

Employee Class/Employee Group Change Process

What is an employee group change?

When an employee takes a job that is in a different employee class than current job is in.

Examples:

- a Student (SA) employee is changing to Grad Assistant (GA)
- an Academic Hourly (HA) employee is changing to an Academic Professional (BA)
- An Extra Help (EH) employee is changing to a Civil Service (CA or DA, etc.)

Unit activities

Employee class changes require the following activities of the Unit(s):

1. Appropriate steps accomplished to establish the new position if necessary
2. Complete whatever selection process is required for the new employee class job
3. Ensure employee updates education, office address, and phone information via the Employment Information Form (EIF) in NESSIE
 - W-4 – if any desired changes in withholding

Unit can view the updated data as follows:

- PPAIDEN – Address information by clicking on Address tab
- PPAIDEN – Education by going to Options, click on General Information Form (or direct access by going to PPAGENL)
- PPAEXPR – Work History (direct access by typing form name)

Unit activities cont'd

4. Human Resources Transaction Checklist and any necessary supporting documentation completed by and routed through units involved to Central HR Office for the new employee class.
- **Memo - Employee Group/Class Change (if moving from Academic to Civil Service also indicate all leave Beginning Balances, Accruals and Usage as of the change date.) (See Separation Process for calculations.)**
 - **Employee information - old and new employee class and home department org , etc.**
 - **Current Job Information section - old position/job end date**
 - **New Job Information section - new position/job information**
 - **Documents Attached section – mark any documentation attached**
 - **Signatures from all affected units**
 - **If moving from academic, enter leave taken in PEALEAV through end of academic job and follow the DART Separation Process if the new job is in a non-leave eligible employee class**

Note: if the employee is moving from a vacation/sick leave, Benefits or SURS eligible e-class to a non-eligible e-class, the Dart Separation Process must also be initiated by the old employee class/group unit, and a Payroll Adjustment processed for any vacation/sick payout due the employee. (This ensures payout of leave and proper notification to SURS.)

if the employee is moving from Civil Service to an academic employee group (academic professional, faculty, graduate assistantship, etc) an Employee Group Change Authorization form must be completed and signed by the employee. The form can be found on the PSO website at www.pso.uiuc.edu on the Forms tab

Where do you send the checklist:

- If new e-class is **Student**
 - Student Employment/Student Financial Aid
 - 620 E. John St., MC-303
- If new e-class is **Civil Service**
 - Personnel Services Office
 - 52 E. Gregory Drive, MC 562
- If new e-class is **Extra Help**
 - Extra Help Services
 - 52 E. Gregory Drive, MC 563
- If new e-class is other than above
 - Academics Appointment Processing
 - 807 S. Wright, #420, MC 310

What does the Employee need to do?

The employee makes any appropriate changes in NESSIE before the HR Checklist is fully approved and sent to the Central HR Office.

1. Employee Information - update office address and phone, work history and education information
2. W-4 - any desired changes in withholding
3. Loan Default (if going from graduate assistant to academic)

If the employee is moving to a benefits eligible status, the Benefits Center will give the employee access to the Benefits forms. The employee will receive an email with their logon and password usually within 3 business days of Central HR entering the transaction information into Banner to change the Employee Data and add the New Job.

If the employee is moving from Civil Service to an academic employee group (academic professional, faculty, graduate assistantship, etc) an Employee Group Change Authorization form must be completed and signed. The form can be found on the PSO website at www.pso.uiuc.edu on the Forms tab

Central HR

Central HR will review the HR Transaction Checklist

1. End job(s)
2. Change PEAEMPL employee class and, if appropriate, any dates (Benefit Category will default to TC)
3. Add new job(s) and make adjustment on PEALEAV if required
4. Enter data onto the Employee Group Change spreadsheet
5. Send spreadsheet daily to Payroll and Benefits, Charitable Donations, Campus Parking, Campus Recreation and other Central HR Offices with the subject line

HR ECLS NOTIFICATION

6. If the employee is eligible for vacation/sick leave, Benefits or SURS, the unit will follow the Dart Separation process. HR will not PEASCH the employee.

Payroll

Payroll will review the spreadsheet received from HR

- End appropriate deductions according to the spreadsheet effective the day before the employee group change - note that only SFO or RT (RS, RT) need to be terminated depending if group change is eligible to ineligible or ineligible to eligible . FICA deductions will be reviewed to determine when exemptions exist whether to continue this status. If going across some eligibility e-classes there is no need to terminate any statutory deductions with the assumption the deduction record is not in error.
- Establish appropriate deductions according to the spreadsheet effective the day of the employee group change or the day after the last pay date, whichever is the later date.
- If vacation/sick leave eligible, or SURS eligible, will be following Dart Separation Process

Benefits

Benefits will review the spreadsheet received from HR

1. Change Benefit Category from TC to appropriate Benefit Category for all changes from or to a benefit eligible e-class
 2. For an employee moving from Benefit eligible to non-Benefit eligible, end all benefits related deductions effective the day before the employee group change or as otherwise appropriate
 3. For an employee moving from non-Benefit eligible to Benefit eligible, using NEWT, establish a NESSIE New Hire logon and password providing the employee access to Benefits Orientation Enrollment and Benefits forms only, within 3 business days of Central HR entering the transaction and Benefits receiving the spreadsheet.
- If benefit eligible to non-benefit eligible, will be following Dart Separation Process

Central HR PEALEAV Adjustment

After final regular calc for old job, leave adjustments need to be made

- Releasing Central HR Office will go to PEALEAV and zero out leave balances on old job(s) on the Job Leave Balance screen and update new job with balances. If there is a workweek change involved, the hours will be converted before maintenance is done on the new job.

Examples:

If 37.5 hour workweek to 40 hour workweek

Total Hours/7.5 = days, days * 8 = new balance

If 40 hour workweek to 37.5 hour workweek

Total Hours/8 = days, days * 7.5 = new balance