Manage Transfers

Transfer without Pay Rate Change

Lesson Objective:

Upon completion of the Manage Employment: Transfer an Employee lesson, you will be able to:

Objective

- Understand how to review and update key details required to complete an employee transfer

!

Managers and HR specialists identify the employee, confirm the transfer start date, and select the transfer method and transfer reason as part of the employment update.

The employee's new position is chosen, and assignment attributes are reviewed. Position synchronization controls whether assignment fields update automatically or can be changed manually.

Focus

- This lesson focuses on helping users understand how to process an employee transfer accurately within the system. It explains the key fields and decisions that influence the transfer such as selecting the correct transfer type, choosing the appropriate action reason, and identifying the right position for the employee.

- A part of the lesson also highlights how Position Synchronization affects assignment attributes, guiding users on when values can be updated manually versus when they are automatically controlled by position settings.

- Overall, the lesson prepares users to make correct selections, manage attribute behavior, and ensure that the transfer is completed without errors or unexpected field restrictions.
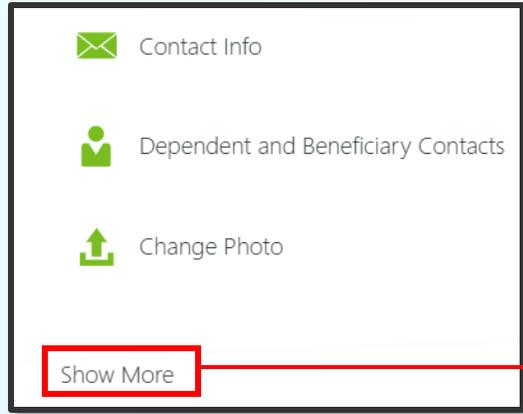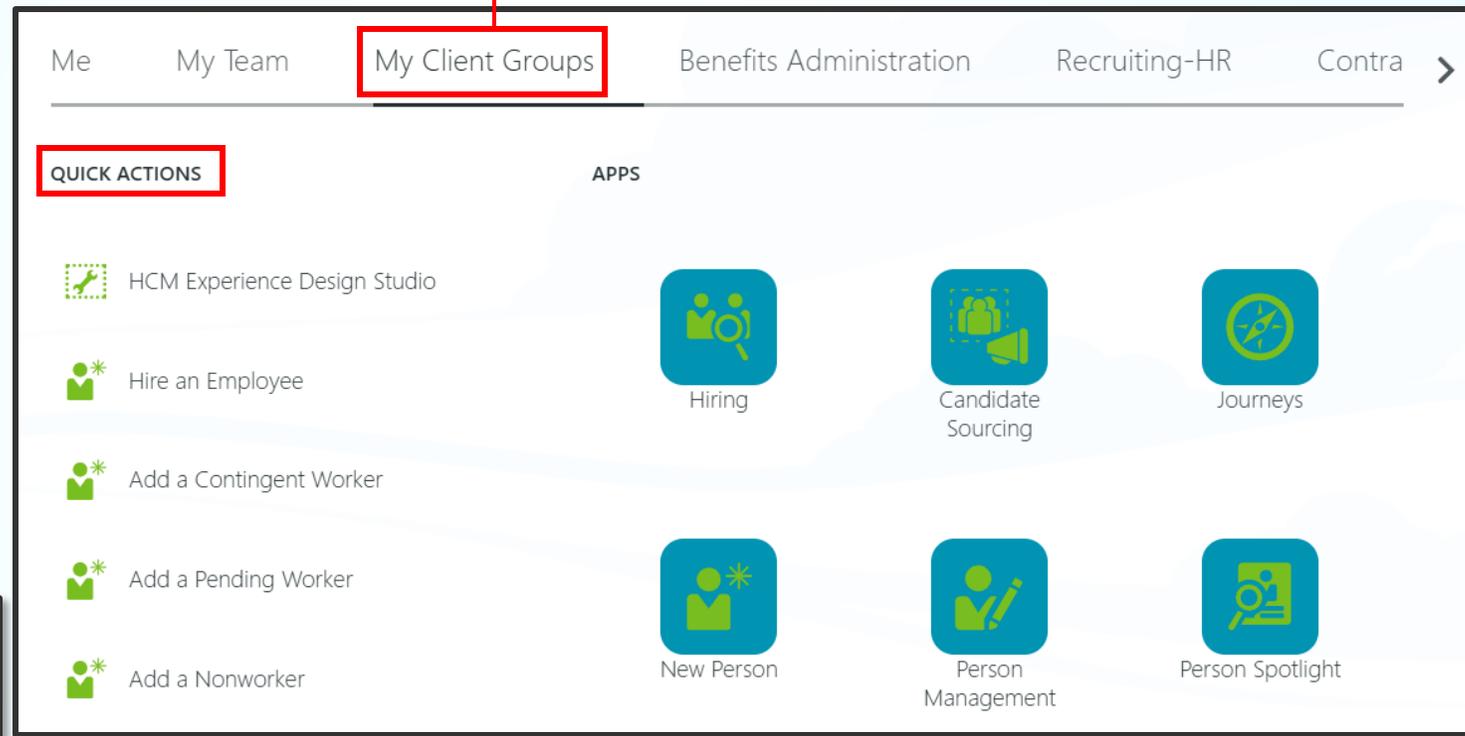
Navigation

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

Manage Transfers: Transfer w/o Pay Rate Change

**1** Select the **My Client Groups** tab

| Me | My Team | My Client Groups | Benefits Administration | Recruiting-HR | Contra › |

QUICK ACTIONS

APPS

- HCM Experience Design Studio
- Hire an Employee
- Add a Contingent Worker
- Add a Pending Worker
- Add a Nonworker

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/o Pay Rate Change

3 Locate the **Employment** section
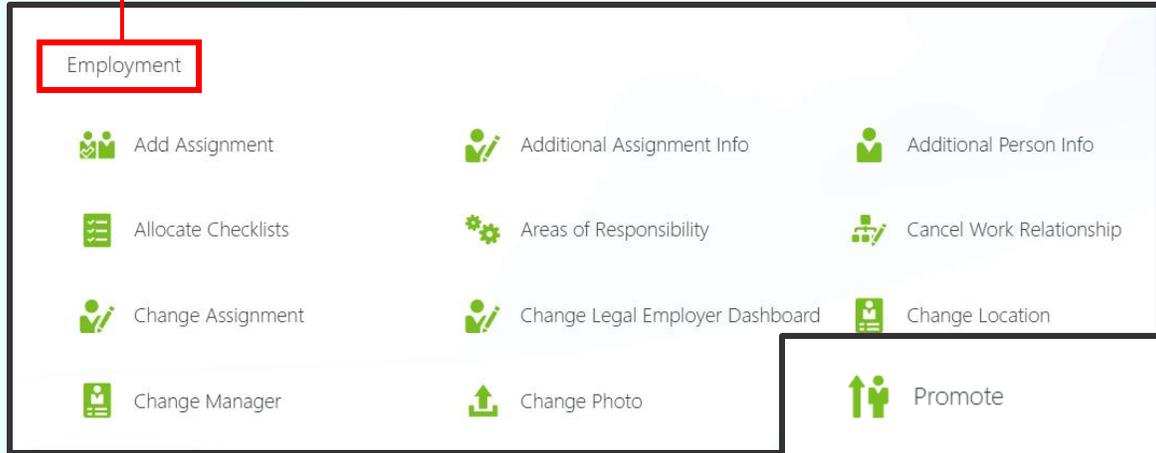
Employment

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

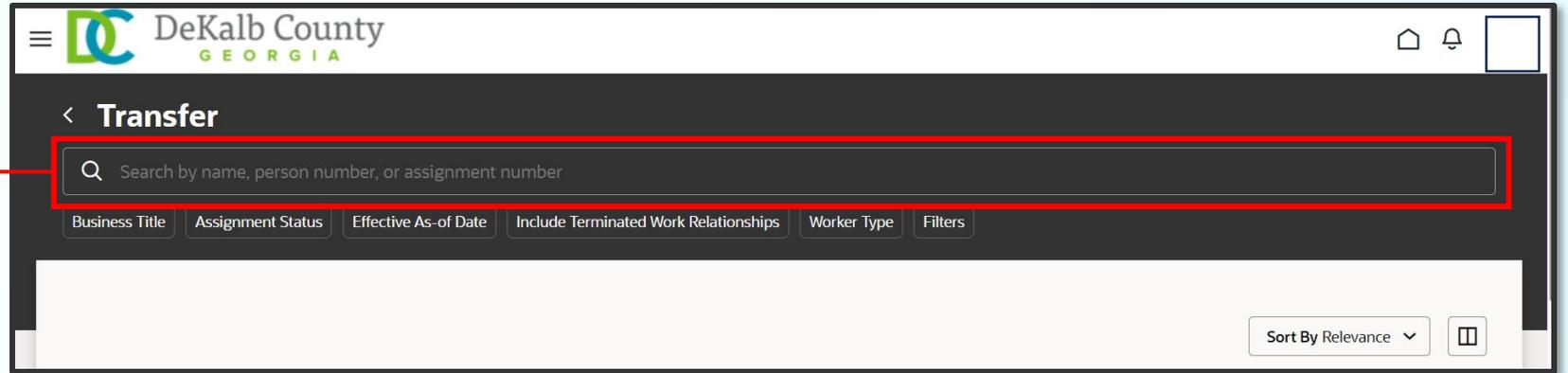|		
Promote	Promote and Change Position	Seniority Dates
Share Data Access	Terminate Employment	Transfer
Work Relationship	Workforce Modeling	

4

Select **Transfer** under the **Employment** section
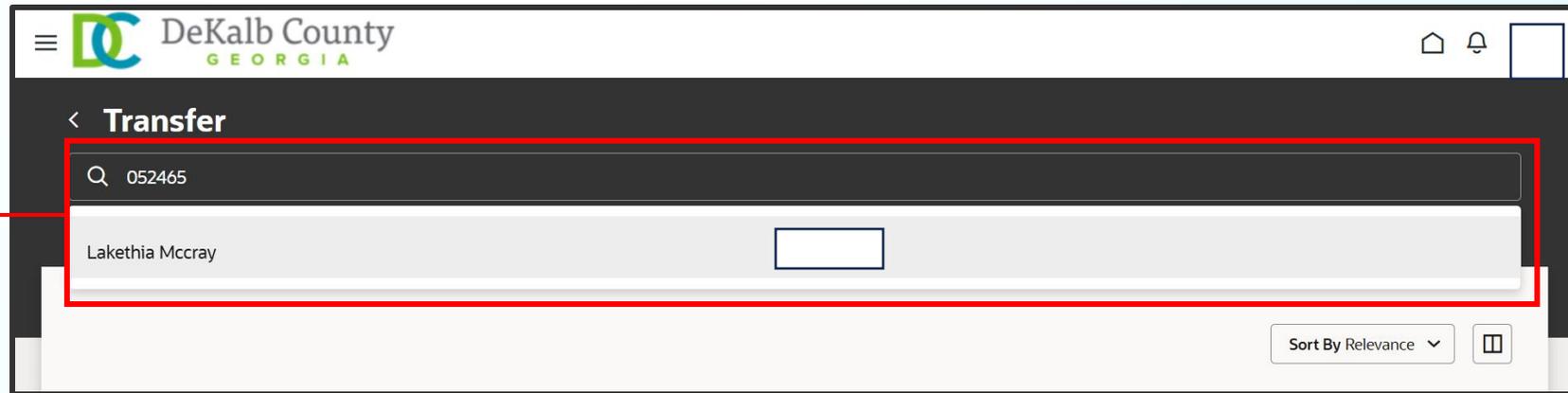
Manage Transfers: Transfer w/o Pay Rate Change

5

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

6

Select the **Employee** from the search result

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/o Pay Rate Change

7

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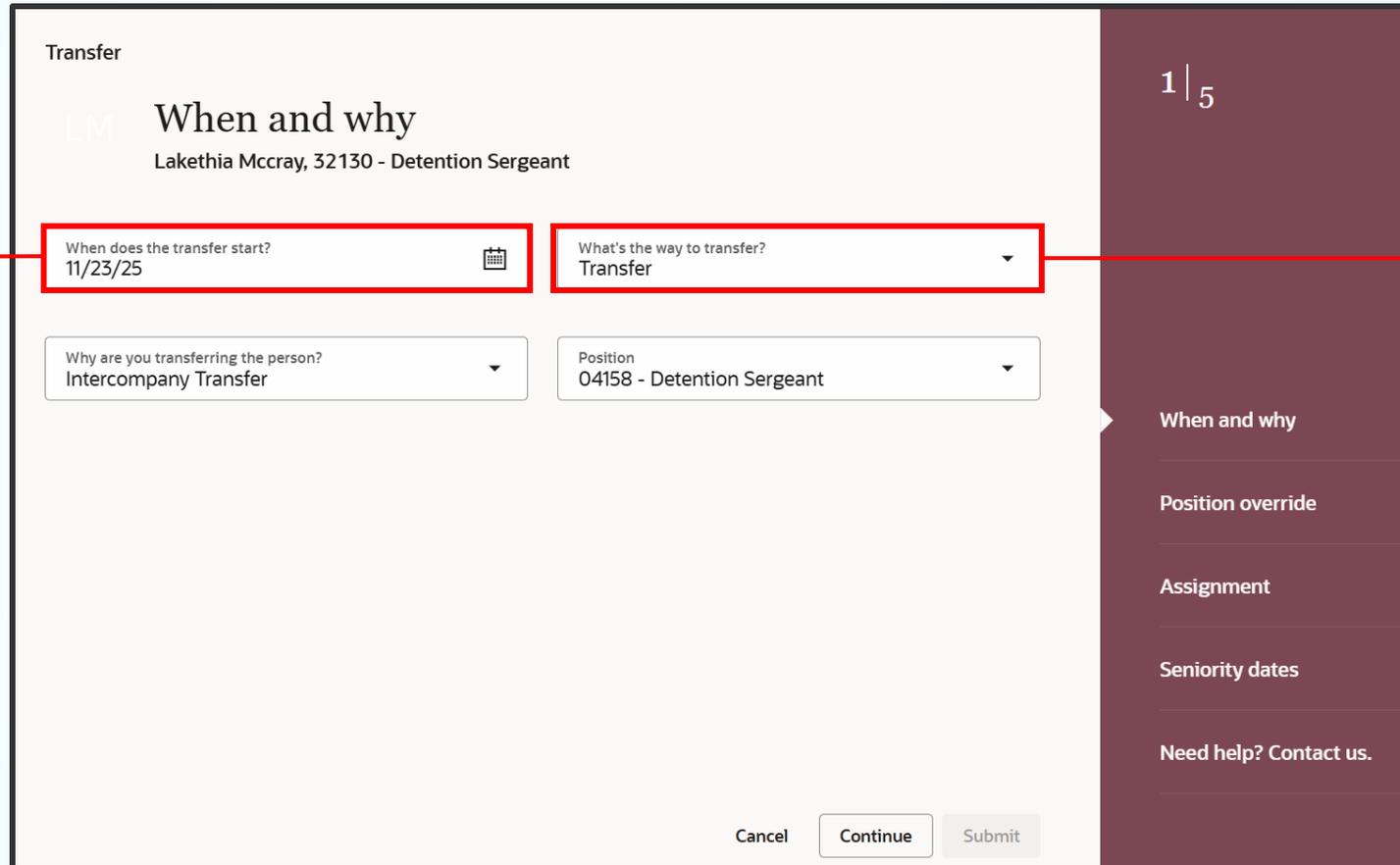
!

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

Transfer

LM   **When and why**

Lakethia Mccray, 32130 - Detention Sergeant

When does the transfer start?
11/23/25

What's the way to transfer?
Transfer

Why are you transferring the person?
Intercompany Transfer

Position
04158 - Detention Sergeant

1 | 5

When and why

Position override

Assignment

Seniority dates

Need help? Contact us.

Cancel   Continue   Submit

8

Select **Transfer** in the **What's the way to transfer** dropdown list

Manage Transfers: Transfer w/o Pay Rate Change

9

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

Transfer

When and why

Lakethia Mccray, 32130 - Detention Sergeant

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When and why

Position override

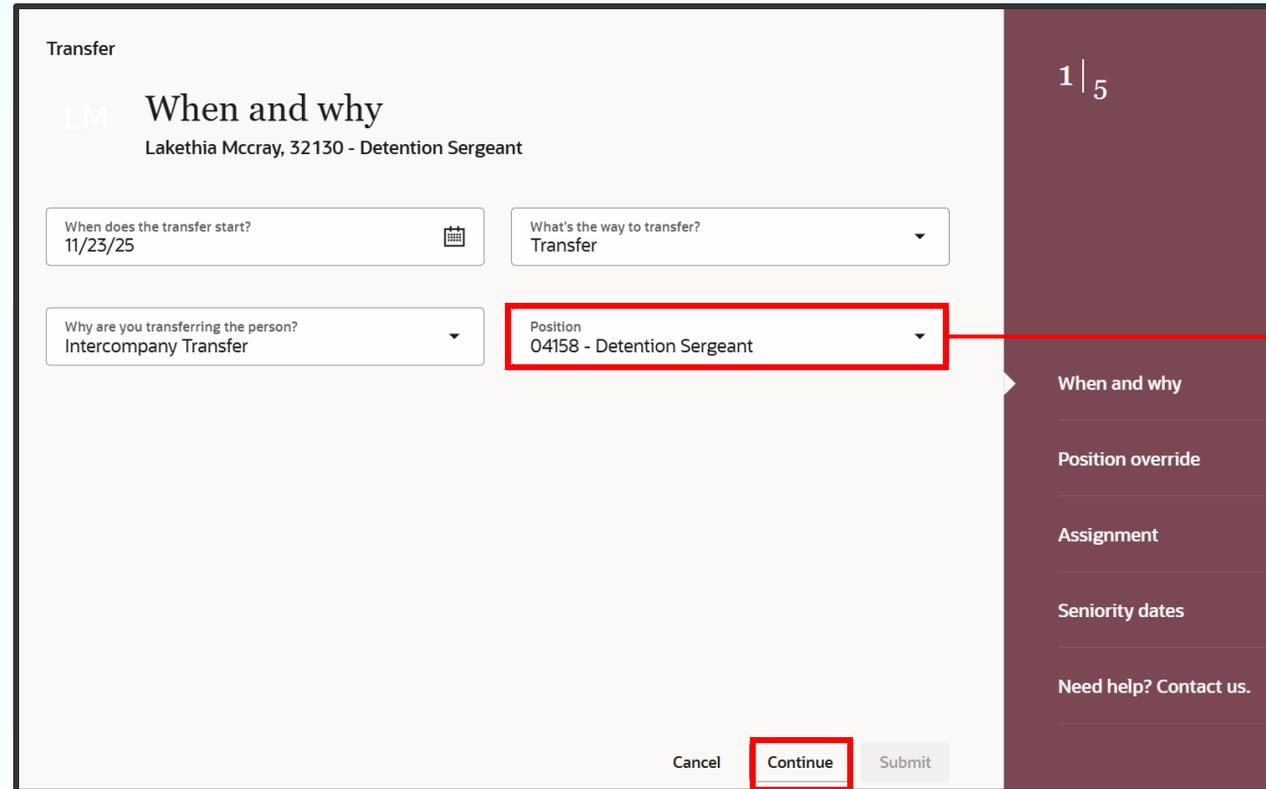Assignment

Seniority dates

Need help? Contact us.

Cancel   Continue   Submit

Manage Transfers: Transfer w/o Pay Rate Change

Transfer

LM **When and why**
Lakethia Mccray, 32130 - Detention Sergeant

When does the transfer start?
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Cancel   Continue   Submit

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

! 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

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

Manage Transfers: Transfer w/o Pay Rate Change

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/o Pay Rate Change

Transfer

LM

Position override

Lakethia Mccray, 32130 - Detention Sergeant

2 | 5

ⓘ **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**
⬤	Synchronize from Position	-	-
◯	Job	32130 - Detention Sergeant	32130 - Detention Sergeant

When and why

Position override

Assignment

Seniority dates

Cancel   Continue   Submit

12

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

Troubleshooting

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.

Troubleshooting

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: Quick Transfer

Left screen:

Transfer

LM **Assignment**
Lakethia Mccray, 32130 - Detention Sergeant

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

2 | 4

When and why

Assignment

Seniority dates

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Right screen:

Transfer

LM **Assignment**
Lakethia Mccray, 32130 - Detention Sergeant

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

Cancel   Continue   Submit

2 | 4

When and why

Assignment

Seniority dates

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

! 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/o Pay Rate Change

Standard Working Hours

Derived Standard Working Hours	Derived Standard Working Hours Frequency
42.5	Weekly

FTE	Worker Category
1	

Merit Status	Company
N	001

Division Code	AD Account Required
03200 - SHERIFF'S OFFICE	Yes

Additional Employment	Interim Position

Acting Position	iExpense Approver
	106225 - McCoy,Jeniya

Academic Completion	Time Limited Position

2 | 4

When and why

Assignment

Seniority dates

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Cancel   Continue   Submit

13
Update the other fields if required

14
Click **Continue** to move to the next section

Manage Transfers: Transfer w/o Pay Rate Change

Transfer

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 Continue to go to the **Need Help?** page if help is needed.

15 Click **Submit** to submit the transaction

Conclusion

- We gained a clear understanding of the essential inputs required to initiate a transfer, including selecting the appropriate transfer type, action reason, and position.

- We learned how the system handles assignment attributes through position synchronization, including when fields remain editable and when they become auto-populated.

- We also understood how to handle situations where specific attributes, such as Location, require the correct switch settings to allow updates.

- By reviewing these points, the learner is now better prepared to complete a transfer accurately while avoiding common issues related to synchronization and field behavior.