

DEPARTMENT OF EMPLOYEE RELATIONS, PAY SERVICES

City-Wide Procedure

Procedural Clarification: HCM Transfers; IntER-Departmental vs. IntRA-Departmental

Policy and Procedure:

In accordance with Section 3 of the Salary Ordinance [Salary at Time of Appointment] **Transfers**, whether IntER or IntRA are to be effective at the **beginning of a bi-weekly pay period**. They are **not allowed mid pay-period**.

How to Determine if IntER or IntRA Departmental:

When trying to determine if a transfer is an “IntER or IntRA” transfer, look to the **Department Number**. The first three (3) numbers of a department number equal the **division**. If the first three (3) numbers remain the same the department is **not** changing, which means it is an Int**RA**-departmental transfer.

Examples include, but are not limited to:

- DER has 3 divisions: 1651 DER Administration, 1652 DER Operations, and 1654 DER Benefits.
- Library has 3 divisions: 8611 Library Administration, 8612 Library Neighborhood Services, and 8313 Library Central.
- DPW has many departments and divisions
 - 5231, 5451, and 6611 are different departments in DPW.
 - 5231, 5233, and 5234 for example may be different department numbers, but are all part of the same division within DPW.

IntRA-Departmental Transfer Defined:

An Int**RA**-departmental transfer is when an employee remains in the same department [**also referred to as division**] within the City, but changes location.

Examples include, but are not limited to:

- Employee in DER Pay Services transfers to DER Employee Benefits, or 165 25 to 165 41.
- Employee in DPW Transportation Street Lighting transfers to Infrastructure Street Lighting, or 523 68 to 523 76.

Making IntRA-Departmental Transfer HCM Entries: How To

- Effective Date = 1st Sunday of Pay Period
- Action = Transfer
- Reason = Intra Department Transfer

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IntER-Departmental Transfer Defined:

An Int**ER**-departmental transfer is when an employee transfers from one City department to completely different department of the City.

Examples include, but are not limited to:

- Employee in DER Administration transfers to Library Administration, or 1651 to 8611.
- Employee in the Assessor's Office transfers to the Port Authority, or 2300 to 4280.
- Employee in DPW Sanitation transfers to DPW Infrastructure Transportation, or 5650 to 5235.
- Employee in DPW Sanitation transfers to DPW Water Sewers, or 5650 to 6830.

EXCEPTION TO THE RULE

- The Department of Administration (DOA) will be the **exception to the rule**. 99.9% of the time DOA will be an Int**ER**-departmental transfer as the department itself is set up as multiple independent departments. Similar to subsidiaries under a parent company in the private sector.

Examples include, but are not limited to:

- Employee in DOA Purchasing transfers to DOA CBGA, or 1515 to 1511.
- Employee in the DOA Office of the Director transfers to the DOA Budget office, or 1518 to 1512.

Making IntER-Departmental Transfer HCM Entries: How To

Two or three entries are required.

Regardless if an employee is changing titles Resign them from their previous position, or expire their previous appointment effective the 2nd Saturday of the pay period before the transfer is effective. (Ex. Position Change – Resignation for other city job; or Position Change – Expiration of _____ *appointment type*).

Complete a Resignation Form and check **“Resignation from this position only”** box and submit immediately, or prior to HCM entry to DERPersonnelforms@milwaukee.gov.

Transfer the employee out of their old department.

- Effective Date = 2nd Saturday of the pay period
- Action = Transfer
- Reason = Transfer from this department

Inform derpayservices@milwaukee.gov that the employee is ready to be transferred to the new department.

DER Pay Services will make this next entry to cross the employee from one department to another.

- Effective Date = 1st Sunday of Pay Period
- Action = Transfer
- Reason = Inter Department Transfer

***When in doubt as to how to make an entry, or if the entry is “IntER” or “IntRA”
Departmental please contact DERPayservices@milwaukee.gov.***