

Bargaining Unit Internal Transfer Checklist

To Be Completed By Talent Acquisition

Employee Name:

Employee Pernr:

Current Pay Cycle:

New Pay Cycle:

Suggested Transfer Date:

Hiring Manager:

Hiring Manager Email:

Talent Acquisition Contact Name:

Talent Acquisition Email:

Preferred Employee Contact Information:

To Be Completed By HR Compliance Services

Approved Start Date:

Approved Termination Date:

E210 Eligibility Date:

HR Payroll Contact

Step 1

- Talent Acquisition sends completed BU Transfer Checklist to HR Compliance Services to confirm start date request. Subject line will read- PAY CYCLE CHANGE (BU TO STAFF/STAFF TO BU) - Candidate's Name

Step 2

- HR Compliance Services contacts HR Shared Services (HRSS) to get approved start (hire) date and term date for previous pernr.

Step 3

- HR Compliance Services sends checklist to Talent Acquisition and Hiring Manager with approved hire date from HRSS.

Step 4

- TA will send a notification to HRSharedServices@jh.edu when they release the requisition for hire. HRSS Supervisor will be carbon copied. Subject line will read- PAY CYCLE CHANGE (BU TO STAFF/STAFF TO BU) - Candidate's Name

Step 5

- Dept. must wait to hear from HRSS before completing ISRs. The term ISR must be processed first using reason code pay cycle change. Reinstatement ISR should be processed with the same reason code. A lump sum payment may be necessary to pay employee during periods when they are not active on either pay cycle. HRSS will coordinate the completion of the appropriate ISRs.

Step 6

- HRSS will transfer deposit and tax information to the new pernr. HRSS will also contact Payroll to check if there are garnishments that need to be moved to the new pernr. Hire record is not placed on I9 hold.

Step 7

- HRSS emails HRComplianceSvc@jh.edu when ISRs are approved and completed and communicates parking and any post-tax deductions that are currently being deducted from the employee's paycheck.

Step 8

- HR Compliance Services emails Tamara Smith with a cc Patricia Garmon to alert them of the transfer. Benefits reaches out to employee to explain benefits impact and re-enrollment requirements (including voluntary benefits).

Step 9

- HR Compliance Services sends email to employee notifying them of parking or post-tax deductions that are being deducted from their paycheck and the need to re-enroll in these services if applicable.

Step 10

- HR Compliance Services changes eligibility date in E210 to reflect correct accrual of vacation leave once employee's new position is updated in SAP. Set-up tickler one week after approved start date.

HR Compliance Services Representative:

Date:

Bargaining Unit Internal Transfer Frequently Asked Questions (FAQ)

Question: What will happen to my benefits when I transfer from a bargaining unit position to a staff position?

Answer: Once your new position is entered in SAP, EBIX will send you a benefits enrollment email. You will have 30 days to make the benefit elections for which you are eligible as support staff. Generally, benefits are effective on your new position hire date. The end of BU benefits and the start of Staff benefits will be coordinated with the Benefits Enrollment Consultant so there is no gap or duplicate coverage. If currently enrolled in voluntary benefits, these will need to be re-elected. Accrual in the pension plan will stop but you will receive higher 403(b) retirement plan contributions from the university.

Question: What will happen to my benefits when I transfer from a staff position to a bargaining unit position?

Answer: Once your new position is entered in SAP, EBIX will send you a benefits enrollment email. You will have 30 days to make the benefit elections for which you are eligible as a bargaining unit member. Generally, benefits are effective on your new position hire date. The end of Staff benefits and the start of BU benefits will be coordinated with the Benefits Enrollment Consultant so there is no gap or duplicate coverage. If currently enrolled in voluntary benefits, these will need to be re-elected. You will be eligible for the pension plan after two years of F/T BU service.

Question: When I transfer from bargaining unit to staff, when will I receive my first paycheck?

Answer: Your first pay check will be determined by your hire date in your new position. If moving from weekly to semimonthly the semimonthly pay dates are the 15th and last day of the month. If moving from semimonthly to weekly pay dates are every Friday.

Question: What happens to my leave accrual when I transfer from bargaining unit to staff **or** from staff to bargaining unit?

Answer: Your eligibility date for leave accrual will remain the same. The accrual of sick leave is the same for staff and bargaining unit employees. However, the vacation accrual rate is different. Please refer to the bargaining unit handbook or the HR Policy Manual for accrual rates that apply to your new status.

Question: I'm already a bargaining unit employee and I am accepting another bargaining unit position. Will I have to complete another probationary period? What happens to my benefits?

Answer: No, your benefits will remain unchanged. The new department must ensure that the employee group for the position is changed to full time before the internal transfer is completed.

Question: As a bargaining unit member, I swipe in and out of the Kronos system to record my time. How will my time be recorded when I become a staff member?

Answer: You will record your time weekly in the E210 system. Your timesheet will be reviewed by your supervisor on a weekly basis to validate the accuracy of the entries and to ensure overtime is paid timely. Your timesheet will be approved monthly.

Question: What happens to my post-tax deductions when I transfer between pay cycles?

Answer: You will need to re-establish parking (if applicable) and post-tax deductions once you transfer between pay cycles. These post tax deductions include: United Way, Credit Union, fitness center, voluntary benefits, etc. Please contact the appropriate office to re-enroll in these services/plans.

Question: Will I have to complete new direct deposit when I transfer?

Answer: No, this information will be updated for you; however it is advisable that you review your withholdings for accuracy.