

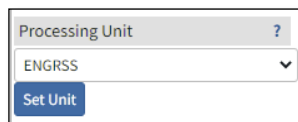
TRANSFERRING EMPLOYEES BETWEEN VSL UNITS

CS-EXEMPT

Units should follow these steps to update PEALEAV and the VSL Application when an employee **transfers** to a new unit and remains in the **same** Civil Service-Exempt **e-class**.

STEP 1: UNIT 1 (CURRENT/TERMINATING UNIT) PROCESS

- Ensure employee submits all leave usage from the beginning of the current reporting year (August) through the last day of employment in the current unit, in the VSL application
- Verify supervisor has approved all usage for current position in the VSL application
- No later than **the last day** of employment in the current unit:
 - Verify that the current reporting year's (August) starting balances in the Starting Balance box on the Setup Employees page in VSL match the *Begin Balance Hours* field on the current (terminating) job in PEALEAV for both VACA and SICK
 - If the beginning balances are incorrect update the hours in the *Begin Balance Hours* field in PEALEAV and/or VSL, as appropriate
 - Manually calculate accruals from the beginning of the reporting year (August) through the end date of the current position and verify accruals are accurate in the *Accrued Hours* field on the current position in PEALEAV for both VACA and SICK
 - Please see the *CS-Exempt-VSL-Partial Pay Period-Partial Year-Leave Accrual Calculator* for additional information on figuring accruals, if necessary.
 - If the accruals are incorrect in PEALEAV please update the hours in the *Accrued Hours* field
- DO NOT** update usage in PEALEAV unless the transfer coincides with the May or August reporting periods
- Remove Approver(s) from employee's record on the Setup employees tab
- Select new unit from Processing Unit dropdown and click "Set Unit" button



- Please contact the new unit's HR contact for assistance with the correct processing unit if you are uncertain
 - Please consult the [HR Department Contacts](#) list if you are uncertain who to contact
- Notify the new unit's HR contact ([HR Department Contacts](#)), that the employee's record has been transferred in VSL, include the following information:
 - Confirm August beginning balances are correct in PEALEAV & VSL

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- Confirm accruals from August through end date of current position are correct in PEALEAV
- If transferring the record during the May or August reporting periods indicate if the usage from BW19-BW10 for May reporting or from BW11-BW18 for August reporting has been reported in PEALEAV
 - DO NOT REPORT USAGE IN PEALEAV OUTSIDE OF THE MAY AND AUGUST REPORTING PERIODS

STEP 2: UNIT 2 (NEW UNIT) PEALEAV PROCESS

- Once the final calc for the previous position is complete:
 - Verify notice was received from previous unit confirming beginning balances/accruals are correct in PEALEAV and VSL
 - Move hours from the Begin Balance Hours and Accrued Hours fields on the terminated CS-Exempt position to the Begin Balance Hours and Accrued Hours fields on the new CS-Exempt position in PEALEAV, **include processor's netid with change reason**
 - If the transaction missed calc update partial pay period accruals in the Accrued Hours field on the new CS-Exempt job using the *CS-Exempt VSL-Partial Pay Period-Partial Year-Leave Accrual Calculator*.
 - If transferring the record during the May and August reporting periods and the previous unit indicates usage was reported on the old position move Taken Hours to new position, as well
 - Zero out Begin Balance Hours, Accrued Hours, Accrued Days, Taken Hours, Current Available Hours and Current Available Days fields on the terminated CS-Exempt position

STEP 3: UNIT 2 (NEW UNIT) VSL APPLICATION PROCESS

- Once balances have been transferred to new position in PEALEAV:
 - Confirm the Begin Balance Hours on the new CS-Exempt position in PEALEAV match the (August-BW19) starting balances for the reporting year in the Starting Balance box on the Setup Employees page in VSL and all balance information has been zeroed out on the previous position
 - Add new approver(s)
 - Confirm %FTE, Period and Leave Accrual Types are correct in the Appointment section. If they need updated refer to the VSL-HR User Guide (CS-Exempt) for additional instructions.
 - Review the Periodic Reporting, Weekend Submission, and FMLA sections to ensure settings for employee are consistent with the unit's business practices and requirements of the position