UNIT INSTRUCTIONS FOR PROCESSING CAMPUS TRANSFERS
02/20/2007

When an employee changes campus, the following steps need to happen:

Original Campus Unit Instructions:

1. Unit updates PEALEAV balances for academics (hours taken)
2. Unit will initiate PITR/HR Transaction Checklist to end the current job; obtain necessary approvals (cross campus approvals not necessary), send PITR/HR Transaction Checklist and appropriate documentation to Central HR:

   UIUC – AHR for all employee groups except student and civil service/extra help; PSO for CS/EH; Student Employment for undergraduate students
   UIS – Campus HR for all employee groups except grads; Provost Office for grads; Student Financial aid for undergrad students
   UIC – Faculty Affairs for faculty; AHR Records for academic professionals, postdocs, grads and status or regional site civil service; Employment for extra help; Student Employment for undergrad students

3. If a vacation/sick leave payout is required due to an employee group/class change, Unit will need to complete the DART Separation form and payroll adjustment (NOTE: At UIS, HR completes the DART Separation form and payroll adjustment)

New Campus Unit Instructions:

1. Unit will ensure position is established according to guidelines for the new e-class
2. Unit notifies employee to update information via NESSIE
3. Unit will initiate PITR/HR Transaction Checklist to add the new job information; obtain necessary approvals (home org approval is not required) send PITR/HR Transaction Checklist and appropriate documentation to Central HR:

   UIUC – AHR for all employee groups except student and civil service/extra help; PSO for CS/EH; Student Employment for undergraduate students
   UIS – Campus HR for all employee groups except grads; Provost Office for grads; Student Financial aid for undergrad students
   UIC – Faculty Affairs for faculty; AHR Records for academic professionals, postdocs, grads, regional site civil service; Employment for on-site civil service and extra help; Student Employment for undergrad students

4. Unit or employee (if benefits eligible) contacts the new campus Benefits Center by email (for UIS employees, Benefits receives a copy of the PITR):

   UIUC - benefits@uillinois.edu
   UIC – Benefits2@uillinois.edu

HR Office Procedures:

Original Campus HR Office

1. End job(s)
2. Follow DART Separation Process (with the exception of PEAESCH), if needed
3. Notify SURS of termination via web event (for SURS eligible employees only)
4. Send email to the receiving campus HR contact notifying them of the transfer:

UIC – Students – arwa@uic.edu
   Grads and non-faculty academics – jwinn@uic.edu with copy to stanleyk@uic.edu
   Civil Service – stanleyk@uic.edu with copy to jwinn@uic.edu
   Faculty – ayudt@uic.edu with copy to eabunte@uic.edu

UIS – Students – kdehe1@uic.edu
   Academics/civil service – msmit2@uis.edu with copy to etill1@uis.edu
   Grads – psims1@uis.edu with copy to dtuck1@uis.edu

UIUC – Students – studentemploy@ad.uiuc.edu
   Academics, grads, academic/grad hourly, unpaid - ahrgenrl@uiuc.edu
   Civil Service – records@uiuc.edu
   Extra Help – ExtraHelp@uiuc.edu

New Campus HR Office

1. Add job(s) after old job(s) are ended (may need to email the current campus HR office if job has not been ended yet using the email addresses in #4 above)
2. Update PEAEMPL (District Division Code, Home Org, Check Distribution)
3. Change eclass on PEAEMPL, if applicable. If eclass change, send spreadsheet as usual
4. Complete SURS Certification via web event (for SURS eligible employees only)

Benefits Center

1. Set up Nessie New Hire logon for benefits purposes (if employee will become benefits eligible).

Payroll

1. Establish or remove appropriate deductions in the case of employee group/class changes