TRANSFER TO SLIP
P-1 Type 055 Transfer to SLIP Position

Requires Approvals by: PA DEPT PAYL

This P-1 will transfer the SLIP Retiree into their SLIP Position.

A SLIP retiree cannot be moved into the SLIP position until the <u>pay period following their retirement</u>.

Example:

- A person retires in the 02/14/2014 pay period
- Move them into the SLIP position the 02/28/2014 pay period.
- Warning - If a SLIP retiree is transferred to their SLIP position in the same pay period in which they retire, their last regular warrant (with their Term Leave Pay) will not write. There are edits in the system to prevent an employee in a class code of 99054 (SLIP) from being paid. This step is also important for the processing of the SLIP billings to the individual departments.

To initiate the P-1 Type 055 TRANSFER TO SLIP, start at the retiree's Employee Information module screen and type P1 in the header action field. This will take you to the retiree's P-1's FOR AN EMPLOYEE screen as shown below.

```
D3325047  ACT: QW        PERSONNEL ACTIONS (P-1S)                 PAGE: 0001
  PRINTER:               P-1S FOR AN EMPLOYEE


 SOCIAL SECURITY NUM  ===> XXX-XX-XXXX
 EMPLOYEE NAME        ===> LUCKY B RETIRED
 START AT PAY PERIOD  ===> 12/29/20XX
 QUICK WRITE P-1 TYPE ===> 055   TRANSFER TO SLIP
                                                                  COST
ACT PP BEGIN     -----STATUS-------  -------TYPE-------  NUMBER   CENTER
 _  12/29/20XX       PROCESSED       HEALTH/DENTAL BENE  XXXXXXX  XXX-XXXXXX

 _  12/29/20XX       PROCESSED        SLIP CALCULATION   XXXXXXX  XXX-XXXXXX

    12/29/20XX       PROCESSED          RETIREMENT       XXXXXXX  XXX-XXXXXXX
```

Tab to the QUICK WRITE P-1 TYPE line and type in 055 and press enter. The screen will refresh and the Quick Write P-1 Type line will read 055 TRANSFER TO SLIP. Then type in QW in the header action field and press enter. This will start the process of writing the P-1 Type 055.

```
 D3325041                 PERSONNEL ACTIONS (P-1S)               PAGE: 0001
                          POSITION SELECTION LIST


COST CENTER          ===> XXX-XXXXXX
POSITION NUMBER      ===> XXX-XXX-XXXX-XXXXX-XXX
* *  TYPE AN 'S' NEXT TO THE POSITION TO BE FILLED  * *
CT ---POSITION NUMBER----  ---EMPLOYEE NAME----  ---CLASS---- -POSITION TYPE--
 _   XXX-XXX-XXXX-XXXXX-XXX  * * * VACANT * * *    SECRETARY 2  PERM FULL TIME-M

 _   XXX-XXX-XXXX-XXXXX-XXX  * * * VACANT * * *    TYPIST-ADV   PERM FULL TIME-M

 _   XXX-XXX-XXXX-99054-001  * * * VACANT * * *    SLIP RETIREE SLIP


S SELECT POSITION     PF7 BKWD   PF8 FWD   PF9 HELP   PF12 RETURN   CLEAR EXIT
```

Page 1 of 5: Make any necessary changes on this screen. It is unlikely there would be any.

```
D3325061 ACT: _     REPORT OF PERSONNEL ACTION (P-1) | ------- P-1 TYPE ------
PRINTER:                 RETIRED, LUCKY B             | 055   TRANSFER TO SLIP
-- P-1 STATUS --   P-1 NUMBER ........: 1160257       | ----- APPROVED BY ------
NEEDS PROCESSING   EFFECTIVE DATE ....: 07/14/20XX    | PA   DEPT PAYL PROC
 OPTIONAL REMARKS* INITIATED BY ......: 005-410010    | YES  YES  YES  NO
                                                      |
REMARKS:                                              |

--------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  1 OF  5
                   RETIRED|   LAST NAME  | RETIRED
                     LUCKY| FIRST NAME   | LUCKY
                        B | MIDDLE NAME  | B
                          |              |
                        F |      SEX     |
   WHITE (NON-HISPANIC ORIGI  0 |ETHNIC ORIGIN* |
               XXX-XX-XXXX |SOCIAL SECURITY|    -  -
               XX/XX/xxxx  | BIRTH DATE   |   /  /
         NO DISABILITY    0 |DISABILITY CD* |
                          |              |
```

Page 2 of 5: Make any necessary changes on this screen. It is unlikely there would be any. Verify the home address entered follows USPS guidelines for abbreviations and that no punctuation is used.

```
D3325062 ACT: _     REPORT OF PERSONNEL ACTION (P-1)  | ------- P-1 TYPE ------
PRINTER:                 RETIRED, LUCKY B             | 055   TRANSFER TO SLIP
-- P-1 STATUS --   P-1 NUMBER ........: 1160257       | ----- APPROVED BY ------
NEEDS PROCESSING   EFFECTIVE DATE ....: 07/14/20XX    | PA   DEPT PAYL PROC
 OPTIONAL REMARKS* INITIATED BY ......: 005-410010    | YES  YES  YES  NO
REMARKS:                                              |

 --------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  2 OF  5
            XXXXXXXXXXXXXXX | STREET ADDR 1 | XXXXXXXXXXXXXXX
                           |               |
                   XXXXXX |     CITY      |
                       XX |     STATE     |
              XXXXX-XXXX |    ZIP CODE   |      -
          POLK          XX | CO. RESIDENCE*|
               XXX-XXX-XXXX |  HOME PHONE   |    -  -
```

Page 3 of 5: Enter BB for the Base Step. This step is used because the default class code is 99054 (SLIP RETIREE) and there is no base pay applicable to a SLIP retiree. The Cost Center, Position Number, Pay Grade, Class Title, and Base Salary will automatically be populated based on the position number that was selected previously in the process of writing the P-1 type 055 TRANSFER TO SLIP.

```
D3325065 ACT: _    REPORT OF PERSONNEL ACTION (P-1)  | ------- P-1 TYPE ------
PRINTER:            RETIRED, LUCKY B                 | 055  TRANSFER TO SLIP
-- P-1 STATUS --   P-1 NUMBER ........: 1160257      | ----- APPROVED BY ------
NEEDS PROCESSING   EFFECTIVE DATE ....: 07/14/20XX   | PA   DEPT PAYL PROC
 OPTIONAL REMARKS* INITIATED BY ......: 005-410010   | YES  YES   YES  NO
REMARKS:                                             |
---------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  3 OF  5
DAS/SAE ACCOUNTING 005-410010 |  COST CENTER  | 402-960099  DES MOINES SERV AR
          POLK           77 |COUNTY OF EMP.*|
      005-C85-4100-90712-001 |POSITION NUMBER| 402-M10-6600-99054-001
                  35        |   PAY GRADE   | 10
                EX OFF 3 |  CLASS TITLE  | SLIP RETIREE
      40.65 / HR   3,252.00 |  BASE SALARY  |      0.00         0.00
                       MX |   BASE STEP   | BB
                           |               |
```

Page 4 of 5: There is nothing to enter on this screen as the three fields will be populated as a result of the Retirement P-1 processed the previous pay period.

```
 D3325067 ACT: _    REPORT OF PERSONNEL ACTION (P-1)  | ------- P-1 TYPE ------
PRINTER:            RETIRED, LUCKY B                  | 055  TRANSFER TO SLIP
-- P-1 STATUS --   P-1 NUMBER ........: 1160257       | ----- APPROVED BY ------
NEEDS PROCESSING   EFFECTIVE DATE ....: 07/14/20XX    | PA   DEPT PAYL PROC
 OPTIONAL REMARKS* INITIATED BY ......: 005-410010    | YES  YES   YES  NO
                                                      |
 REMARKS:                                             |

 ---------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  4 OF  5
     RETIREMENT-SICK BAL   90 | TERM. REASON* |
                 06/30/20XX |  TERM. DATE   |    / /
                 06/30/20XX | LAST WORK DAY |    / /
```

Page 5 of 5: The POSITION TYPE will be defaulted to 55 SLIP. Enter 55 for the EMPLOYEE STATUS and the CONDITION OF EMPLOYMENT. You may use the selection lists for these two fields. When this P-1 processes, the retiree's 18-digit position number will be changed to the new SLIP position number on their HRIS record.

```
D3325068 ACT: _    REPORT OF PERSONNEL ACTION (P-1)  | ------- P-1 TYPE ------
PRINTER:              RETIRED, LUCKY B               | 055  TRANSFER TO SLIP
-- P-1 STATUS --   P-1 NUMBER ........: 1160257      | ----- APPROVED BY ------
NEEDS PROCESSING   EFFECTIVE DATE ....: 07/14/20XX   | PA   DEPT PAYL PROC
 OPTIONAL REMARKS* INITIATED BY ......: 005-410010   | YES  YES  YES  NO
                                                     |
REMARKS:                                             |

 --------------- F R O M ---- ---- D E S C ---- ---- T O ------- PAGE  5 OF  5
      PERM FULL TIME-MERT   00 | POSITION TYPE*| 55   SLIP
      PERMANENT MERIT       08 | EMPLOYEE STAT*| 55   SLIP
      FULL TIME             01 |  COND OF EMP* | 55   SLIP
                              |               |
```