Transfer between agencies checklist

List for agency EE is transferring from:

- Hiring agency may contact current agency with information for transfer. Or hiring agency will contact sharp@ks.gov to process the transfer. If that is the case, OPS will notify current agency. Job data entry will occur when the timing is best for both agencies.
- Time Reporter Data –
  - If EE is transferring to another state agency do not inactivate Time Reporter Data.
  - If EE is transferring to a regent, Time Reporter Data will need to be inactivated. Effective date is the day following the EE's last day in active status.
    - Do this once you have removed defaulted hours from all timesheets after inactive date.
- Timesheet –
  - Ensure timesheet is submitted, approved, and payable time is approved prior to the transfer.
  - Comp time and holiday comp time hours need to be paid out on the EE's last timesheet. KAR 1-9-14
- General Deductions - Enter termination of Work Comp Insurance – Agency WCI**XYZ**. Effective date and Deduction End Date is the first day of the pay period in which the deduction should no longer be taken.
- Retirement Plans – Do not terminate retirement or Group Term Life (GTL) plans unless EE is transferring to a regent. Effective date is the first day of the pay period in which the deduction should no longer be taken.
- Remove agency specific phone numbers and email addresses in personal data. Retain 'DOMAIN' email address if the agency participates in LinkedIn Learning.
- Notify the SMART and SHARP agency contact if the EE had access to either system so user ID can be inactivated.
- Enter termination in KPERS portal if applicable.
- Enter termination in MAP portal for Group Health Insurance (GHI) if applicable.

List for agency EE is transferring to:

- Contact current agency or sharp@ks.gov with information for transfer. Appointment information includes effective date, action/reason, position number, tax location code, holiday schedule, step (if CLA, WS, or JDG salary plan), comp rate, schedule ID, employment status (if CLA, WS, or JDG salary plan), probation end date (if applicable), date next increase (if applicable), Annual Benefits Base rate (ABBR), BAS Group ID, Elig Fld 1, Elig Fld 2, and benefit program participation details. Job data entry will occur when the timing is best for both agencies.
  - Time Reporter Data can be updated once the transfer has been entered. Effective date needs to match appointment date.
- Retirement Plans – review on all transfers as the previous agency may offer different retirement and GTL plans than your agency.
- Enter Work Comp Insurance – Agency WCI**XYZ**. Effective date needs to match appointment date.
- Enter agency specific phone and email addresses if applicable. Update 'DOMAIN' email address if agency participates in LinkedIn Learning. If not, it can be deleted.
- Review and enter other data your agency may use that others do not. This could include emergency contact information and driver's license data.

Reminder: Employees moving from a benefit eligible position to a non benefit eligible position or visa versa, or non benefit to non benefit, need to be termed and then rehired.