Standard Operating Procedure for Transfer of an Elected Official Mid Pay Period

The following steps should be followed by the losing agency prior to them transferring the employee:

- Ensure that all time the employee worked has been entered and approved in SHARE.
- Enter and approve payment of any comp time, premium bank overtime or holiday comp time that may be owed to the employee.
- Enter loss of Personal Leave Day if the employee has not used it.
- Upon transfer, the losing agency should complete box 3 of the Terminal Leave Request Form and send to the accepting agency.

Step 1

1. Complete a Transfer/Rehire Form as you would for any other employee and send to the losing agency's human resources division. If they Judge will be a district Judge choose "JUDGES" in Eligibility Field 3, if they will be a Magistrate Judge choose "MAGSTT". Eligibility Field 4 should be "N".

Benefits
Eligibility Field 3 (Retirement Plan) : MAGSTT ***Eligibility Field 4 :** N

2. Upon transfer of the employee to your agency in SHARE, go through the Tabs across the Top of the Workforce Administration page.
3. Under the Payroll tab, enter the Employee as HOURLY (H).
4. Under the Time Reporter Data, use the same effective date as the transfer. Assign the Work Group as CT80HRS (Earns Comp Time Over 80 Specific to your Business Unit) and Assign the correct Task Group, Task profile ID to ensure accurate accounting.
5. On the Benefits Program participation page, in the Eligibility Field 3 enter the proper retirement code; example MAGSTT, or JUDGES.
6. In Eligibility Field 4 of the same screen enter "N" so the employee does not accrue any leave.
7. Save
8. With the same effective date as the hire, assign the employee the appropriate schedule.
9. Save

Step 2

1. After payroll has completed go into Workforce Administration for the employee and enter the date with the effective pay period in the Payroll tab enter the employee as Salaried (S).
2. Go to the Maintain Time Reporter Data screen and using the beginning of the pay period change the workgroup to reflect “Payroll”, trigger time and allow Time Administration to run.
3. Accessing Time Reporter through Time and Labor/Enroll Time Reporter/Maintain Time Reporter Data add a new row with the date after the beginning of a pay period as previously entered to change the Time Reporter Status to INACTIVE.
4. Save
5. Complete the TLV form and follow the process to enter the annual leave pay out, lose the sick leave and submit the form to DFA for processing. A Judge should not carry any leave balances.