

# Employees Moving to or from the Department of Transportation

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## 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 personnel assistants for the employee's current information (job class, pay rate, step increase date, employment dates, sick/vacation balances, vacation conversion ceiling (if applicable), etc). The DOT personnel assistants are:

### Personnel Assistants

- Kay Anderson: 515-239-1655/Kay.Anderson@dot.iowa.gov
- Kathy Robinson: 515-239-1654/Kathy.Robinson@dot.iowa.gov

### P1 Type to Use

- 005 New Hire P1: When the employee does not have a record on HRIS.
- 069 Reemployment P1: When the employee does have a record on HRIS.

### Rate of Pay

- Follow the applicable rules for promotion, demotion, or lateral transfer.

### 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, seniority and vacation anniversary date will remain the same.

### Sick and Vacation Balances

- Accrued sick leave and vacation shall be transferred via a 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.

### P1 Remarks

- Enter the information provided by the DOT personnel assistant 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

The Department of Transportation is not on HRIS, so you will need to complete a 401 Termination P1 for the employee using termination code 74 Transfer. The employee's sick and vacation balances will automatically be zeroed out when the termination P1 processes.