

Employee transferring from PHD to State:

PHD

- Submit termination with term pending status.
- Make sure all leave payoffs, if applicable, are on last timesheet.
- Process last payment and then inactivate work assignment.

State

- Process rehire action after termination action from PHD has processed for employee updating employee record for all applicable fields normally on hire: Work Type, Retirement Plan, Tier, employee type, legal entity, legal establishment, Trial Period (if going on probation), email, update adjusted start date, add new hire event to setup benefits, etc.

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