

Employee Transfer

AFSCME - Process

- Trigger event starts process:
 - This could be from a Shop Shuffle
 - Reduction in Force
 - Termination
 - Resignation
 - Retirement
- Receiving Division is responsible for processing "AFSCME Internal Moves" Spreadsheet.

AFSCME Internal MOVES													HR Use		
PRIOR Position #	Empl ID	Name (Last, First)	Effective Date	NEW Position #	Fund	Grade	Step	NEW Pay Rate	BC .25 Premium	Dept Phone No.	Description/ Comments	DINING SERVICE - Complete this Section if Employee will Also Hold a WEEKEND Job	WEEKEND JOB GL Combo Code (Fund/Cost Center)	Date Rec'd by HR	Entered
2170	123456	Plumber, Terry	8/20/2020	6010	11-7435200	ST2		\$26.54			Recall Transfer				
2120	654321	Electrician, Test	8/3/2020	6141	41-2000960	ST2		\$26.54			Internal Shuffle				

- The HR representative in each Division will complete this form
- Receiving Division is supplied the necessary information needed to complete AFSCME Internal Moves spreadsheet.
- Completed AFSCME Internal Moves Spreadsheet is sent to Human Resources (Allison Haan) for processing.
- Division HR Representative completes FM-HR Employee Update Form:



FM - HR Employee Update

Effective Date:

Employee Name:

Employee ID #: AD #:

Clock #: VMN #:

Current Position #:

Current Title:

Current GL Combo Code:

Current Labor Grade:

Current Shop/Zone/Region/Bldg:

New Position #:

New Title:

New GL Combo Code:

Labor Grade:

New Shop/Zone/Region/Bldg:

Action:

Distribution:

<input type="checkbox"/> BOPS	<input type="checkbox"/> FM IT	<input type="checkbox"/> FM Transportation
<input type="checkbox"/> FM Time Keepers	<input type="checkbox"/> DPS - Security	<input type="checkbox"/> BOPS - Pro Cards
<input type="checkbox"/> Construction	<input type="checkbox"/> Landscape	<input type="checkbox"/> AVP
<input type="checkbox"/> Card Access Administrator	<input type="checkbox"/> Supervisors	

Signature: _____

- Division HR Representative distributes FM-HR Employee Update to:
 - FM Business Operation Office (Monica Orsolini)
 - FM Business Operations Office – Pro Cards (Tara Tresh)
 - All three FM Timekeepers (Lori Bell, Patty Moore, Sandy D
 - Construction (John Koestner)
 - FM IT (Erik Dantes – Mark Scafaria)
 - DPS – Security (Currently Bob Coffman)
 - FM Transportation (Jeff Alexander)
 - AVP – Administrative Assistant (Jennifer Heilmann)
 - FM Card Access Administrator (Jennifer Heilmann)
 - FM Service Center
 - Supervisors
 - Directors
- HR generates Staff Appointment Form and sends to:
 - Hiring Agent – Division HR Representative
 - Timekeepers