Year-End Transfer Flow Chart

An employee transfers agencies in December, before Run 1

Do P010 term dates need to be set?

NO

Is a final check requested?

NO

Are you the losing agency or the gaining agency?

Losing

Gaining

Make sure to:
- Communicate with the losing agency about deductions/ garnishments to prevent double deductions.
- Bring in leave from the clearing account.

- Prorate leave accruals.
- Transfer available leave to the clearing account.
- Work with the gaining agency regarding deductions to avoid double deducting them from the employee.

NOTE:
All State of Oregon agencies are considered one employer, so when an employee transfers it is treated as if they move between work sites at one agency.
- There are NO P010 dates set.
- There is no payoff of vacation, unless the employee has more than 100 hours and the other agency will not accept all of it.
- There is no final check request.