

INFORMATION SHEET – INTERDIVISIONAL TRANSFER

OBJECTIVE: To provide Caregivers with an understanding of what they can expect when an Interdivisional Transfer occurs. .			
TASK		INFORMATION	
TRANSFER IDENTIFICATION		<ul style="list-style-type: none"> The requirement for an interdivisional transfer is communicated to Recruitment & HR Services, who will confirm the transfer requirements and commence the process with the Caregiver. R & HR will set-up the transferring Caregiver and confirm the proposed date of transfer is aligned to the new Division's payrun or at a minimum start on Monday to ensure minimal disruption. 	
CAREGIVER NUMBER		<ul style="list-style-type: none"> The Caregiver will retain their current Caregiver number upon transfer. However, this will initiate the job at the current Division to be end dated and a new job created for the new Division. The Caregiver will be required to submit their resignation through the online form for transfers for the job they are leaving. 	
CHANGE TO PAY CYCLE/S		<ul style="list-style-type: none"> Depending on the transfer from the current Division to the new Division, a change in pay cycle may also occur. Depending on the transfer dates, a Caregiver may receive single weeks payment in the old division as they transfer to the new division payment cycle, or visa versa. All care will be taken to ensure Caregivers are made aware of the change to a pay cycle. 	
PAYROLL DETAILS		<ul style="list-style-type: none"> The Caregivers superannuation, taxation and banking details will automatically be transferred to the new position. Should any of these details need to change upon transfer please contact Recruitment & HR Services for the applicable forms to complete. 	
MAXXIA		<ul style="list-style-type: none"> While Maxxia can and will be contacted by the relevant team (Salary & Benefits) to ensure they are aware of the change to pay cycle where applicable, please note the following: <ul style="list-style-type: none"> All existing deductions in place will be transferred over to the new Division. If the change to pay cycle will impact the Caregivers Maxxia deductions the Caregiver must contact Maxxia to advise of the financial implications and request a recalculation or temporary hold on their deductions to minimise financial impact. <p><i>Example being where only one weeks pay to be received in either pay cycle.</i></p> <p><i>Please note all deductions are a result of the schedule agreed by the Caregiver and Maxxia and Salary & Benefits are not authorised to amend schedules without instruction from Maxxia, who provide this on the authority of the Caregiver to Maxxia.</i></p>	
PAYMENT		<ul style="list-style-type: none"> Until the final day of transfer the Caregiver will continue to provide necessary information for their payment of Salary & Benefits to occur under the old Division i.e. if submitting a timesheet, continue to do so. The new Division Manager is to ensure Caregivers understand the new requirements e.g. if a timesheet to be provided, ensure this is done. 	
LEAVE TRANSFERS		<ul style="list-style-type: none"> Leave balances can only be transferred once the final payment for the previous job has been completed. This will ensure up to date and accurate leave balances are transferred to the new job. This process may take up to at least a week following the final payment as all leave history and accruals are audited. If any anomalies are found Salary and Benefits will discuss these with the Caregiver. <p><i>Example: Assuming Sunday end of pay period, payroll processing to occur Wednesday, and balance transfer to take place within 3 business days following the transfer.</i></p> <ul style="list-style-type: none"> Any leave or accrued entitlement that does not relate to the new Division or Agreement the caregiver is transferring to will be paid out. <p><i>Example can include ADO's (Accrued Days Off) or Leave Loading.</i></p>	
FUTURE DATED LEAVE		<ul style="list-style-type: none"> With the transfer to a new Division and possibly a new Manager, all previously booked advanced leave will need to be cancelled, re-entered and approved in the MyPay System. Caregivers should raise proposed leave with their new manager and reach agreement. Once leave balances have been transferred across to the new position Caregiver's are responsible to rebook any leave and seek approval. 	
INFORMATION SERVICES		<ul style="list-style-type: none"> Information Services play an important role when a Caregiver is changing Divisions as the Caregiver Number provides access to the relevant systems in the SJGHC IS System. The Caregiver/new Manager will need to log a network access request with Information Services to modify current systems accesses where required to be removed or added. 	
AUTHOR		Michelle Boehme	STATUS
CREATION DATE		31/01/2017	SECURITY CLASSIF.
REVIEW DATE		31/01/2018	CATEGORY
			Draft
			Internal Use Only
			Guide