continuous State Service Date** field. This field is used to determine eligibility for legislative pay increases for all salaried employees, as well as severance and benefits at layoff for VPA covered employees (if applicable). Person Employment Dates ⑦ Continuous State Service Date 07/12/2024 📅 Previous State Service Months 0 Annual Leave Eligibility Date 07/12/2024 📅 Veteran's Service Credit Months 60 Total Service Credit Months 60
36.	Enter the original hire date in the **Annual Leave Eligibility Date** field. This field must be updated for all VPA covered employees and salaried employees for agencies that use Cardinal's Absence Management and auto populates the **Company Seniority Date** field. Person Employment Dates ⑦ Continuous State Service Date 07/12/2024 📅 Previous State Service Months 0 Annual Leave Eligibility Date 07/12/2024 📅 Veteran's Service Credit Months 60 Total Service Credit Months 60
ℹ	If a correction is needed for the **Annual Leave Eligibility Date**, use the Action Reason combination of "DTA / LED" and then enter the correct date. For further information on Action Reasons, refer to the Job Aid titled **HR351_Action Reason Codes**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
37.	Enter the service months in the **Previous State Service Months** field if applicable. This field is used when there is a break in service (Rehires only). For further information on breaks in service, refer to the Job Aid titled **HR351_Managing Service Dates and Breaks in Service**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**. **Person Employment Dates** ⓘ Continuous State Service Date 07/12/2024 📅 Previous State Service Months **0** Annual Leave Eligibility Date 07/12/2024 📅 Veteran's Service Credit Months 60 Total Service Credit Months 60
38.	Enter the months of veteran's service in the **Veterans Service Credit Months** field if applicable. **Person Employment Dates** ⓘ Continuous State Service Date 07/12/2024 📅 Previous State Service Months 0 Annual Leave Eligibility Date 07/12/2024 📅 Veteran's Service Credit Months **60** Total Service Credit Months 60
ⓘ	The annual leave accrual is determined by using state service and veteran's service in the military, National Guard, or Reserves. The **Total Service Credit Months** field is a read only field. It is auto populated as the sum of the veteran's service credit months and the previous state service months. It is used to determine the annual leave eligibility date when there is a break in service or veteran's service applies. For a detailed description of the date fields on the **Employment Information** page, refer to the Job Aid titled **HR351_Managing Service Dates and Breaks in Service**. This Job Aid can be found on the Cardinal website in the **Job Aids** under **Learning**.
39.	Click the **Benefits Program Participation** link at the bottom of the page. ▷ 🇺🇸 USA Job Data Employment Data Earnings Distribution **Benefits Program Participation** Save Return to Search Previous in List Next in List Notify Refresh Update/Display

Step	Action
	The **Benefits Program Participation** page displays.
40.	Review the Benefits Program Participation information and validate for accuracy.
ℹ️	If any of the Benefits Program Participation information is not correct, coordinate with a Benefits Administrator. For further information on eligibility configuration valid values, see the Job Aid titled **BN361_Overview of the Eligibility of Configuration Fields**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
41.	Click the **Save** button at the bottom of the page.
	The **Work Location** tab redisplays.

Step	Action
42.	Highlight the Employee ID and right click the mouse to copy the Employee ID.
43.	Run the **HR Activity Report** for the employee. To run the **HR Activity Report** for the employee, use the following navigation: **NavBar > Menu > Workforce Administration > Job Information > Reports > Employee Activity Report**
ℹ	For further information on Reports, see the **HCM Cardinal Human Resources Reports Catalog**. The HCM Reports Catalogs can be found on the Cardinal website under **Resources**.
44.	Print the **HR Activity Report** and place the printed transaction in the employee file for future audit requests.

Transferring an Employee from a Wage Position to a Salary Position or from a Salary Position to a Wage Position

Before beginning, ensure that all necessary data is accessible and ready for data entry. A wage position and salaried position cannot exist on the same employee record. Therefore, the position the employee is transferring from must be terminated and a new employment instance must be entered to create a new employee record for the new position.

Note: For further information on terminating positions and adding new employment instances, see the Job Aids titled **HR351_Separation Statuses** and **HR351_Creating a New Hire**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**

Agency Next Steps After Intra-Agency Transfer

- Be sure to add telework agreement if one has been established.

  - For further information on telework, see the Job Aid titled **HR351_Maintain Employee Teleworker Data**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**

- If the Agency requires the Employee Activity Report to be placed in the personnel file, be sure to run the **Employee Activity Report**. This report can be found in the **Cardinal HCM Human Resources Reports Catalog**. The reports catalog can be found on the Cardinal website in **Reports Catalog** under **Resources**

- Communicate with the employee to update state and federal withholding forms, direct deposit elections, etc. per established business practices. If the tax withholding paper is not collected and entered prior to the first payroll period, withholdings will default to single and zero. State taxes default to VA

- Coordinate with agency Benefits Administrators to ensure that eligible employees complete their benefit elections (within 30 days per OHB policy)

  - For further information on completing benefit elections, see the Job Aid titled, **BN361_Completing a New Hire Enrollment**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**

- Coordinate with an agency Time and Labor (TL) Administrator to ensure that all employees are assigned the applicable Work Schedule (can be assigned by either a TL Administrator or the employee's supervisor) and review their TA eligibilities (i.e., overtime, comp leave, etc.)

  - For further information on assigning Work Schedules, see the Job Aid titled **TA_Maintaining Employee Work Schedules**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**