

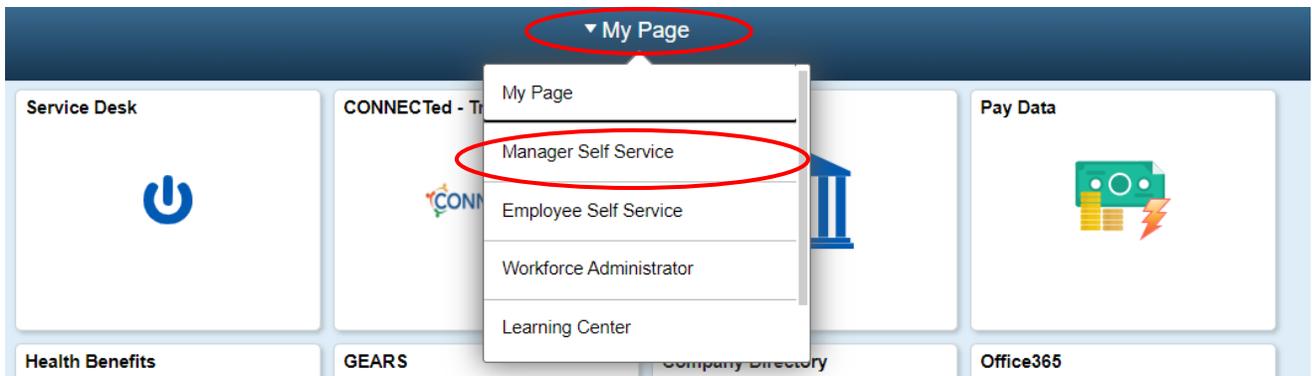
Submitting a Transfer Employee/PIN Switch Request

A Transfer Employee/PIN Switch is when an employee is moved into a different PIN within the same classification. For example,

- 1) A District Court Bailiff moving into a position in a different county within the same District.
- 2) A District Court Bailiff moving from a FT position into a PT position.
- 3) A Judiciary Clerk moving from one generally funded position into another generally funded position in another department (i.e. Criminal to Civil).

To submit a Transfer Employee/PIN Switch request:

1. Once logged into CONNECT, click “Manager Self Service” from the page menu.

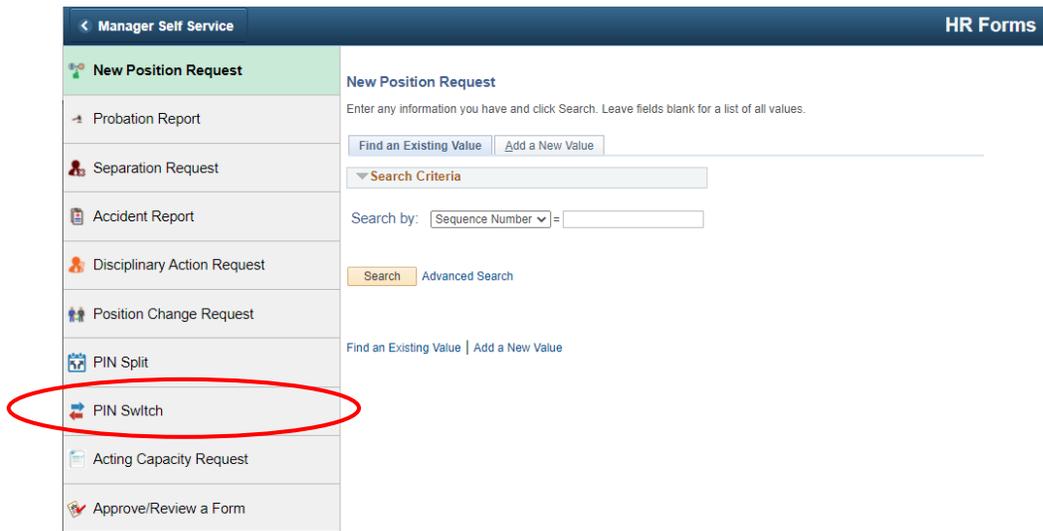


2. Click the “HR Forms” tile.

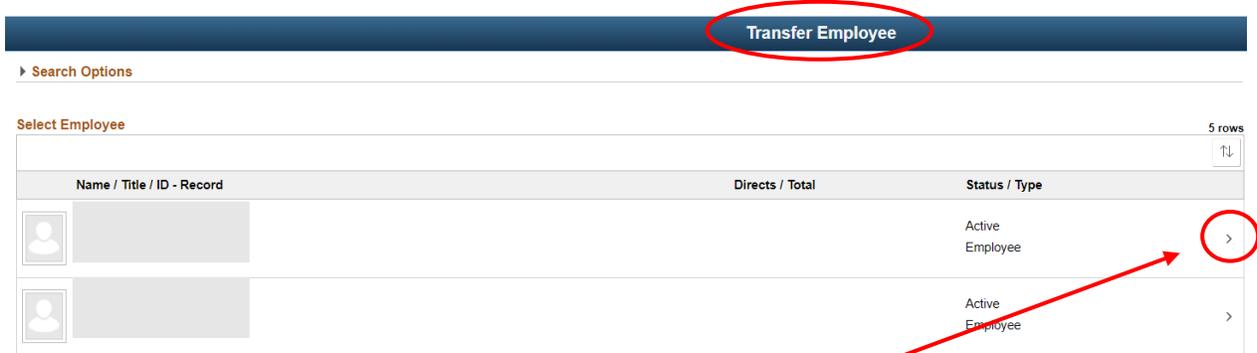


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3. Click "PIN Switch" from the left panel.

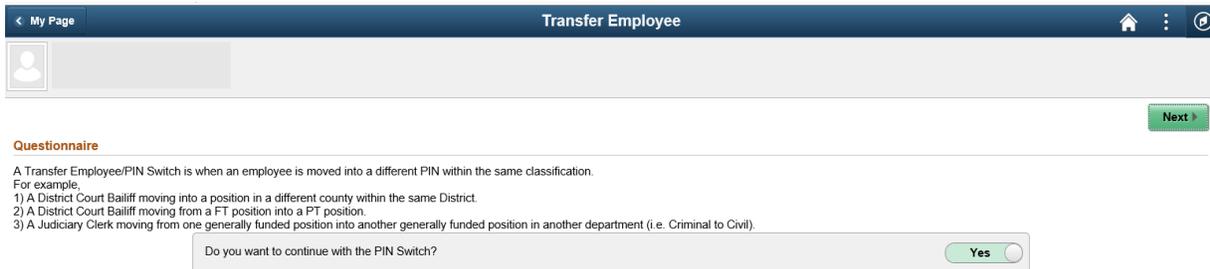


4. The "Transfer Employee" page will appear.



5. Click the right arrow next to the employee you wish to transfer.

6. A questionnaire will appear. Review the examples provided. If you want to continue with the PIN Switch, select "Next". If not, navigate away from this page.



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7. Enter the "Transaction Date" by typing in the date or clicking the calendar icon. This must be a Wednesday, the start of a Contractual pay period.
8. The "Reason" of "PIN Switch" should default.

The screenshot shows the 'Transfer Employee' form. At the top, there is a progress bar with two steps: '1 Job Detail' and '2 Review & Submit'. Below the progress bar, there are two buttons: 'Return to Questionnaire' and 'Next >'. The main section is titled 'Work and Job Information'. It contains a form with the following fields:

- *Transaction Date: 10/28/2020 (with a calendar icon)
- *Reason: PIN Switch (with a dropdown arrow)
- XFR

Below these fields, there are two columns of information: 'New Information' and 'Current Information'. Each column has a search icon and a list of fields:

| New Information | | Current Information | |
|-----------------|--------------------------------|--------------------------|---------|
| Position Title | County Clerk 001044 | County Clerk | 001044 |
| Business Unit | Maryland Judiciary MDJUD | Maryland Judiciary | MDJUD |
| Department | DC 60- Administration 0460101 | DC 60- Administration | 0460101 |
| Location | DC Frederick, Courthouse DC60A | DC Frederick, Courthouse | DC60A |
| Job Title | County Clerk 171 | County Clerk | 171 |
| Standard Hours | 40.00 | 40.00 | |
| FTE | 1.000000 | 1.000000 | |
| Full/Part Time | Full-Time | Full-Time | |
| Reports To | Administrative Clerk I 001050 | Administrative Clerk I | 001050 |
| Manager Name | SARA SNYDER | SARA SNYDER | |

9. Using the magnifying glass icon, select the new PIN. Click the "Next" button.

The screenshot shows the 'Transfer Employee' form. At the top, there is a progress bar with two steps: '1 Job Detail' and '2 Review & Submit'. Below the progress bar, there are two buttons: 'Return to Questionnaire' and 'Next >'. The main section is titled 'Work and Job Information'. It contains a form with the following fields:

- *Transaction Date: 10/28/2020 (with a calendar icon)
- *Reason: PIN Switch (with a dropdown arrow)
- XFR

Below these fields, there are two columns of information: 'New Information' and 'Current Information'. Each column has a search icon and a list of fields:

| New Information | | Current Information | |
|-----------------|--------------------------------|--------------------------|---------|
| Position Title | County Clerk 001044 | County Clerk | 001044 |
| Business Unit | Maryland Judiciary MDJUD | Maryland Judiciary | MDJUD |
| Department | DC 60- Administration 0460101 | DC 60- Administration | 0460101 |
| Location | DC Frederick, Courthouse DC60A | DC Frederick, Courthouse | DC60A |
| Job Title | County Clerk 171 | County Clerk | 171 |
| Standard Hours | 40.00 | 40.00 | |
| FTE | 1.000000 | 1.000000 | |
| Full/Part Time | Full-Time | Full-Time | |
| Reports To | Administrative Clerk I 001050 | Administrative Clerk I | 001050 |
| Manager Name | SARA SNYDER | SARA SNYDER | |

Submitting a Transfer Employee/PIN Switch Request

10. A “Review and Submit” screen will appear. Enter any appropriate comments, if applicable. If all information is accurate, click “Submit”.

Review and Submit

Transaction Date 10/28/2020
Reason PIN Switch

| New Information | | Current Information | |
|-----------------|---------------------------------|--------------------------|---------|
| Position Title | County Clerk 000780 | County Clerk | 001044 |
| Business Unit | Maryland Judiciary MDJUD | Maryland Judiciary | MDJUD |
| Department | DC 71- Administration 0471101 | DC 60- Administration | 0460101 |
| Location | DC Washington, Courthouse DC71A | DC Frederick, Courthouse | DC60A |
| Job Title | County Clerk 171 | County Clerk | 171 |
| Standard Hours | 40.00 | 40.00 | |
| FTE | 1.000000 | 1.000000 | |
| Full/Part Time | Full-Time | Full-Time | |
| Reports To | Administrative Clerk I 001050 | Administrative Clerk I | 001050 |
| Manager Name | SARA SNYDER | SARA SNYDER | |

Comments

PUM TEST

11. A submission confirmation page will display.

Transfer Approval Chain

Transfer Approval Chain

Self Approved: SARA SNYDER, Transfer Admin Official, 10/27/20 - 2:07 PM

Pending: Multiple Approvers, Class and Salary Analyst

Not Routed: Multiple Approvers, Employee Services Analyst

Comments

SARA SNYDER at 10/27/20 - 2:07 PM
PUM TEST

System at 10/27/20 - 2:07 PM
Self Approved (18081,4050)

System at 10/27/20 - 2:07 PM
Self Approved (18081,4050)