
EMPLOYEE MOVING FROM BOARD OF HEALTH COMMUNITY OPERATED PROGRAM (BOHCOP) TO STATE EMPLOYER

POLICY:

1. The move is considered an initial hire into State service (or a rehire into State service if the employee worked for a State employer before BOHCOP employment)
2. The BOHCOP employer must code the move as a Termination in PeopleSoft (TeamWorks HCM) to accurately document the movement between BOHCOP and State employment
3. The State employer must code the move as a Rehire in TeamWorks, rather than a Hire, to accommodate TeamWorks HCM/health and benefits system requirements that support the continuation of benefits
4. The State employer cannot accept accrued sick, annual, personal, or forfeited leave balances [\(except for Classified employees\)](#) per State Personnel Board Rule 16
5. Graduated annual leave accrual restarts [\(except for Classified employees\)](#)

BENEFITS:

1. Health insurance benefits retained*
2. Flexible benefits retained*
3. ERS membership retained
4. Any FLSA compensatory time is paid out by the BOHCOP employer
5. Any paid leave, deferred holiday, or other compensatory time is paid out or divested per BOHCOP policy, with the exception that sick, annual, personal, and forfeited leave will [transfer for a Classified employee](#)
6. [Unless Classified](#), the employee starts State employment with accrued leave balances set to zero (0)

*[*Benefits will be terminated with the BOHCOP then reinstated through the State employer without lapse on rehire although employee may receive a COBRA notice from State Health and GaBreeze in interim](#)*

JOB AID

Below are instructions for the losing and gaining employers to support the transition from BOHCOP to State employment

ACTIONS TAKEN BY THE BOHCOP EMPLOYER:

1. Use Action Code of **Termination** and Reason Code of **MSL (Move between State and Local)** in TeamWorks HCM

TeamWorks HRMSSPP

Employee ID: [REDACTED] Empl ID: [REDACTED]

Employee Empl Record 0

Work Location ? Find First 1 of 2 Last

*Effective Date 01/01/2018 Retiree

Effective Sequence 0

HR Status Inactive

Payroll Status Terminated

*Action Termination

Reason Move Between State and Local

*Job Indicator Primary Job

Current

2. Pay out annual leave (unless employee is Classified), FLSA compensatory time, and deferred holidays, as appropriate per BOHCOP policy, and then zero-out in leave keeping system as paid
3. Retain unpaid leave balances in leave keeping system
4. Prepare for the receiving employer a letter certifying leave balances to be transferred if employee is Classified
5. Notify the employee about possible COBRA notices

ACTIONS TAKEN BY THE STATE EMPLOYER:

1. For both initial hires and rehires into State service, use the Action Code **Rehire** and Reason Code **MSL (Move between State and Local)** on the Transfer/Rehire page in TeamWorks HCM

TeamWorks HRMSSPP

Transfer/Rehire Payroll Salary Plan Compensation

ID: [REDACTED] Empl Record: 0

Payroll Status: Active

*Effective Date: 01/01/2018 Effective Sequence: 1

Action / Reason: REH Move Between State and Local Action Date: 01/25/2018

2. Check Employment Data tab at the bottom of the Job Data page and override Benefits Service date ([except for Classified employee](#)) to ensure correct leave accrual and adjust Company Seniority date as needed

TeamWorks HRMSSPP

Employment Information

Employee: [REDACTED] Empl ID: [REDACTED] Empl Record: 0

Organizational Instance

Organizational Instance Rcd 0 Original Start Date 10/18/2010 Override
 Last Start Date 01/01/2018 First Start Date 10/18/2010
 Termination Date Override
 Org Instance Service Date 10/18/2010 Override

Organizational Assignment Data

Instance Record

Last Assignment Start Date 01/01/2018 First Assignment Start 10/18/2010
 Assignment End Date
 Home/Host Classification Home
 Company Seniority Date 01/01/2018 Override
 Benefits Service Date 01/01/2018 Override
 Seniority Pay Calc Date 10/18/2010 Override

Professional Experience Date Last Verification Date
 Business Title Exec Assist to Assist Provost Position Phone [REDACTED]
 Drug Test Indicator N Mail Drop ID [REDACTED]

USA

Job Audit **Job Data** Employment Data Earnings Distribution Benefits Program Participation Pension Plans

Save Return to Search Notify Refresh

3. Add leave plans in leave keeping system if using Base Benefits module in PeopleSoft TeamWorks HCM, or enroll the employee in Time and Labor or Absence Management if using either of these TeamWorks modules
4. Enroll in ERS Pension Plan in HCM
5. Verify deduction creation in General Deductions by State Health (ADP) and Flexible Benefits (GaBreeze) for continuation of benefits prior to the date payroll is confirmed
6. Notify the employee of possible COBRA notices and advise the employee when benefits transfer is confirmed
7. **Only for an employee who worked for the State prior to BOHCOP employment and is now being rehired into State service** - Check for any leave, supplemental pay or general deductions, to include garnishments, which may not have terminated from prior State service employment

- ✓ All leave balances should be zero except for Previous Unpaid Leave and should be zeroed-out in leave keeping system if any remain ([except for Classified](#))

- ✓ Any active Supplemental pay should be terminated by entering an end date for the previous State service
- ✓ Prior General Deductions should have State service end dates entered
- ✓ Verify eligibility in ERS plan (can be obtained thru ERS Employer Desktop) and create/verify pension plan in TeamWorks HCM

The screenshot displays the 'Employers' section of the Employees' Retirement System of Georgia. The 'Check Member Plan Eligibility' link is highlighted with a red circle. Below it, a form is shown with the following details:

- Plan: GSEPS
- Hire Date: 02/01/2017
- SSN: 123456789
- Current Contribution Group: GSEPS - Georgia State Employees' Pension and Savings
- Membership Status: Inactive Member
- Plan Eligibility: Member is only eligible for GSEPS membership.

A 'RETRIEVE' button is located at the bottom of the form.

8. Verify paycheck for accuracy before payroll is confirmed