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Board: _____
Other: _____

Review Date: 4/16

Review Responsibility: Director of Information Technology

FCCS PROCEDURE

NO.: 12E.4

SUBJECT: Staff Transfer to Another Unit

Approved by: Executive Council

Effective Date: April 1, 2013

Date(s) of Revision:

Responsible for Implementation: All Staff (including employees, temporaries, and contractors)

Staff Transfer to Another Unit

When workers change jobs at FCCS their SACWIS assignments, security roles, and employee information need to be changed, too.

Procedure;

1) Transfer Worker to Another Unit

- a) The supervisor of the transferred worker must ensure that:
 - i) The transferred employee has completed all outstanding items in SACWIS such as Activity Logs in 'Draft' status.
 - ii) All assigned cases to this employee are ended and are reassigned to another staff member.

2) Receive Worker from Another Unit

- a) The supervisor of the receiving unit must:
 - i) Fill out the '**Transfer an Employee into my Unit**' form found on the **Services Locator** in order to report the change so that the PC, phone, and SACWIS set up are completed.
 - ii) Be sure to specify the effective date of the transfer, as well as any SACWIS security roles they need beyond what is typical for the new job.
- b) A Help Desk ticket will be generated and e-mailed to the requestor.

Outcomes:

- The FCCS SACWIS Administrator will update information about the employee in SACWIS, such as their new job's start date, phone number, agency unit, supervisor, etc.
- The FCCS SACWIS Administrator will change the worker's security role(s) to match the new position.
- The FCCS SACWIS Administrator will notify the worker and their supervisor that the transfer has been completed.