

ARCHDIOCESE OF LOUISVILLE
OFFICE of HUMAN RESOURCES

EMPLOYEE TRANSFER GUIDE/CHECKLIST

Do NOT mark an employee in Paycor as terminated who is going to be transferred to another school or parish that is operated by the Archdiocese of Louisville. All information for the employee in Paycor will be “picked up” from the location files that the employee is transferring from and “dropped into” the Paycor files for the location that the employee is transferring to.

Name of Employee

_____ Business Manager/Bookkeeper from location that employee is transferring from contacts the Business Manager/Bookkeeper that the employee is transferring to. During this communication determination is made between the Business Managers/Bookkeepers in regards to final pay/benefits/ & date of transfer. Schools operated by the Archdiocese of Louisville will follow this process for transferring contract employees: current benefit coverage will end with the contract on June 30, the new contract school will pick up all elected benefits July 1.

_____ Both locations complete an Employee Benefit Change form and forward change form to the Benefits Administration Assistant at the Pastoral Center.

_____ No less than one week prior to needing transfer completed, Business Managers/Bookkeepers from both locations will e-mail Human Resources Generalist at the Pastoral Center with a cc to each other with the following information:

_____ Employee currently located at _____ / _____
Parish/School Name Parish/School #

_____ Employee transferring to _____ / _____
Parish/School Name Parish/School #

_____ Date of Transfer ____/____/____

_____ Final Pay at location transferring from will take place on mm/day/year ____/____/____

_____ First Pay at location transferring to will take place on mm/day/year ____/____/____

_____ Human Resources Generalist will notify via e-mail Business Managers/Bookkeepers from both locations, once the transfer has taken place in Paycor.

_____ Business Manager/Bookkeeper at location employee is transferring to will verify that all information under the employee tabs in Paycor are accurate and, if necessary, make any changes to the employee's file before processing payroll.

_____ Business Manager/Bookkeeper at location employee is transferring to will verify their Pre-Post Report in Paycor prior to submitting payroll to assure that all Payroll data is correct.

_____ Business Manager/Bookkeeper from new location should contact old location for a copy of the employee personnel file

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Prepared By: _____