

<b>Title</b>	<b>White Paper on Shared/Transferring Employees</b>
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<b>Processes</b>	<b>Not Applicable</b>

## **Shared Employees**

1. HR must work with Primary Institution or other Institution that has employee on NBAJOBS.
2. Identify who the primary Employer is and ensure all jobs have that EMPR on NBAJOBS (Job Detail tab).
3. Identify if employee becomes benefit eligible due to the nature of the contract and the hours worked during that contract in accordance with state law. We have identified if works more than 6 months, position is not temporary (temporary is defined as less than one year) and hours are 20 or greater a week.

## **HR Practice on Shared Employees**

1. If employee is receiving benefits or at least leave accrual at one institution, they would be the home institution.
2. Student Employees: The home institution would be the institution in which the student is enrolled.
3. Overtime Exempt staff member performing overtime eligible work at another institution: Home institution would be where the Overtime Eligible work is being performed.
4. Paid Adjunct: If the individual is currently a paid adjunct on one campus and is added to another campus, the home institution would be the first assignment campus.
5. Unpaid Adjunct: If an individual is an unpaid adjunct at multiple campuses, the home campus will be the one in which the individual resides or is in the area of that campus.
6. Shared Employees: For those benefits eligible staff members “shared” by multiple campuses, the campus that is currently paying the employee and being reimbursed will be the home campus.
7. Graduate Assistants: The home institution will be the campus in which the graduate student is enrolled.
8. Part-time staff (to include faculty): This is the most difficult determination to make and should require verbal consultation between the entities employing these type of staff members. This is for staff that are NOT receiving benefits or leave accrual. Items to consider in determining the home campus should be which one of the campuses will consistently use the staff member, and if they both will, then which one employed them first. On-going, part-time staff performing short-term assignments (hourly or flat amount) – on-going appointment would be the home institution. However, the employee may become eligible for benefits and would

move to one of the above categories above if working over the threshold of hours combined.

### **Transferring Employees**

1. HR must work with Institution that employee is transferring from so there is knowledge of the transfer as well as employer set up of benefit costs and JOBS records.
2. For the first month of employment, identify if the previous EMPR will be paying the benefits. Typically, the previous employer will pay the remaining benefits for the month that employee is transferring.
3. If the benefits are paid by the previous EMPR, then on NBAJOBS for the new position, identify for the first month in the EMPR field the previous employer.
4. Then go to Options and select Add New Effective Date so the EMPR can be changed.
5. Select date benefits begin from new EMPR and Save the date.
6. Change the EMPR code to New EMPR so this will ensure that the benefits get charged to the new Employer.
7. Add a Change Reason of transfer and save record. Use SA018 for moving to new State Agency. It becomes a termination for one Employer and Use SA019 for the transfer to the new employer as the appointment.
8. This will ensure that the right employer is charged the benefits and ensures the employee is not double charged for benefits.
9. Also, validate PDADEDN has the correct EMPR benefits if campus defined.