Transfer Process

Transfers between County departments are typically done as a 2-step assignment action in CV360 Core HR after making any preceding absence payouts.

Before initiating the transfer process, pay out any absence time (e.g. banked holidays, non-exempt comp time, COVID time) prior to last paycheck in SENDING department. If there is a lot of comp time payout, it may be necessary to change the employee's schedule to 24x7x365.

[Manage Work Schedule Assignment](#)

After the Tuesday payroll confirm on the SENDING department payroll register so that the SENDING department can confirm the correct absence payout.

The Transfer Process

First assignment action - **Intercompany Transfer**
> Transfers the employee's CV360 security from the SENDING department so the RECEIVING department can view them

[Quick Transfer](#)

Second assignment action – dependent on the employee's previous job, grade, reg/temp status, merit/non-merit status, etc. compared to their new job
> Use **Promotion** if staying under the same elected official and going up in grade
> Use **Transfer with Pay Rate Change → Term/Reappoint** if going from one elected official to another; or changing merit/non-merit; or changing regular/temp status
> Use **Transfer → Lateral** if staying in same job title/job code and just moving to a new department
> Use **Transfer → Comparable** if keeping the same grade level but changing job title/job code

[Transfer with Pay Rate Change](#)
[Transfer without Pay Rate Change](#)

Once the RECEIVING department has the employee in their security, they would be able to see the employee's previous job title, grade, department/official, etc. and be able to assess the appropriate "personnel action" (step 2 above) to submit after the **Intercompany Transfer** (which allows the RECEIVING department's security to view).

If the SENDING department doesn't know anything more about where the employee is going except the department name, then the **Intercompany Transfer** (Step 1 above) would be a "blind transfer" where the SENDING department initiates the **Intercompany Transfer** selects a valid cost center in the RECEIVING department. The onus would then be on the RECEIVING department to add everything needed (position #, job code/title, grade, action/reason, pay rate, etc.) on the 2nd assignment action.

If the SENDING department has contacted the RECEIVING department to find out the "new job" information or gets this information from the HR Generalist, the SENDING department can add that information to the **Intercompany Transfer** (e.g. such as position number, job title, grade, etc.) assignment action. However, the RECEIVING department still would have to submit the Personnel Action assignment transaction that has the actual real action reason (e.g. promotion; transfer → term/reappoint; transfer → lateral; transfer → comparable; demotion → voluntary demotion; etc.).