

Manage Transfers Action Reasons

Lesson Objective:

Upon completion of the Manage Transfers Action Reasons lesson, you will be able to:

Objective

- Understand and apply the correct transfer action reasons when processing employee transfers in CV360.



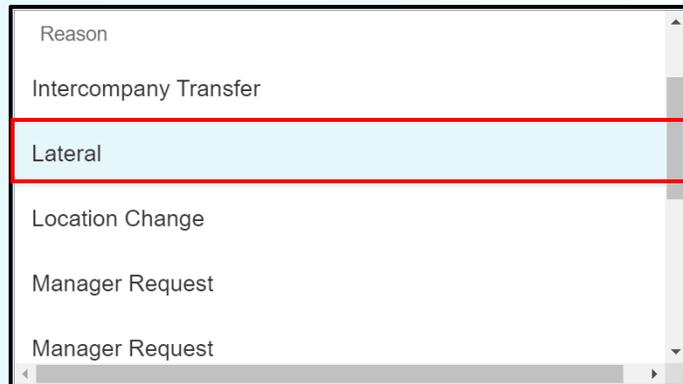
Payroll Coordinators are responsible for initiating employee transfers and reappointments between departments and legal entities. Transfer records may include multiple attributes such as position and salary details, and CV360 provides different action reasons to support accurate processing.

A Lateral Transfer is used when an employee moves to another position at the same pay grade under the same official. A Comparable Transfer applies when an employee transfers to a different position with the same pay grade, excluding term reappointments.

A Termination/Reappointment action reason is used when an employee transfers under a different official or moves from Temporary to Regular status. An Intercompany Transfer is used when an employee transfers without salary or position data changes.

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.

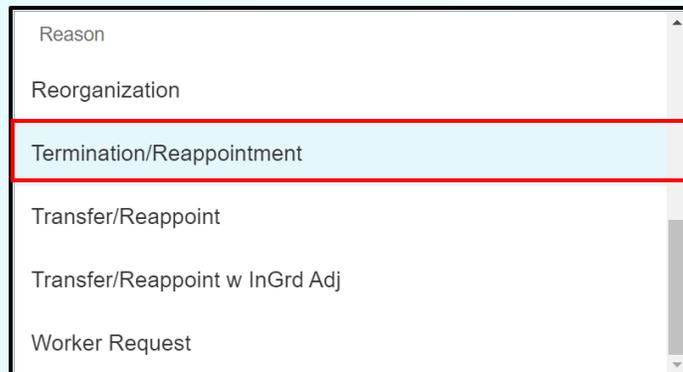


A screenshot of a dropdown menu titled "Reason". The menu is open, showing several options. The option "Lateral" is highlighted with a red border, indicating it is the selected action reason.

Reason
Intercompany Transfer
Lateral
Location Change
Manager Request
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, indicating it is the selected action reason.

Reason
Reorganization
Termination/Reappointment
Transfer/Reappoint
Transfer/Reappoint w InGrd Adj
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 an employee is transferred to the receiving department without salary or position data.