

Employees Moving to or from the Department of Transportation

Employees coming from the Department of Transportation (DOT) to Central Payroll

When an employee is coming from the Department of Transportation, contact one of the DOT human resources contacts for the employee's current information (job class, pay rate, step increase date, employment dates, sick/vacation balances, vacation conversion ceiling (if applicable), etc).

Human Resources Contacts:

Name	Phone	Email
Mandy Fjelland	515-239-1655	mandy.fjelland@iowadot.us
Julie Brousard	515-239-1594	julie.brousard@iowadot.us
Camryn Mork	515-239-1656	camryn.mork@iowadot.us
Brooke Knudten	515-239-1676	brooke.knudten@iowadot.us

P1 Type to Use

- 001 New Hire - Permanent Position P1: When the employee does not have a record on HRIS.
- 070 Reemployment P1: When the employee does have a record on HRIS.

Rate of Pay and Step Increase Date: Follow the applicable rules for promotion, demotion, or lateral transfer.

Employee Status: The employee's status will remain the same.

Employment Dates: The employee's employment and vacation anniversary date will remain the same.

Sick and Vacation Balances

- Accrued sick leave and vacation shall be transferred. Enter the employee's balances in HRIS via the 271 P1.
- If the employee converted sick leave to vacation while at the DOT, you will need to ask the DOT for the employee's vacation conversion ceiling. Provide this information to Central Payroll, who will add the ceiling amount to the employee's record.

FMLA

The following information must be obtained from the human resources contact and noted in the hire P1 remarks:

- Hours actually worked by the employee over the last 12 months.
- FMLA hours used in the current fiscal year. If the employee used FMLA leave, write a 274 FMLA Leave Used Correction P1 to add the hours to the employee's record.

Military Leave

Any military leave hours and total days paid in the current calendar year must be obtained from the Human Resources contact and noted in the hire P1 remarks. The employee cannot exceed 30 days of paid military leave during the calendar year between both the Department of Transportation and the employee's new agency.

Group Insurance Coverage: Coverage will be effective the first of the month following the date of transfer.

P1 Remarks

Enter the information provided by the DOT human resources contact in the P1 remarks. This includes the employee's job class at DOT, pay rate, step increase date and dates of employment. Also include the employee's termination date at DOT – if there was a break in service, the employee would be treated like a new hire.

Employees transferring to the Department of Transportation

- Complete a 401 Termination P1 for the employee using termination code 74 Transfer.
- The sick and vacation balances will transfer with the employee and will automatically be zeroed out when the termination P1 processes.