



Overview:

This quick guide describes the process for a Unit/Department to request to seat an active student, graduate student or temporary employee into another position that does not require a competitive search process via work order and/or action within UGAJobs.

The position must have already been vacated and approved prior to the transfer request. If changes are needed to the position, work through the appropriate route prior to taking action.

Steps that must be addressed prior to filling out the work order form

- The position requesting to move the incumbent into **MUST** be vacant
- If changes are needed to the position (ie: FTE, Standard Hours, etc.) please refer to the Position Management Manual outlining out to Modify and/or Evaluate a position **OR** work with your dedicated UGAJobs HR team.

Contacts:

Dedicated HR UGAJobs Representatives

Roles and Responsibilities

- **UGA Central HR:** reviews and confirms the completion of the position transfer of the current UGA employee.
- **HR Liaison:** Submits the work order form and or action within UGAJobs to transfer employee from one position to another.

Key Process Steps through UGAJobs

1. The Unit/Department will initiate a position request. The unit/department will need to complete the data fields necessary to prepare the position for review.
 - a. In the **Justification for Position**, indicate the current employee you wish to seat into the position. Include the following:
 - i. First Name, Last Name, Emple ID
 - ii. PeopleSoft Position Number of position to vacate employee out of
 - iii. Date employee will vacate current position and date employee will begin work in new position
2. Once the position is modified/evaluated, the action will follow the appropriate workflow and submit to Central HR for review.
 - a. **If existing position**
 - i. If the position is not vacant, the HR rep will need to work with the appropriate department to determine whether or not the employee should be vacated.
 - b. **If new position**
 - i. The Unit/Department also has the option to request their designated HR Representative to initiate the position on behalf of the Unit/Department via Work Order – Position Management.
3. Prior to transferring the employee into the requested position, the dedicated HR representative will determine if a background investigation will need to be conducted.
 - a. If a background investigation is needed, the employee will be sent an email from UGA's background vendor, Accurate Inc.
 - b. If a background investigation is not needed, the designated HR representative will move forward and approve the position.
4. Once the position is approved, the employee will be transferred from their previous position into the newly requested position. This takes approximately 24 hours to see within UGAJobs and OneUSG connect HCM.

5. The HR representative will inform the department the request has been completed.
 - a. If there is any compensation changes needed, proceed with submitting these transactions through the appropriate MSS transaction.

Key Process Steps through Work Order Form

1. The HR Liaison for the Unit/Department will request/approve to transfer an active employee into a current or newly created position.
 - a. Indicate the current employee to seat into the position.
2. The Unit/Department will need to provide the appropriate data fields necessary to prepare the position for approval.
 - a. **If existing position**
 - i. If the position is not vacant, the dedicated HR representative will need to work with the appropriate department to determine whether or not the employee should be vacated.
 - b. **If new position**
 - i. If the position is not created, the dedicated HR representative will need to create the position on behalf of the unit/department. Follow the SOP for UGAJobs Work Order Form – Position Management.
3. Prior to transferring the employee into the requested position, the dedicated HR representative will determine if a background investigation will need to be conducted.
 - a. If a background investigation is needed, the employee will be sent an email from UGA’s background vendor, Accurate Inc.
 - b. If a background investigation is not needed, the designated HR representative will move forward and approve the position.
4. Once the position is approved, the employee will be transferred from their previous position into the newly requested position. This takes approximately 24 hours to see within UGAJobs and OneUSG connect HCM.
5. The HR representative will inform the department the request has been completed.
 - a. If there is any compensation changes needed, proceed with submitting these transactions through the appropriate MSS transaction.

Relevant Resources

Human Resources Home Page: <http://hr.uga.edu/>
 UGAJobs: <https://www.ugajobsearch.com/hr/sessions/new>
 HR Employment Administration: <https://hr.uga.edu/supervisors/employment-administration/>
 UGAJobs Dedicated HR Practitioner: <https://hr.uga.edu/supervisors/employment-administration/>
 UGAJobs Work Order Forms:
 USG Background Investigation Policy:
 UGA Background Investigation Policy:

Name	Date
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Revised 11/6/19