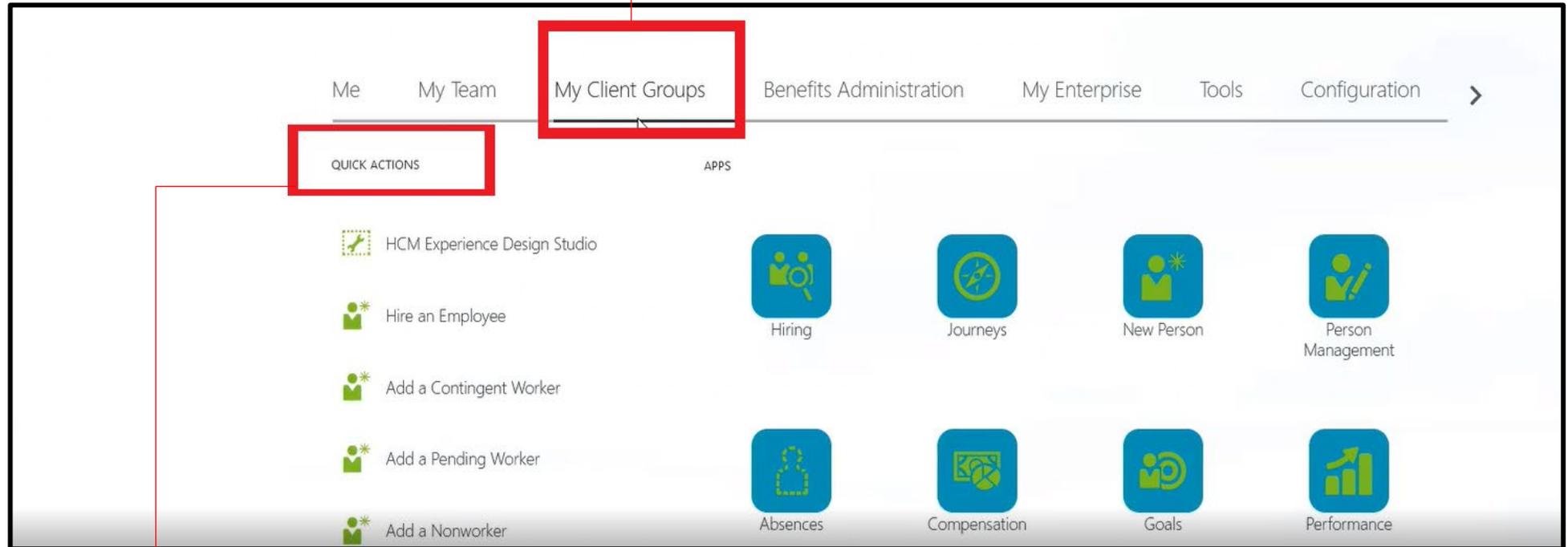


Manage Transfers: Transfer w Pay Rate Change

1

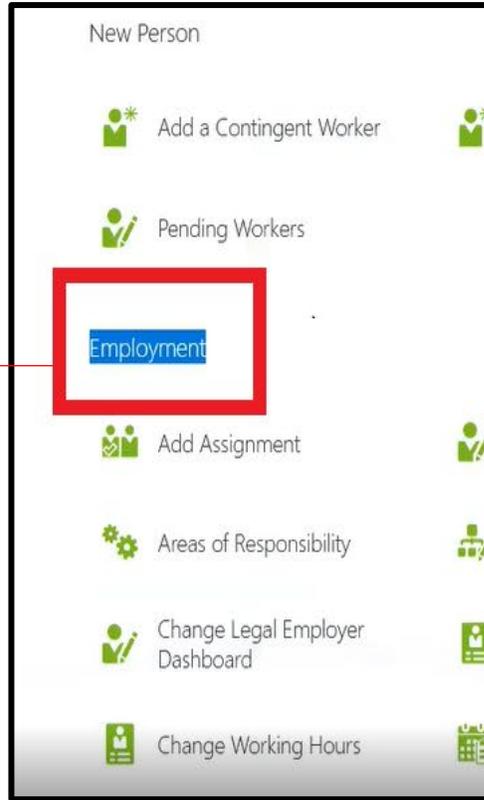
Select the **My Client Groups** tab



2

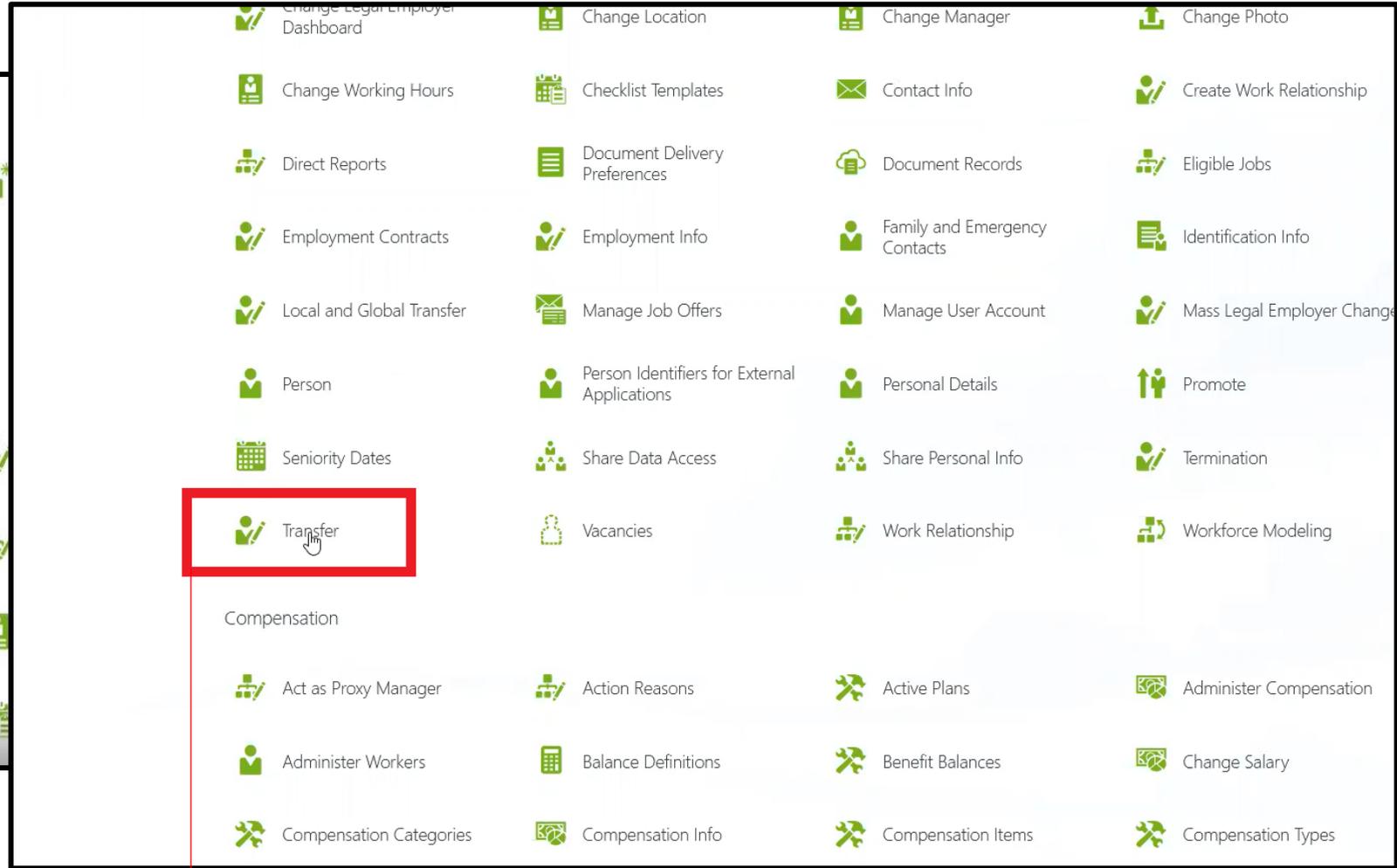
Select the **Quick Actions** section and select the **Show More** link from the drop-down list

Manage Transfers: Transfer w/ Pay Rate Change



3

Locate the **Employment** section



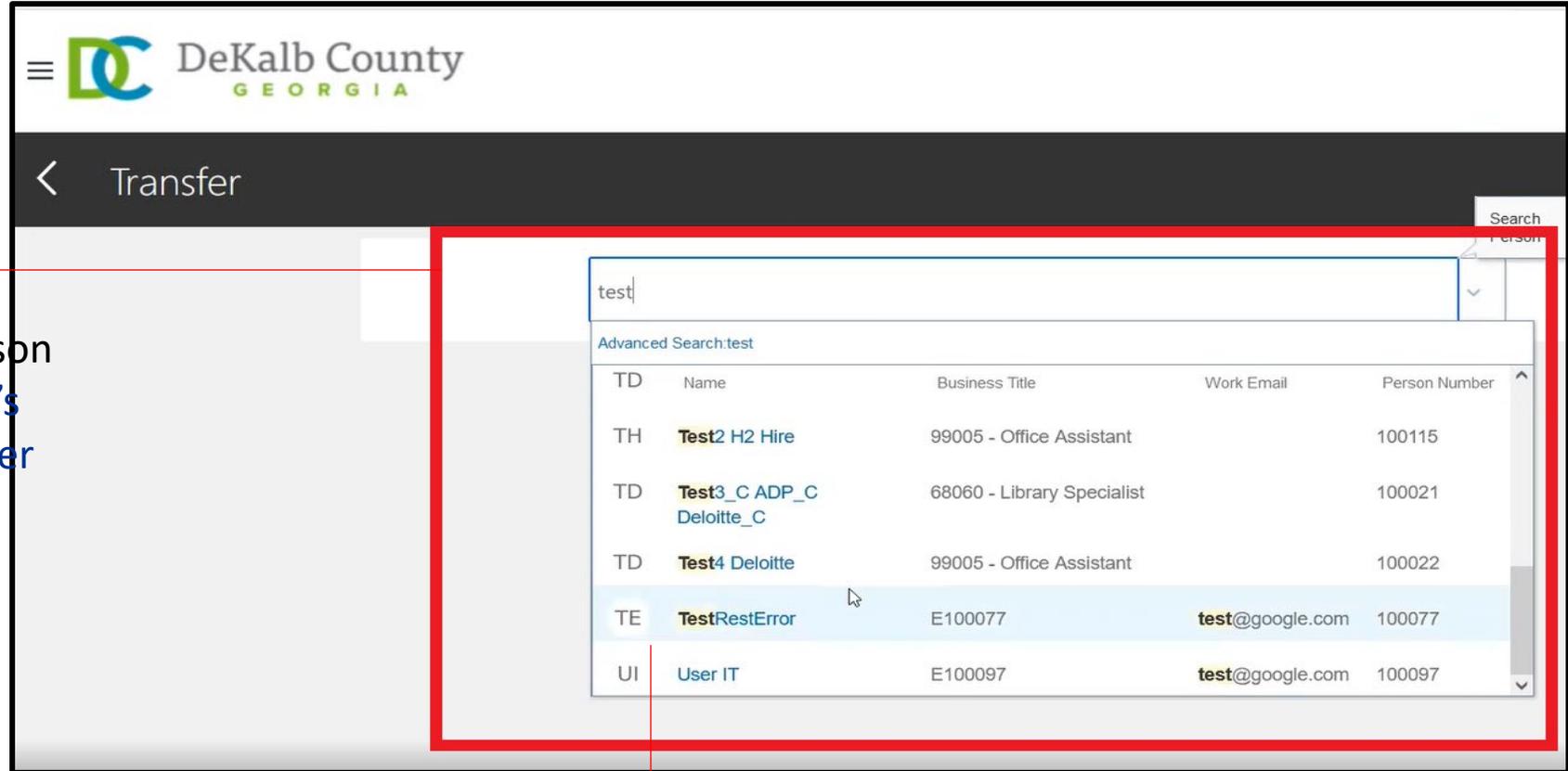
4

Select **Transfer** under the **Employment** section

Manage Transfers: Transfer w/ Pay Rate Change

5

From the Search for a Person field, key in the **Employee's Name** or **Employee Number**



DeKalb County
GEORGIA

Transfer

Search Person

test

Advanced Search: test

TD	Name	Business Title	Work Email	Person Number
TH	Test2 H2 Hire	99005 - Office Assistant		100115
TD	Test3_C ADP_C Deloitte_C	68060 - Library Specialist		100021
TD	Test4 Deloitte	99005 - Office Assistant		100022
TE	TestRestError	E100077	test@google.com	100077
UI	User IT	E100097	test@google.com	100097

6

Select the **Employee** from the returned results within the Recent Items list

Manage Transfers: Transfer w/ Pay Rate Change

7

Key in the appropriate **Transfer Start Date** in the **When does the transfer start?** field

8

Select the Reason **Transfer With Pay Rate Change** from the Why are you transferring? drop-down list

1 When and Why

*When does the transfer start?
4/7/22

*What's the way to transfer?
Transfer With Pay Rate Change

*Why are you transferring
Transfer/Reappoint

Continue

9

Select the **Continue** button

Manage Transfers: Transfer w/ Pay Rate Change

10

Select the **Position** name from the drop-down list

2 Transfer

*Assignment Status: Active - Payroll Eligible

Assignment Category: Full-time regular

Person Type: Employee

Regular or Temporary: Regular

*Business Unit: DC Business Unit

Full Time or Part Time: Full time

Primary Assignment: Yes

Hourly Paid or Salaried: Salaried

Projected End Date: m/d/yy

Standard Working Hours: 40 Weekly

FTE: 1

Position: 00006

Headcount: 1

Name	Code	Job Name	Department Name
00006 - Administrative Specialist	00006	99015 - Administrative Specialist	06901 - EXTENSION SERVICE - ADMINISTRATION

99005 - Office Assistant

Probation End Date: 2/22/22



From the Position field, key in the Position name. All Position names start with a code and then the description. When entering the code, the system will intuitively provide a list of Positions that match the data that has been entered. Select the correct Position from the drop-down list



Manage Transfers: Transfer w/ Pay Rate Change



Key the Additional Assignment Information if applicable.

3 Additional Assignment Info

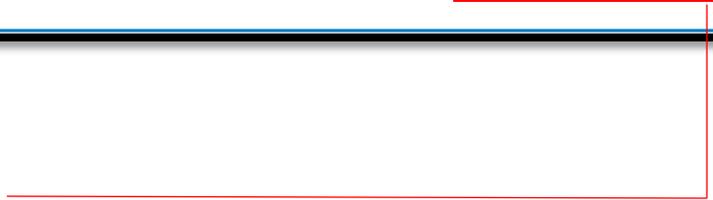
Info Group

Probation Period Info

Start Date	<input type="text" value="m/d/yy"/>	Unit of Measure	<input type="text"/>
Duration	<input type="text"/>	End Date	<input type="text" value="m/d/yy"/>

11

Select Continue



Manage Transfers: Transfer w/ Pay Rate Change

Select Components ▼

- Longevity
- Hazardous Duty
- Paramedic
- Supplemental
- Education
- Shift Differential

Apply

4 Salary

*Salary Basis
Annual Salary Basis ▼

Select Components ▼ 

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount
Base salary	44,739.00000	<input type="text" value="0.00000"/>	<input type="text" value="0.00000"/>		<input type="text" value="44,739.00000"/>	44,739.00000
Overall salary	46,416.71250	0.00000	0.00000		46,416.71250	46,416.71000
Longevity <i>(Base salary)</i>	1,677.71250	<input type="text" value="0.00000"/>	<input type="text" value="0.00000"/>	<input type="text" value="3.75000"/>	1,677.71250	1,677.71000
Hazardous Duty					<input type="text" value="0.00000"/>	0.00000
Paramedic <i>(Base salary)</i>				<input type="text" value="0.00000"/>	0.00000	0.00000
Supplemental					<input type="text" value="0.00000"/>	0.00000



When adjusting salary, coordinators must select the **Components** button and select the applicable salary component. If you **do not** select and check the applicable components, they will not reflect in the employees pay, resulting in a on-cycle reversal.

Manage Transfers: Transfer w/ Pay Rate Change

12

Key in the appropriate **Base Salary** and **Hazardous Duty** amount on the **Salary** section

*Salary Basis
40 Hourly Salary Basis

Select Components

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount
Base salary	20.0000	5.0000	25.0000		25.0000	52,000.0000
Longevity (Base salary)	0.0000	0.0000		0.0000	0.0000	0.0000
Hazardous Duty	0.0000	2.0000			2.0000	4,160.0000
Paramedic (Base salary)	0.0000	0.0000		0.0000	0.0000	0.0000
Supplemental	0.0000	0.0000			0.0000	0.0000
Shift Differential	0.0000	0.0000			0.0000	0.0000
Overall salary	20.0000	7.0000	35.0000		27.0000	56,160.0000

Action
Transfer

Action Reason
Comparable Transfer

*Salary Amount
27.0000 USD Hourly

Adjustment Amount
7.0000 USD

Salary Range
26.0755 - 40.4178 USD Hourly

Salary Range Midpoint
33.2466 USD

Range Position
6.45

Compa-Ratio
81.21



If the Promotion comes with a Salary change, edit the amount in the **Salary Amount** field or key in an adjustment amount in the **Adjustment Amount** field. Based on which field is entered (Salary Amount or Adjustment Amount), the other field will be updated to reflect what was entered. If the Salary Amount was entered, then the Adjustment Amount will be updated with the different between the Current Amount and the newly proposed amount

Manage Transfers: Transfer w/ Pay Rate Change

Document Records (Attachments)

[+ Add](#)

 There's nothing here so far.

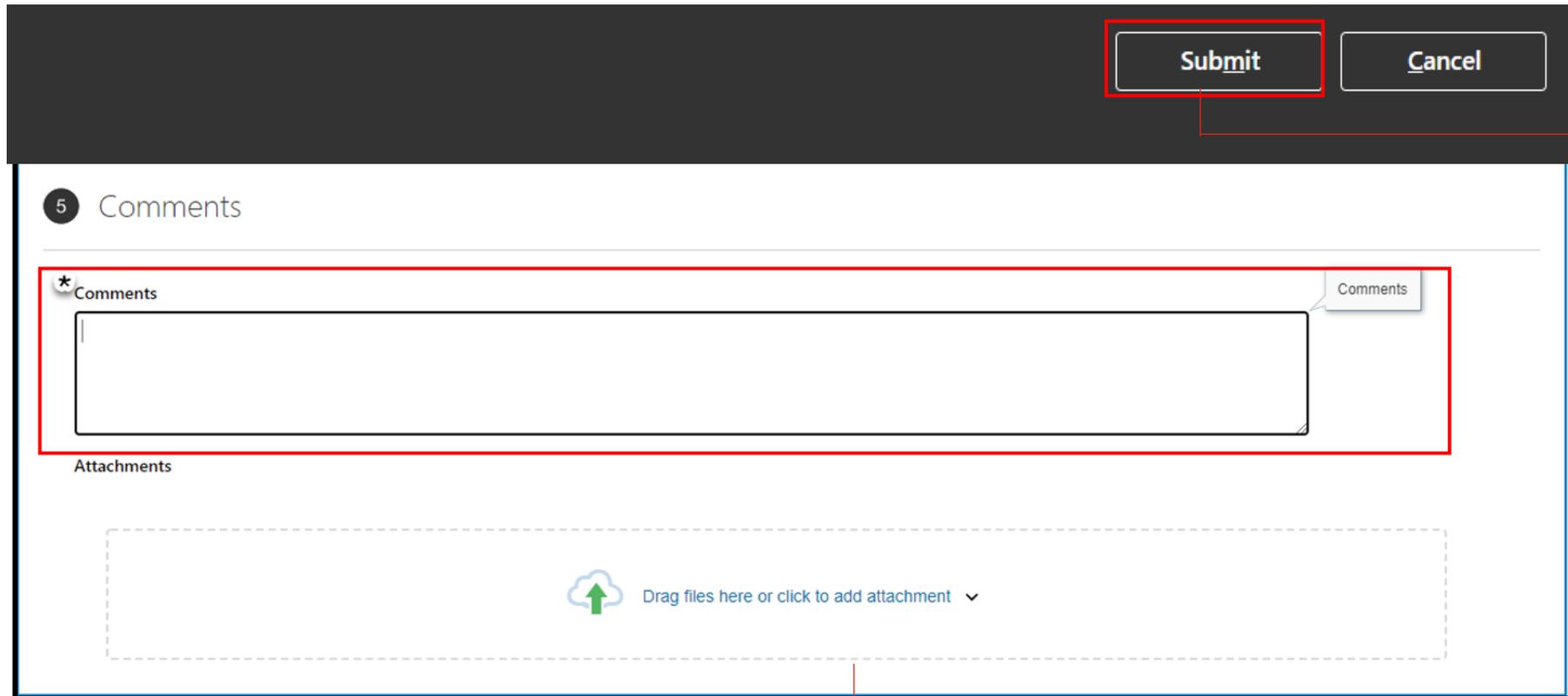
[Continue](#)

Comments

13

Add the applicable documents to the transfer

Manage Transfers: Transfer w/ Pay Rate Change



The screenshot shows a dark header bar with a 'Submit' button (highlighted with a red box) and a 'Cancel' button. Below the header is a section titled '5 Comments'. Inside this section, there is a text input field for comments (highlighted with a red box) and an 'Attachments' section with a dashed border and a green upload icon. The text 'Drag files here or click to add attachment' is visible in the attachment area.

14

Enter the mandatory comment and attachment associated with the transfer.

14

Select the submit button