

25.20.50

January 1, 2012

Employee transfers between agencies

When an employee accepts an appointment with a different employer, WAC 357-22-025 requires the most recent former employer to provide employee information to the new employer in a transmittal package developed by Office of Financial Management (OFM) State Human Resources.

Both the terminating and new employing state agencies should make a concerted effort to ensure the employee doesn't suffer a lapse in wage when there is an immediate continuing employment transfer.

The terminating agency must transfer at a minimum, the following documents to the new agency's designated office promptly:

25.20.50.a Agency Termination Documentation

The original document that terminates the employee from the transferring agency.

25.20.50.b Employee Deduction Authorizations

- Employee signed documents authorizing both reductions from gross pay and other deductions.
- All original (past and current) medical, dental, life, long term disability, and any other insurance enrollment forms.

25.20.50.c Leave Balances

Employee leave records for vacation, personal holiday, sick, shared leave, and any other leave balances.

25.20.50.d Interagency Transmittals

Use the following OFM forms (or equivalent) to transmit employee records between state agencies:

- 12-011 Employee Payroll Records Transmittal
- 12-048 Employee Personnel Records Transmittal