

## 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 – AAP 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 – AAP 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](mailto:benefits@uillinois.edu)

UIC – [Benefits2@uillinois.edu](mailto:Benefits2@uillinois.edu)