



Mike DeWine, Governor
Jon Husted, Lt. Governor

Kathleen C. Madden, Director

To: Human Resources Administrators of all State Agencies, Elected Officials,
Boards and Commissions
From: Peter Renner, State Chief Human Resources Officer, DAS State Human
Resources Division
Date: November 5, 2021
Re: Employee Inter-agency Transfer Guidance

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

The requesting agency should notify the releasing agency of the transfer a pay period in advance. This communication with the releasing agency is to occur outside of OAKS HCM, in addition to the ePAR system workflow.

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 SHRD recommends agencies coordinate the completion of the employee transfer in OAKS HCM 2-3 business days prior to the effective date, but no later than the employee's last date worked at the releasing agency. The personnel action (ePAR) should be approved by the releasing agency before the effective date of the transfer. The transfer of employee email accounts is one of the IT services that is dependent on accurate HCM job data. The approval of the transfer ePAR before the effective date will allow for a quicker and more efficient process for creating OH|ID and mailbox accounts at the requesting agency. If the ePAR is approved after the effective date of the transfer, it will cause significant delays in this process.

The releasing agency will maintain access to the employee in OAKS HCM after the approval of the ePAR until the effective date of the transfer. Once the effective date is reached, the employee will only be accessible to the receiving agency.

If the releasing agency should need assistance in processing the final payroll for an employee who has transferred from your agency, please contact your DAS SHRD Payroll Support Specialist. Your Payroll 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 process, please contact Jessica Mitchell at 614.466.0769.