

Transfer to/from Another UW System Institution

	Information	Action You Should Take
Benefit Plans	All benefits will transfer to new institution as the UW System is one employer.	<p>No action needed if employee is staying in the same employment category and does not have an FTE change.</p> <p>If employee will change employment category, review the Change in Employment Categories chart.</p> <p>If employee will have an FTE change, review the Change in Appointment Percentage web page for information to counsel the employee.</p>
Leave Balances	All leave will transfer to new institution as the UW System is one employer.	Vacation carryover and paid leave bank balances do not have to be accepted by the new institution. If not accepted, a payout would be necessary before the transfer.
General Deductions	General Deductions will continue to be taken from the employee's checks.	Confirm that all institution-specific deductions have been ended as of the employee's transfer (for example, Parking).
Additional Pay	Any lump sums or hourly add-ons will continue to pay on the employee's checks.	Delete or end any additional pay that is specific to your institution.
Address	Job at new institution may result in a physical move for the employee.	<p>Remind the employee to review and if needed update their address.</p> <p>Inform the employee that if they move to a different county (for a minimum of 30 days), they have 30 days from their move to change their State Group Health Insurance Plan carrier. The change becomes effective the first of the month following receipt of the application.</p> <p>Inform the employee that they may be eligible to enroll in, or change their contribution amount to their Dependent Day Care Flexible Spending Account.</p> <p>See Change of Name or Address chart.</p>