



County of San Bernardino
TRANSFER REQUEST
SPECIAL TRANSFER REQUEST BETWEEN TWO COMPANIES

A transfer between two companies is the appointment of an employee from a position under one company to a position with equivalent duties under another company.

Example: Office Assistant II (County – SBC) Office Assistant II (SD – B15).

REFERENCES

Personnel Rules

TRANSFER of Leave Balances and/or Service Hours

FORMS REQUIRED

Special Transfer Request Between Two Companies

MANDATORY FIELDS

All

GENERAL INFORMATION

With the approval of both companies' Appointing Authorities and the Human Resources Director, an employee may transfer from one company to another without their name being on the transfer list by completing a Transfer Request-Special Transfer Request Between Two Companies form. Employees are not required to have regular status in their current Job Code Title.

PAYROLL SPECIALIST RESPONSIBILITIES

Current Company Payroll Specialist

- ◆ Initiate Special Transfer Request Between Two Companies.
- ◆ Audit form for completeness.
- ◆ Retain copies for department file.
- ◆ Forward Special Transfer Request Between Two Companies to Receiving Company Payroll Specialist.

Receiving Company Payroll Specialist

- ◆ Complete Receiving Company information.
- ◆ Audit form for completeness.
- ◆ Forward to HRBP for review.
- ◆ Retain copies for department file.
- ◆ Forward JAR packet to EMACS-HR (0030).
- ◆ Audit by Payroll Thursday of the processing period to ensure EMACS has been updated.

Refer to department guidelines for individual procedures

DEADLINES

Refer to Master Calendar for EMACS Processing.