

PA2e – Transfers between departments

A transfer occurs when an employee moves from one department (*originating department*) to join another (*receiving department*) within the University.

Refer to [Recording start and end dates in CoreHR](#) for guidance on the correct start date to enter to ensure the employee is paid correctly.

What's changed?

Hyperlinks updated.
Guidance on start date of transfer amended.
Nov 19



Note: Transfers from department to department do not require a new RTW check if there has been no break in service BUT the original RTW documents must be transferred with the employee and checked that copy is clear. Care should be taken for List B document holders to ensure the visa permits work in the new post.



Note: If the employee will be working abroad please also refer to **QRG: PA5_Working abroad**



Note: If the individual has Manager Self-Service access, the originating department should ensure that any existing access is removed. The receiving department can then request new Manager Self-Service access for the individual as required. Changes to Manager Self-Service access can be requested by completing a Service Request, accessible from the [HRIS Service Catalogue page](#).

This guide covers the following process steps:

Before you start	2
Core Process Summary	3
RECEIVING DEPARTMENT	3
A. Initiate appointment and transfer request	3
1. Via e-Recruitment.....	3
2. Not via e-Recruitment	4
3. Requesting the transfer	5
B. Appoint Approved Transfer (Receiving Department)	7
C. Cancel a Transfer Request (Receiving Department)	8
ORIGINATING DEPARTMENT	9
D. Receive Transfer Request (Originating Department)	9
1. Additional Instructions for Payroll (if required).....	9
2. Completing the Transfer Request	10

PA2e – Transfers between departments

Before you start



The process can get complicated and if errors are made they can be very difficult for HRIS Support to unpick. Before proceeding with a transfer you are advised to read the following:

- The transfer process is governed by security access and not area of responsibility. If you have access to records in both the departments involved then you should follow **QRG: PA2f_Appoint Transfer (within department)** instead of this guide.
 - It is expected that the Personnel Administrators from both departments will communicate off-system regarding the move to agree the details **before** processing the transfer through CoreHR.
 - If you are not sure who to contact in another department refer to the [Departmental contacts listing](#).
 - *Transfers over a weekend:* as per Personnel Services guidance, the individual's employment with the original department will include the Saturday and the employment with the new department will start on the Sunday. This also applies to bank holiday weekends. For transfers occurring over a longer closure period (e.g. the Christmas break), thought should be given to the start and end dates.
 - When appointing an individual who already has an active casual appointment (whether or not this is with your department) it is important to check if this is going to be an additional appointment or a transfer for the individual. Before continuing with the appointment it is advisable to contact the Payroll Team to ensure that the casual appointment is appropriately managed.
 - If the individual is moving from an employee appointment to a non-employee appointment (e.g. moving from a University contract to an agency role or a placement with TSS) they should be processed as a leaver and then rehired.
 - For TUPE and hybrid T&C employees it is important to refer to Personnel Services before proceeding with a transfer – refer to p6 to see where this is flagged if you need to check.
- A transfer is a **new post** for an individual and so will require a **new contract**. This will therefore mean that the employee will be contractually entered into a pension scheme even if they have previously opted out.

PA2e – Transfers between departments



Core Process Summary

This guide is divided between the **Originating Department** and the **Receiving Department** with each section covering the following:

Receiving Department

Section A: The receiving department Personnel Administrator 'requests' the transfer in the system.

Section B: Once approved in the system, the receiving department's Personnel Administrator can appoint the employee in the new post with a Reason of 'New Appointment (Transfer)', and allocate funding as required.

Section C: If necessary the request can be cancelled by the receiving department.

Originating Department

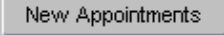


Section D: The originating department's Personnel Administrator 'approves' the transfer.

RECEIVING DEPARTMENT

A. Initiate appointment and transfer request

Navigate to: Personnel > Maintenance > Personal Profile

1. Via e-Recruitment

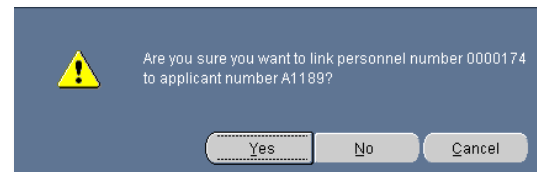
- 1.1. From the employee search window click the  button. The *Applicants/Posts* window opens.
- 1.2. On the **Applicants** tab locate the relevant Applicant in the list, using the search criteria if needed. Check the **Post** and **Recruitment ID** (Vacancy number) are as expected.
- 1.3. Check if the **Personnel Number** is populated. If it is, then click the  button to the right of the relevant Applicant. **Now go to step 3.**
- 1.4. If the **Personnel Number** is not populated, click the  button to the right of the relevant Applicant. The *New Appointment Search* window opens:

PA2e – Transfers between departments

1.5. Use the Search criteria to locate the existing Employee. Enter the employee's **Name**.

1.6. Click .

1.7. Locate the relevant employee in the list. Click the button (to the right of the employee record). The system may display this message. Click **Yes**.



Note: If you are not entirely sure the existing person is the same as your applicant, enter NI number or date of birth to confirm before clicking **Yes**.

1.8. **Now go to Step 3** →

2. Not via e-Recruitment




2.1. From the employee search window click the button. The *Applicants/Posts* window opens.

2.2. In the *Applicants/Posts* window select the Posts tab and enter the Post Number:

2.3. Click . The system displays the relevant Post.

2.4. Click the button to the right of the post. The *New Appointment Search* window opens:

PA2e – Transfers between departments

- 2.5. Use the Search criteria to locate the existing employee. Enter the employee's Name.
- 2.6. Click .
- 2.7. Locate the relevant employee in the list. Click the  button (to the right of the employee record).
- 2.8. **Now go to Step 3** 



Note: If you are unable to locate the individual as expected, and they were an employee on, or since, 01/08/03 contact HRIS Support. Do not create a new record for the individual.

3. Requesting the transfer


The *Appoint Existing Person* window opens:

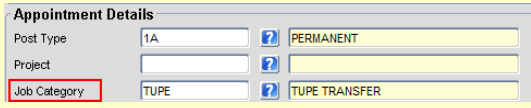


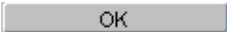
Note: If the individual's existing post is **CASUAL** or **CASTCH**, discuss with the originating department whether the existing casual appointment is still required. If it **is** (or if there is any doubt), follow **QRG: PA2b_Additional Appointments**. If it is **not**, continue with this guide.

PA2e – Transfers between departments

3.1. To view the current appointment, click **View Appointment** to open the View current appointment window.

 **Note:** If the *Job Category* field contains **TUPE or HYBRID** do not proceed – contact Personnel Services for guidance.




3.2. Click  to close the appointment details.


3.3. Tick the Select Appointment box against the appointment they are transferring from.

3.4. Ensure that Replace an Existing Appointment is selected (option selected by default).

3.5. Complete fields as below:

Field Name (* mandatory)	Description
Replacement Type *	Select Transfer Request .
Transfer Status *	Select Requested .
Planned Start Date*	Enter date employee expected to transfer.
Comments *	Add Comments as required. Eg. "Approved. Dianne will start in 6 weeks as agreed", followed by your initials and extension number.

 **Note:** For clarification to the other Personnel Administrator, you should enter your name/initials and extension number because the system only displays your UserName (Oxford single sign on) against the comments.

 **Note:** At this stage, before the request is approved by the originating department you can cancel the request. See **Section C**.

3.6. Click . A message appears to confirm that your transfer request has been submitted successfully. Click .

Once the personnel administrator in the originating department has approved the transfer you will be able to appoint the transferee into the new post (section B)

PA2e – Transfers between departments

B. Appoint Approved Transfer (Receiving Department)

Once the originating department has approved the transfer you can appoint the person.

Navigate to: Personnel > Maintenance > Personal Profile

1. From the Employee Search window click the button.

The *Applicants/Posts* window opens:

The screenshot shows the 'Applicants/Posts' window with tabs for 'Applicants', 'Posts', 'Transfer In', and 'Transfer Out'. The 'Transfer In' tab is selected. Search criteria include 'Search by Name' (Iffley) and 'Search by Transfer Status'. A table of records is displayed below:

Transfer Status	Complete	Personnel No.	Name	Date Effective	Comments	Select
Approved	<input type="checkbox"/>	0002005	DIANNE IFFLEY	18-MAY-2015	As agreed Dianne Iffley can start with you o	Select

2. Select the **Transfer In** tab and click on to see the list of transfers in progress. Use the search criteria to narrow your search if you wish.
3. Locate the relevant record from the list and check the **Transfer Request Status** and **Comments** relating to the request.
4. For more detail, click the button to the right of the relevant transfer line.

Once the transfer has been approved follow the appointing guidance in QRG PANS0 Pre-arrival and New Starter Guide (section B).



Note: If the employee is moving into an appointment that is not eligible for Continuous Service it is important to check if the employee has an override date in the Continuous Service screen, if there is, this must be removed. For guidance on checking and removing the override date refer to **QRG: IP13 Continuous Service**. For guidance on Continuous Service see the [Policy webpages](#).

Next steps

1. Generate and issue a new contract (**QRG: PANS0 Pre-Arrival and new starter guide – section D**).
2. **All** direct appointees (ie those who have not come through e-recruitment) must complete a paper **Equality and Diversity** form. (**QRG: PA2g_Direct Appoint**)
3. It is important to ensure that all qualification details, checks etc are fully up to date. Refer to **QRG: PANS0_ Pre-Arrival and new starter guide** and the **Transfer Checklist** to ensure that nothing is missed. In particular it is important that Medical/Health/Social Care Qualifications and White book data is updated if relevant.

PA2e – Transfers between departments



Note: if you are commencing the individual after the payroll deadline and the effective date of the transfer is during the current payroll month or earlier, you must inform your payroll administrator before the supplementary deadline to ensure that the new salary is approved otherwise there is a risk that the employee will not be paid.

C. Cancel a Transfer Request (Receiving Department)

After the request has been submitted, but before it has been approved; or if the request has been put on hold by the Originating Department, it can be cancelled if necessary as follows:

1. Click the **New Appointments** button. The *Applicants/Posts* window opens.

The screenshot shows the 'Applicants/Posts' window with tabs for 'Applicants', 'Posts', 'Transfer In', and 'Transfer Out'. The 'Transfer In' tab is selected. Search filters include 'Search by Name' (with 'Ifley' entered) and 'Search by Transfer Status'. A table below shows a single entry for DIANNE IFLEY with a 'Select' button.

Transfer Status	Complete	Personnel No.	Name	Date Effective	Comments	
Approved	<input type="checkbox"/>	0002005	DIANNE IFLEY	18-MAY-2015	As agreed Dianne Ifley can start with you o	Select

2. Select the **Transfer In** tab and click on **Search** to see the list of transfers in progress.
3. Locate the relevant Applicant in the list, using the search criteria if needed.
4. Click the **Select** button to the right of the relevant transfer request.
5. Select the **Transfer Status: Cancelled**.
6. Click **OK**. A message appears to confirm that your transfer request has been updated successfully.
7. Click **OK**. Exit all windows back to the main Personnel screen.



Note: Off system you should notify the originating department that the request has been cancelled.

ORIGINATING DEPARTMENT

D. Receive Transfer Request (Originating Department)

Having agreed the details of the transfer with the receiving department, the originating department can now process the request.



Note: It is important that transfer dates are accurate. If the transfer date set by the Receiving Department is incorrect you should alter the Planned Start Date after agreeing this with the Receiving Department (off system). Only the originating department is able to change the date. If there is any uncertainty over the transfer then select **On Hold**. If relevant the receiving department may then cancel the request (as per **Section C**).

1. Additional Instructions for Payroll (if required)



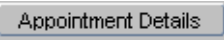
Note: If there are any final temporary allowances to be paid, e.g. outstanding holiday pay, these should be notified to Payroll via Additional Instructions (see below) and not set up in allowances.

Payroll may require additional instructions such as:

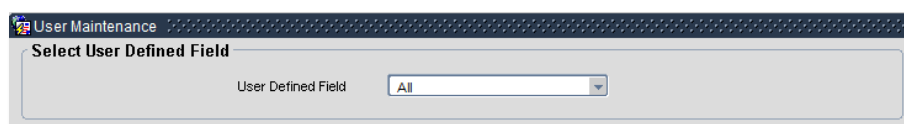
- Details of outstanding holiday pay
- Alerting payroll to any course fees due to be re paid
- Flagging that more detailed instructions are being forwarded by email

Navigate to: Personnel > Maintenance > Personal Profile

1.1. Search for the employee record and go to Select Detail box > Appointment Details. The *Appointment Details* window opens.

1.2. Click the  button. The Post Appointment Maintenance window opens.


1.3. Go to **Selection** box > **User Data**. The *User Maintenance* window opens.



PA2e – Transfers between departments



1.4. Select **Appt: Leaver Additional Details**.

1.5. Click .



1.6. Complete details as below:

Field Name (* mandatory)	Description
Date From*	Enter the leaving/transfer date
Date To	Leave blank
Comments*	Add comments for payroll as required (eg. details of outstanding holiday pay). Note: Two comments fields are provided for multiple comments.

1.7. Click . A 'transaction complete' message will appear. Click .

1.8. Exit all windows back as required.

2. Completing the Transfer Request

Navigate to: Personnel > Maintenance > Personal Profile

2.1. In the Employee Search window, click the  button.

The *Applicants/Posts* window opens:

PA2e – Transfers between departments

2.2. Select the **Transfer Out** tab and click on

2.3. Review the list of transfers in progress. Use the search criteria to narrow your search if you wish.

2.4. Press next to the relevant transfer request. The *Transfer Details* window opens:

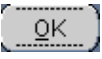
Status Date	Transfer Status	Planned Start Date	Username	Comments
04-AUG-2015 16:23	Requested	18-MAY-2015	ADMN2742	

Field Name (* mandatory)	Description
Transfer Status*	To approve the transfer request select transfer Status as Approved.
Start Date*	Enter the transfer date as agreed with the receiving department.
Comments*	Add Comments as required. Eg. "Approved. Dianne will start in 6 weeks as agreed", followed by your initials and extension number.

Note: For clarification to the other Personnel Administrator, you should enter your name/initials and extension number because the system only displays your UserName (Oxford single sign on) against the comments.

PA2e – Transfers between departments

2.5. Click . A message appears to confirm that your transfer request has been updated successfully.

2.6. Click . Exit all windows back to the main Personnel screen.



Note: If there is a query over the request then select **On Hold**. If relevant the receiving department may then cancel the request (as per **Section C**). Only select **Reject** if the transfer is not to proceed and the employee is remaining in their existing post.



Note: Off system you should notify the receiving department that the request has been approved/put on hold/rejected as appropriate so that they can proceed as required.

If you have approved the transfer request the receiving department will now need to appoint the transferee to complete the process. The appointment in the originating department will automatically end the day before the new appointment starts.