

Manage Transfers

Transfer with Pay Rate Change

Lesson Objective:

Upon completion of the Manage Transfers: Transfer with Pay rate change lesson, you will be able to:

Objective

- Process a quick employee transfer that includes a pay rate change and updated assignment details.



The quick transfer process begins by selecting the employee, entering the transfer start date, and choosing the correct transfer reason with pay rate change along with the appropriate action reason. The new position is selected to reflect the employee's updated role.

Position synchronization determines whether assignment values are auto-populated from the position or can be manually updated. When synchronization is on, fields remain locked. When turned off, approved attributes can be edited on the assignment.

Salary details must be reviewed and updated as part of the transfer. Base salary, hazardous duty, and other components can be adjusted as needed. Once all required information is verified, the transaction is submitted to complete the quick transfer.

Focus



- This lesson focuses on processing a Quick Transfer by selecting the employee, entering the Transfer Start Date, and choosing the Transfer With Pay Rate Change reason and Transfer/Reappoint action reason. It also includes selecting the correct Position for the transfer. The focus is on ensuring the transfer is initialized with accurate timing, reason, and position. This ensures the correct type of transfer is applied.
- The lesson also focuses on managing Position Synchronization, updating Assignment fields, and completing Salary updates during the transfer. It includes adding salary components, updating base salary and hazardous duty, and reviewing current salary details. The focus also includes completing the process through submission. This ensures both assignment and salary changes are applied correctly.

Navigation

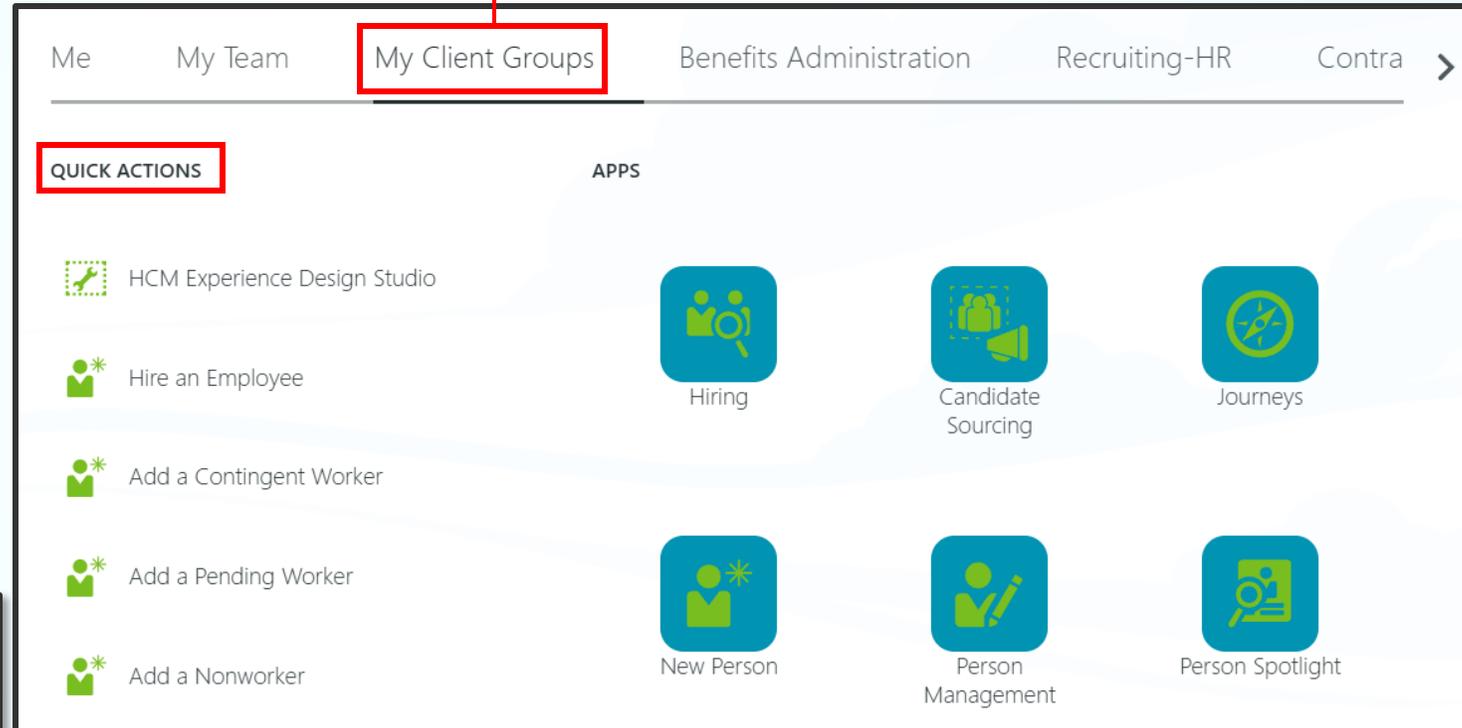


My Client Groups →
Quick Actions →
Show More →
Employment →
Transfer

Manage Transfers: Transfer w/ Pay Rate Change

1

Select the My Client Groups tab



Me My Team **My Client Groups** Benefits Administration Recruiting-HR Contra >

QUICK ACTIONS

HCM Experience Design Studio

Hire an Employee

Add a Contingent Worker

Add a Pending Worker

Add a Nonworker

APPS

Hiring

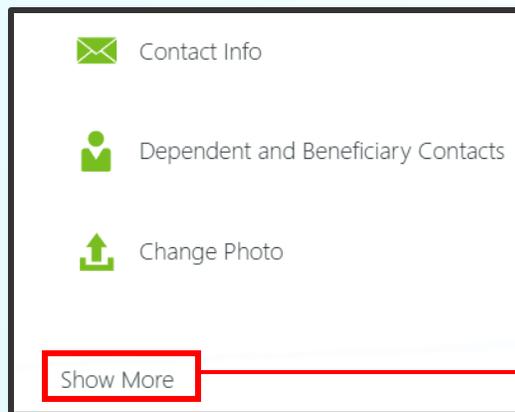
Candidate Sourcing

Journeys

New Person

Person Management

Person Spotlight



Contact Info

Dependent and Beneficiary Contacts

Change Photo

Show More

2

From the Quick Actions section, select the Show More link from the drop-down list

Manage Transfers: Transfer w/ Pay Rate Change

3

Locate the Employment section



Employment

- Add Assignment
- Allocate Checklists
- Change Assignment
- Change Manager
- Additional Assignment Info
- Areas of Responsibility
- Change Legal Employer Dashboard
- Change Photo
- Additional Person Info
- Cancel Work Relationship
- Change Location



- Promote
- Promote and Change Position
- Seniority Dates
- Share Data Access
- Terminate Employment
- Transfer
- Work Relationship
- Workforce Modeling

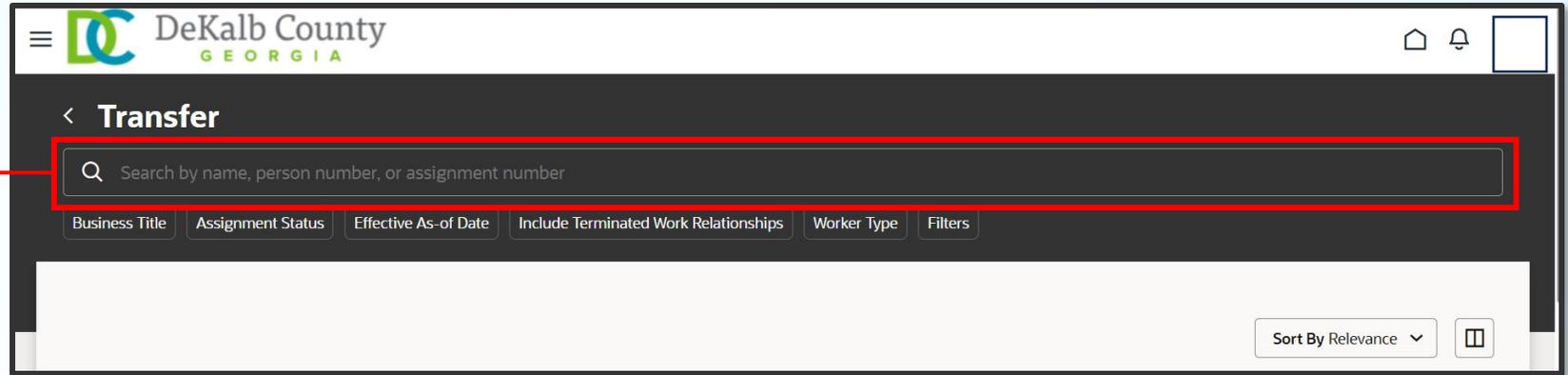
4

Select Transfer under the Employment section

Manage Transfers: Transfer w/ Pay Rate Change

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In the Search field, key in the employee's name, person number, or assignment number.



The Coordinator can select the employees directly from the **Transfer** page instead of using the search

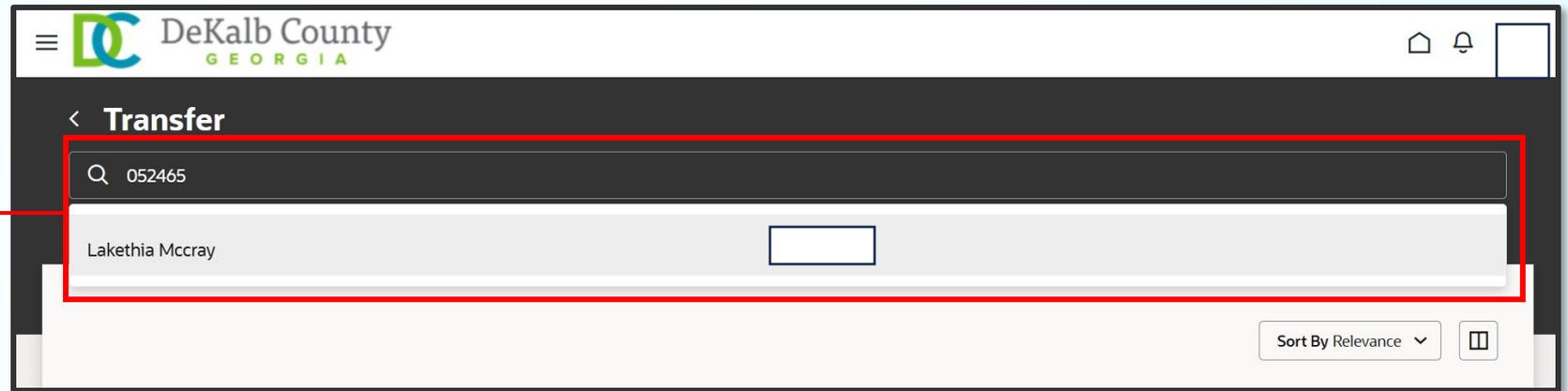


Apply filters under search bar to ease the search to find an employee

Manage Transfers: Transfer w/ Pay Rate Change

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Select the **Employee**
from the search result



The screenshot shows the DeKalb County Georgia HR system interface. At the top, there is a navigation bar with the DeKalb County logo and the text "DeKalb County GEORGIA". Below this, the page title is "< Transfer". A search bar contains the text "052465". Below the search bar, a search result is displayed: "Lakethia Mccray" followed by a small empty input field. A red rectangular box highlights the search bar and the search result. At the bottom right of the interface, there is a "Sort By Relevance" dropdown menu and a list view icon.

Troubleshooting

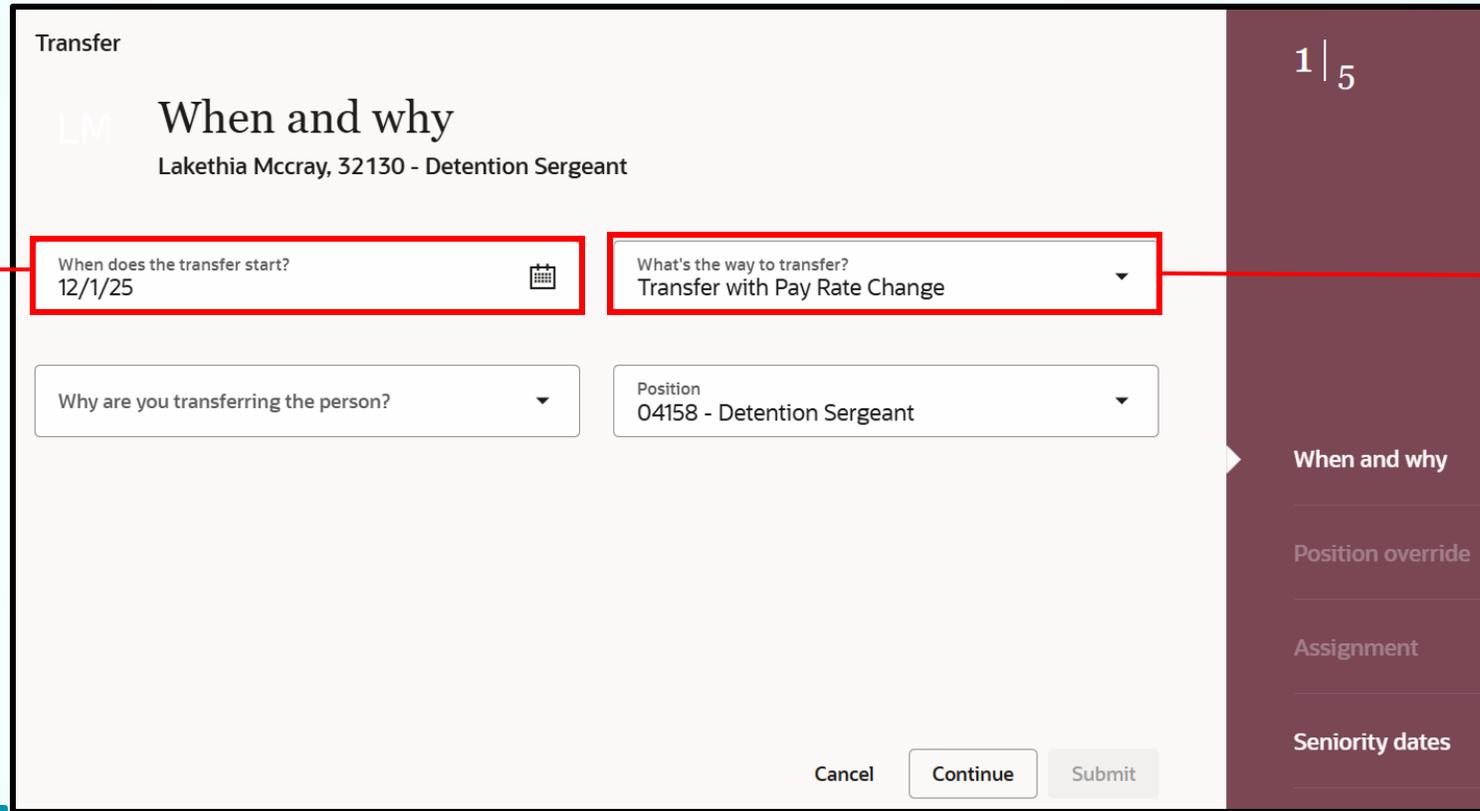


If the expected employee does not display in the search list, double-check the spelling of the name, or confirm that the correct person number or assignment number is being used. The system will only return exact or close matches based on these identifiers.

Manage Transfers: Transfer w/ Pay Rate Change

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



Transfer

LM When and why
Lakethia Mccray, 32130 - Detention Sergeant

When does the transfer start?
12/1/25

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

Why are you transferring the person?

Position
04158 - Detention Sergeant

1 | 5

When and why

Position override

Assignment

Seniority dates

Cancel Continue Submit

8

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



You may also select the calendar icon and choose the date from the calendar

Manage Transfers: Transfer w/ Pay Rate Change

Transfer

LM When and why
Lakethia Mccray, 32130 - Detention Sergeant

1 | 5

When does the transfer start?
12/1/25

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

Why are you transferring the person?
Transfer/Reappoint

Position
04158 - Detention Sergeant

When and why

Position override

Assignment

Seniority dates

Cancel Continue Submit

9

Select the action reason in the **Why are you transferring the person?** field, for example, select **Transfer/Reappoint** from the drop-down list.

10

Select the position in the **Position** Field

11

Click on **Continue** to move to the next section

Manage Transfers: Transfer w/ Pay Rate Change

Transfer

Position override

Lakethia Mccray, 32130 - Detention Sergeant

Information
The attribute switch is disabled when position synchronization is enabled. Set it to off to retain the assignment value, or on to synchronize from the position.

Attributes	Position	Assignment
<input checked="" type="checkbox"/> Synchronize from Position	-	-
<input type="checkbox"/> Job	32130 - Detention Sergeant	32130 - Detention Sergeant

Cancel Continue Submit

Transfer

Position override

Lakethia Mccray, 32130 - Detention Sergeant

Information
The attribute switch is disabled when position synchronization is enabled. Set it to off to retain the assignment value, or on to synchronize from the position.

Attributes	Position	Assignment
<input type="checkbox"/> Synchronize from Position	-	-
<input checked="" type="checkbox"/> Job	32130 - Detention Sergeant	32130 - Detention Sergeant
<input checked="" type="checkbox"/> Grade	ENF2_E16	ENF2_E16
<input checked="" type="checkbox"/> Department	03220 - SHERIFF'S OFFICE - JAIL	03220 - SHERIFF'S OFFICE - JAIL

When position synchronization is **enabled** for an attribute, the switch is **disabled**.

- If position synchronization is **disabled** and you want to keep the assignment's current value, set the switch to **off**.
- If position synchronization is **disabled** and you want the assignment's value to match the value on the position, set the switch to **on**.

Manage Transfers: Transfer w/ Pay Rate Change

Transfer

LM **Position override**
Lakethia Mccray, 32130 - Detention Sergeant

i Information
The attribute switch is disabled when position synchronization is enabled. Set it to off to retain the assignment value, or on to synchronize from the position.

	Attributes	Position	Assignment
<input checked="" type="checkbox"/>	Synchronize from Position	-	-
<input type="checkbox"/>	Job	32130 - Detention Sergeant	32130 - Detention Sergeant

Cancel **Continue** Submit



Click **Continue** to move to the next section



The attribute switch is disabled when position synchronization is enabled. Set it to Off to retain the assignment value, or On to synchronize from the position.



When Synchronize from Position is set to Off, make sure the Location attribute is set to On to change the location on the Assignment page.

Manage Transfers: Transfer w/ Pay Rate Change

Transfer

LM Assignment
Lakethia Mccray, 32130 - Detention Sergeant

Person Type Employee	Business Unit DeKalb County
Position 04158 - Detention Sergeant	Job
Business Title 32130 - Detention Sergeant	Grade ENF2_E16
Department	Reporting Establishment DeKalb County GA
Location	Assignment Category Full-time regular
Regular or Temporary Regular	Full Time or Part Time Full time



When Synchronize from Position is set to On, the fields are auto-populated and cannot be changed.

Transfer

LM Assignment
Lakethia Mccray, 32130 - Detention Sergeant

Person Type Employee	Business Unit DeKalb County
Position 04158 - Detention Sergeant	Job
Business Title 32130 - Detention Sergeant	Grade ENF2_E16
Department	Reporting Establishment DeKalb County GA
Location	Assignment Category Full-time regular
Regular or Temporary Regular	Full Time or Part Time Full time

Cancel Continue Submit



When Synchronize from Position is set to Off, attributes which are set to On can be changed on the Assignment page; otherwise, the fields are auto-populated and cannot be changed.

Manage Transfers: Transfer w/ Pay Rate Change

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Update the other fields if required

Standard Working Hours

Derived Standard Working Hours 42.5	Derived Standard Working Hours Frequency Weekly
FTE 1	Worker Category
Merit Status N	Company 001
Division Code 03200 - SHERIFF'S OFFICE	AD Account Required Yes
Additional Employment	Interim Position
Acting Position	iExpense Approver 106225 - McCoy,Jeniya
Academic Completion	Time Limited Position

Cancel Continue Submit

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Click **Continue** to move to the next section

Manage Transfers: Transfer w/ Pay Rate Change

LM Salary
Lakethia Mccray, 32130 - Detention Sergeant

Salary Basis
42.5 Hourly Salary Basis

+ Add Component

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount
Base salary	29.411790	0.000000	0.00		29.411790
Longevity (Base salary)	0.808824	0.000000	0.000028	2.75	0.808824
Weekdays Duty	0.000000	0.000000	0.00		0.000000

Cancel Continue Submit

- The Coordinator can view the required details available on Salary page.
- Click on + Add Component to include new component in Salary details.
- Click Continue to move to the next section

Manage Transfers: Transfer w/ Pay Rate Change

LM Salary
Lakethia Mccray, 32130 - Detention Sergeant

Salary Basis
42.5 Hourly Salary Basis

+ Add Component

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Anr Am
Base salary	29.411790	0.000000	0.00		29.411790	65,0
Longevity (Base salary)	0.808824	0.000000	0.000028	2.75	0.808824	1,7
Hazardous Duty	0.000000	0.000000	0.00		0.000000	0.0
Paramedic (Base salary)	0.000000	0.000000	0.00	0.00	0.000000	0.0

LM Salary
Lakethia Mccray, 32130 - Detention Sergeant

Salary Basis
42.5 Hourly Salary Basis

+ Add Component

Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount	Actions
29.411790	0.000000	0.00		29.411790	65,000.055900	
0.808824	0.000000	0.000028	2.75	0.808824	1,787.501537	 
0.000000	0.000000	0.00		0.000000	0.000000	 
0.000000	0.000000	0.00	0.00	0.000000	0.000000	 



- Select **Salary Basis** to view the available components.
- Scroll right on the components sections to view the available actions to perform on the Components.
- Click on **+ Add Component** to add new component, if required.

Manage Transfers: Transfer w/ Pay Rate Change

LM Salary
Lakethia Mccray, 32130 - Detention Sergeant

Salary Basis
42.5 Hourly Salary Basis

+ Add Component

Component Name	Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Anr Am
Base salary	29.411790	0.000000	0.00		29.411790	65,000.055900
Longevity (Base salary)	0.808824	0.000000	0.000028	2.75	0.808824	1,787.501537
Hazardous Duty	0.000000	0.000000	0.00		0.000000	0.000000
Paramedic (Base salary)	0.000000	0.000000	0.00	0.00	0.000000	0.000000

LM Salary
Lakethia Mccray, 32130 - Detention Sergeant

Salary Basis
42.5 Hourly Salary Basis

+ Add Component

Prior Amount	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount	Actions
29.411790	0.000000	0.00		29.411790	65,000.055900	
0.808824	0.000000	0.000028	2.75	0.808824	1,787.501537	 
0.000000	0.000000	0.00		0.000000	0.000000	 
0.000000	0.000000	0.00	0.00	0.000000	0.000000	 



Click on Edit symbol and Key in the appropriate **Base Salary** amount on the **Salary** section



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 difference between the Current Amount and the newly proposed amount.



If payroll coordinators select the “Salary Basis” (**drop-down at the top of the Salary Details page**), it will blank out all the values (including base pay, longevity, hazard, paramedic, etc.). The only time the drop-down would need to be selected is an FLSA non-exempt (hourly) employee promotes to FLSA exempt or if you are changing the standard hours (i.e., 40-to-53, 40-to-42.5, etc.).

Manage Transfers: Transfer w/ Pay Rate Change

Current Salary and Range Info

30.220614 USD Hourly

+1.457478 (+5.067175%)

22.542080 36.292310

Proposed Salary and Range Info

30.220614 USD Hourly

+0.000000 (+0.00%)

22.542080 36.292310

[Show Current Salary Details](#)

Current Salary and Range Info

30.220614 USD Hourly

+1.457478 (+5.067175%)

22.542080 36.292310

Proposed Salary and Range Info

30.220614 USD Hourly

+0.000000 (+0.00%)

22.542080 36.292310

[Hide Current Salary Details](#)

Salary Basis
42.5 Hourly Salary Basis

Salary
30.220614 USD Hourly

Adjustment Amount
1.457

Adjustment Percentage
5.067

Annual Salary
66,787.556940 USD (FTE 1)

Annualized Full-Time Salary
66,787.556940 USD

Grade
ENF2_E16

Compa-Ratio
102.73

Quartile
3

Component Name	Adjustment Amount	Adjustment Percentage	Percentage	Amount	Annual Amount
Base salary	1.418470	5.067173		29.411790	65,000.055900
Longevity (Base salary)	0.039008	5.067185	2.75	0.808824	1,787.501040
Hazardous Duty	0.000000			0.000000	0.000000
Paramedic (Base salary)	0.000000		0.00	0.000000	0.000000
Education	0.000000			0.000000	0.000000

Cancel [Continue](#) [Submit](#)



Scroll down to the bottom of the Salary section page and Click on Show Current Salary Details to view the current Salary details.

Click Continue to move to the next page after completing the necessary actions on the salary page.

Manage Transfers: Transfer w/ Pay Rate Change



Transfer

LM Seniority dates
Lakethia Mccray, 32130 - Detention Sergeant

Length of service is the difference between seniority date and the current application date

DeKalb County GA Legal Employer	Seniority Date 5/26/15	Length of Service 10 Years 5 Months and 28 Days
DeKalb County GA Legal Employer	Seniority Date 5/26/15	Length of Service 10 Years 5 Months and 28 Days

Cancel Skip Continue **Submit**

3 | 4

When and why

Assignment

Seniority dates

Need help? Contact us.



Click **Submit** to submit the transaction

Conclusion



- The learner can now select the employee and apply the correct Transfer Start Date. They can choose Transfer With Pay Rate Change and the appropriate Action Reason. This ensures the transfer type is correctly defined.
- The learner understands how Position Synchronization controls which assignment fields can be updated. They can update assignment values only when synchronization settings allow. This ensures controlled assignment changes.
- The learner can now update Salary details, add components, and modify base and hazardous duty amounts. They understand the impact of entering Salary Amount versus Adjustment Amount. This ensures accurate compensation updates.
- The learner can now review Current Salary Details, proceed through final validation, and submit the transfer. They understand when Salary Basis should or should not be selected. This ensures the Quick Transfer transaction is completed successfully.