

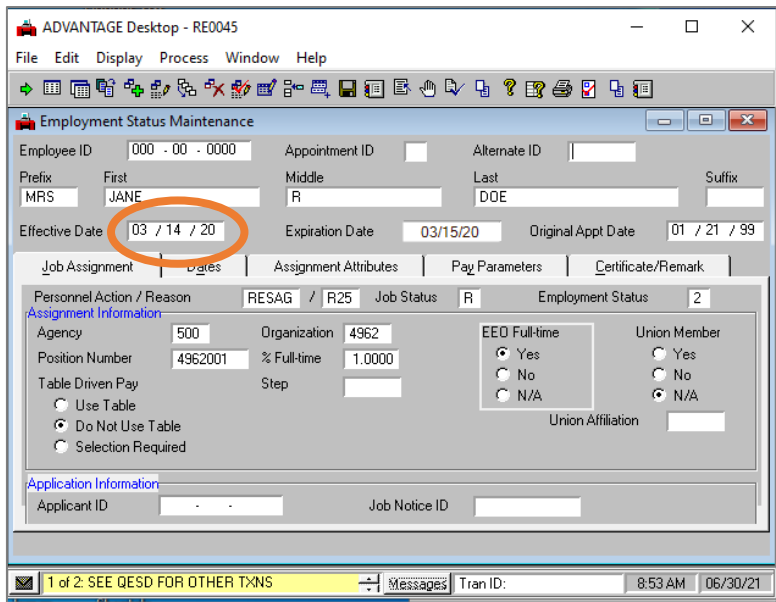
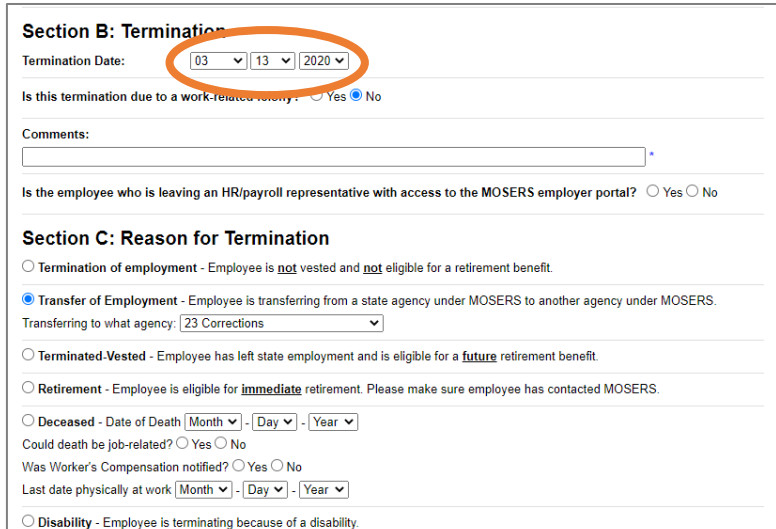
# PROCESSING TRANSFERS & TERMINATIONS

July, 2021

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**EXTERNAL TRANSFERS – Scenario:** Employee submitted their resignation effective 3/13/20 and will be transferring to another state agency.

<p><b>SAM II/ESMT Screen</b></p> <p>Notice the effective date in the ESMT screen to process the resignation is the day AFTER the employee's resignation/termination date.</p>	
<p><b>MOSERS Termination Form</b></p> <p>The employee's termination/resignation date, <b>not the ESMT date</b>, should be used.</p>	

**MOSERS Transfer Form**

The **hiring** agency should complete the transfer form to transfer the employee to their agency. The start date should match the hire date on the ESMT screen.

**Section B: Transfer Information**

Term Date (Org Change) From Previous Department/Agency:

03 / 13 / 2020

Start Date (Org Change) With Hiring Department/Agency:

03 / 16 / 2020

Hiring Agency:

Department: 23

Agy/Division: 931

Org/Section: A294

**SAM II/ESMT Screen**

ESMT completed by hiring agency.

ADVANTAGE Desktop - RE0045

File Edit Display Process Window Help

Employment Status Maintenance

Employee ID: 000 - 00 - 0000 Appointment ID: [ ] Alternate ID: [ ]

Prefix: MRS First: JANE Middle: R Last: DOE Suffix: [ ]

Effective Date: 03 / 16 / 20 Expiration Date: 99/99/99 Original Appt Date: 01 / 21 / 99

Job Assignment | Dates | Assignment Attributes | Pay Parameters | Certificate/Remark

Personnel Action / Reason: RHIRE / A07 Job Status: R Employment Status: 1

Assignment Information

Agency: 931 Organization: A294 EEO Full-time:  Yes  No  N/A Union Member:  Yes  No  N/A Union Affiliation: [ ]

Position Number: 0000001 % Full-time: 1.0000

Table Driven Pay:  Use Table  Do Not Use Table  Selection Required

Application Information

Applicant ID: [ ] Job Notice ID: [ ]

1 of 2: SEE QESD FOR OTHER TXNS Messages Tran ID: 8:51 AM 06/30/21

**TERMINATIONS – Scenario:** Employee submitted their resignation effective 3/15/20 and will be leaving state employment.

**ESMT/SAMII**

ESMT completed by the terminating agency.

Notice the effective date in the ESMT screen to process the termination is the day AFTER the employee's resignation/termination date.

**MOSERS Termination Form**

The employee's termination/resignation date, **not the ESMT date**, should be used when completing the MOSERS termination form.

Using the date on the ESMT, rather than their actual termination date, creates payroll/service discrepancies.

Notice the comment box is blank.