

Memorandum



To: All Human Resources Administrators, Payroll Personnel, CIOs and IT Staff of Agencies, Boards and Commissions

From: Kevin Milstead, Assistant Deputy Director, DAS Human Resources Division
Spencer Wood, Chief Operating Officer, DAS Infrastructure Services Division

Date: August 14, 2014

Re: Employee Inter-agency Transfer Guidance

The purpose of this memorandum is to provide guidance on how to efficiently transfer employees between agencies.

When OAKS HCM went live in December 2006, agencies were instructed to transfer employees after the final payroll had been completed by the releasing agency. Following this process, the receiving agency does not have access to the employee's job data record until the transfer has been completed.

New HCM process for transfers

In order for transferring employees to have access (e.g., network, email account, OAKS HCM, OAKS FIN, etc.) on their first day at their new agency, DAS HRD is recommending agencies coordinate the completion of the employee transfer in OAKS HCM no later than the employee's last date worked at the releasing agency. As the Office of Information Technology (OIT) continues to expand the use of HCM data, this revised process will provide expanded services to employees in a quicker and more efficient manner.

New e-mail setup process for transfers

The transfer of employee email accounts is one of the IT services that is dependent on accurate HCM data. Attached is a workflow that depicts the new e-mail process for agencies when an employee transfers to a different agency. This process will be communicated to relevant IT personnel to ensure a 48-hour turn around for the creation of new email account.

Should you need assistance in processing the final payroll for an employee who has transferred from your agency, please contact your DAS HRD Payroll Support Specialist. Your Payroll Support Specialist will be able to approve or modify time based on your written request and can provide any documents (e.g., screenshots of paychecks, timesheets, etc.) you will need for your agency's records.

If you have any questions or concerns regarding this revised process, please contact Kevin Milstead at 614.466.0767.

Email Process Flow for Transferring Employees

