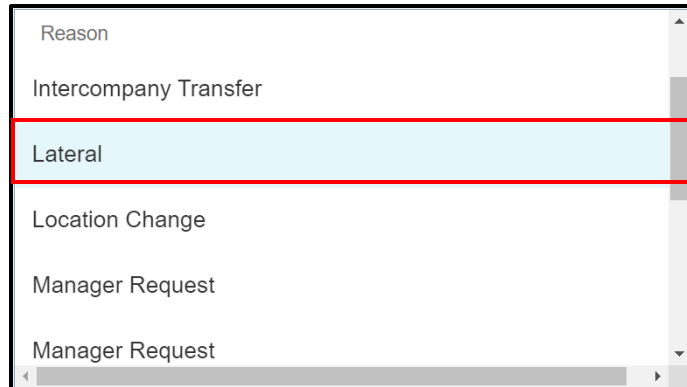


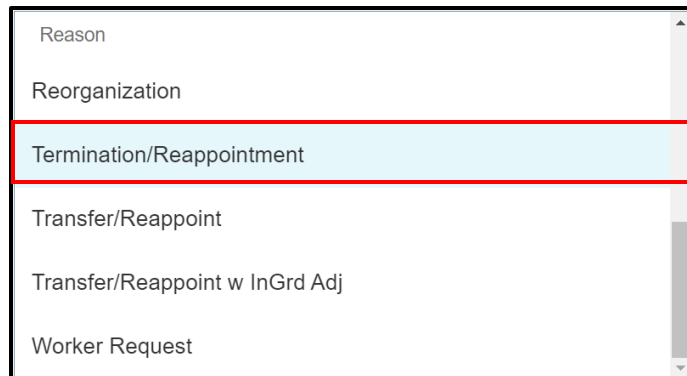
Manage Transfers Action Reasons

Payroll Coordinators are responsible for initiating the transfer and reappointment of personnel between departments and legal entities in DeKalb County. The preceding department may attach multiple attributes to the transfer e.g., salary grade, position details, etc. CV360 will have multiple action reasons for transfers. Use the action reason drop down list to specify the appropriate action and action reason for the Transfer.



A screenshot of a dropdown menu titled "Reason". The menu is open, showing several options. The option "Lateral" is highlighted with a red border. Other visible options include "Intercompany Transfer", "Location Change", "Manager Request", and "Manager Request".

A lateral transfer refers to when an employee moves from one job to another job at the same pay grade within Dekalb County under the same official.



A screenshot of a dropdown menu titled "Reason". The menu is open, showing several options. The option "Termination/Reappointment" is highlighted with a red border. Other visible options include "Reorganization", "Transfer/Reappoint", "Transfer/Reappoint w InGrd Adj", and "Worker Request".

A Termination/Reappointment action reason is used when an employee transfers to another department under a different official in DeKalb County. Coordinators may also use this action reason if an employee is moved from Temporary to Regular employment status.

Manage Transfers Action Reasons

Reason

- Comparable Transfer
- Employee Request
- Intercompany Transfer
- Lateral
- Location Change

A Comparable Transfer action reason is used when an employee is transferring to a different position within DeKalb County with the same pay grade excluding term reappoint

Reason

- Intercompany Transfer
- Lateral
- Location Change
- Manager Request
- Manager Request

Intercompany Transfer action reason is used when a employee is transferred to the receiving department without salary or position data