My Civil Service Employee Transfer
A step by step guide for employees
As part of realising *A Brilliant Civil Service*, we are making it easier for Civil Service employees to move between different parts of government. This guidance pack has been produced to support employees, in the transfer process.

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Section 1  - My move across the Civil Service

An Overview

- This document provides guidance on the Civil Service Employee Transfer process - formerly known as the other government department (OGD) transfer process.

- The Civil Service employee transfer process applies to all Civil Servants moving between departments including arm’s length bodies (ALBs) and non-departmental public bodies (NDPBs) which employ civil servants. If the NDPB employs public servants or you are a public servant this guidance does not apply.

- This guidance does not apply to Cabinet Office Statement of Practice on Employee Transfers in the Public Sector (COSoP).

- This guidance applies to those transferring from the Northern Ireland Civil Service, who were originally appointed on merit via fair and open competition, to another government department. In such instances continuity of service will be honoured and they are transferred using the Civil Service Employee Transfer Form. For those wishing to move to the Northern Ireland Civil Service please consult with the vacancy holder as to whether continuous service will be honored. If continuous service will be honoured then the Civil Service Employee Transfer Form should be used to facilitate the transfer.

- There is one form that will accomplish the HR and payroll transfer - this is known as the Civil Service employee transfer form. Your importing manager must complete the new entrant notification so you are attached to payroll in the new department, please ensure they have completed this form.

- The process puts the employee at the heart of the process and responsible for instigating their transfer by providing the majority of information required to progress the transfer e.g. their personal details, current / new job role information.

- Throughout the process the employee should be given visibility of the completion of forms. The normal expectation is for the HR/ payroll transfer steps of the process to take a maximum of 7 days to complete. This should only be undertaken once you have had your salary and start date confirmed by your new department.

- You may also want to refer to your department intranet for additional information on leaving your current department.
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An outline of the process

A 10 step process:

**Step 1** - Provisional offer accepted by the candidate

**Step 2** - Baseline personnel security standard (BPSS) checks conducted by importing department.

Note: some departments conduct these checks at interview stage and will not be repeating them at this stage.

**Step 3** - Security clearance transfer Initiated or a new security clearance applied for.

For those who have a valid security clearance complete the Security Checks Information Form. Note you should submit this even if you don't have the correct security clearance as it is used for BPSS checks as well.

**Step 4** - Salary information shared with new department

**Step 5** - Start date agreed

Your current and new line manager will agree a start date suitable to you once steps 1-4 are complete.

**Step 6** - Receive salary and start date confirmation

**Step 7** - Complete the Civil Service Employee Transfer Form

- Candidate completes part A and sends to line manager to complete part B. Shared services/ HR teams complete part C.

It is expected that you will be copied in at each stage of this form submission.

The following two steps (step 8 and 9 respectively) are completed by the new line manager/ vacancy holder.

**Step 8** - New line manager submits the new entrant notification (NEN)

**Step 9** - HR/ payroll record set up

**Step 10** - Day 1 - start your new role in the Civil Service

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**Top tips**

- Steps 2-4 can run simultaneously. You will supply information to your new department once for them to undertake checks and confirm your salary

- You can not complete the Civil Service Employee Transfer Form until you have received confirmation of start date and your new salary. Your new department will only supply this once in principle security clearance confirmation is received.
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Information for employees who are transferring (part 1)

Once a move to another government department, non-departmental public body or arm’s length body has been agreed it is your responsibility to:

Work with your new department to ensure your security clearance is transferred.
• Prior to you completing the Civil Service Employee Transfer Form your new department will contact you requesting:
  1) Information to transfer your security clearance via the Security Checks Information Form.
  2) 2 payslips to determine your new salary, and;
  3) any information required to validate your identity/right to work in the UK/Civil Service

Ensure an appropriate release date has been agreed between your current line manager and new line manager in line with business requirements, taking into account:
• Best practice – agree a start date as close to the first of the month as possible:
  1) Moves between the middle and end of the month could affect your pay
  2) Please ensure that you move prior to payroll cut-off in your new department (these are included on the form)
  3) Ensure that you provide at least 4 weeks notice

• This should only happen after security clearance transferability is confirmed. If you have not received this confirmation from your new department you can not complete the Civil Service Employee Transfer Form.

• Any outstanding annual leave or flexible working hours have been agreed.
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Information for employees who are transferring (part 2)

Once a move to another government department, non-departmental public body or arm’s length body has been agreed it is your responsibility to:

Complete the Civil Service Employee Transfer Form part A - you should have received the link to this with your provisional. Alternatively a link to it can be found through your departmental intranet.

Your current line manager will complete part B and forward to shared services / HR who complete (Part C) and forward to the new department shared services / HR team.

Ensure all your HR details are up to date on your current HR system before you transfer and review those populated for you as soon as you join the new department.

Ensure that you understand the terms of the transfer including any impact on your salary, annual leave allowance and terms and conditions. It is also important to understand how existing payments into a childcare voucher scheme (where salary adjustments are made) will be impacted following your transfer.

Allowances are not automatically retained on transfer or loan, nor are they consolidated into base pay. Decisions on allowances payable following the transfer will be made by the new department. (please refer to annex D)

Your current department will pay you until your last day. If you move after payroll cut-off in your new department you will need to arrange an emergency payment upon arriving at your new department. Any overpayment that is made to you will be recovered directly from you, it will not be recovered from your new department.

Comply with departmental asset and information policy when leaving your existing department.
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Checklist for employees who are transferring

☐ Agree a release date - it’s best to agree a release date at the start of the month or you pay might be impacted. Don’t forget to consider any outstanding annual leave or flexible working hours credit / debit that you need to take.

☐ Complete the Security Checks Information Form to confirm transferability of your security clearance Note: you should submit this even if you don't have the correct security clearance as it is used for BPSS checks as well.

☐ Complete the Civil Service Employee Transfer Form part A. This should only be completed after your new department confirms your salary and start date.

☐ Send the completed Part A of the Civil Service Employee Transfer form to your current manager.

☐ Chase your line manager or shared service centre if they do not copy you into their completed part B of the Civil Service Employee Transfer form within 2 and 5 days respectively.

☐ Check that your HR details are up to date on your HR System, for example contact details or any sickness absences are correct - do this before you transfer and again when you join the new department.

☐ Ensure you fully understand the terms of the transfer including any impact on salary and terms and conditions - refer back to the job advert and remember that your current department will pay you until the calendar day before you transfer.

☐ Fully comply with departmental asset and information policy when leaving the current department - hand in laptop, mobile phone, security pass etc.

☐ Check how your performance award / bonus will be paid if applicable - speak to your current line manager and then your new line manger to find out this information.

Advice and support

• If you think there may be any issues with your new salary or allowances, discuss these with your new manager and/ or vacancy holder immediately.

• Pay/ allowances information is available via your candidate pack or from your new department or please refer to annex D

• Ask your new department about their payroll cut off date before agreeing to the transfer date (payroll cut off dates are also on the form)

If you need further help please search your department’s intranet for Specific Points of Contact.

Top tip

• Following your transfer, if your pay is incorrect raise this immediately with your new line manager and your new department’s shared services / HR team, and escalate to your HR business partner if required.

• Moving after payroll cut-off will require an emergency payment.
Section 4 - Civil Service Employee Transfer Form

The Civil Service Employee Transfer Form - an overview

Key points

• The Civil Service Employee Transfer form is the new single form for transferring pertinent HR and pay related information to your new department and to notify your current department you are leaving.

• As part of the recruitment process, the candidate will be directed to the Civil Service Employee Transfer Form to complete part A. The form captures all information required to enable departments to pay employees from day 1.

• This form is mandatory for any move across the Civil Service, with the exception of machinery of government changes and Cabinet Office statement of practice (COSOP) moves. Loans that are less than 6 months in duration are excluded from this process. If you become aware that your move will exceed 6 months at any point then you must complete this form.

Form submission

• The employee launches and submits the transfer form, after confirmation of their security clearance transferability, by completing part A.

• The employee’s current line manager will then complete part B before it is sent to their shared services/HR team via a service request or email to a functional mailbox.

• The current department’s shared services / HR team completes part C and sends the form to the new department’s Shared Services / HR.

**IMPORTANT:** At each stage the employee should receive confirmation that the form has been processed and a copy of the form submitted.

Normal processing time (note service level agreements (SLAs) may vary between departments):
Part A - you should complete immediately, part B - 2 days, part C - 5 days. Please chase up if you have not had any notification after these timelines.
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Where to go for help and further advice

- For **employees** transferring to another government department:
  - If the issue is with your current department, contact your line manager / HR or shared services
  - If the issue is with your new department, contact the vacancy holder immediately or HR/ shared services upon joining (ie, if the new entrant notification (NEN) or joiner information has not been submitted.

- For **current line managers** (current line manager of an employee who is transferring out to another government department):
  - Contact existing HR/ shared services

- For **new line managers** (new line manager of an employee who is transferring in to your team):
  - Contact the current line manager
  - Recruitment provider / vacancy holder
  - HR Shared Services
Section 6 - My move across the Civil Service

TOP TIPS

• Have you given 4 weeks notice?
• Have you checked your new department payroll cut off date? Please refer to the guidance tab on the form to check for your new department
• Have you completed the security/pre-employment (Security Checks Information form) to check transferability of your clearance? Note: you should submit this even if you don't have the correct security clearance as it is used for bpss checks as well.
• Do not complete the Civil Service Employee Transfer Form until you have your start date and new salary details confirmed.
• Ensure a New Entrant Notification (NEN) is completed and submitted by your New Line Manager (Step 8 in the process)
• Contact your current line manager after 2 days if you have not received notification of the completion of part B of the Civil Service Employee Transfer form.
Eligibility criteria
All civil servants recruited through fair and open competition are eligible to apply for or be considered for a staff transfer on a level move, on promotion or at a lower grade. This includes civil servants in crown non-departmental public bodies (NDPB). Employees of non-crown NDPBs are eligible to apply for or to be considered for a staff transfer where the body is accredited by the Civil Service Commission under the Cabinet Office sponsored NDPB accreditation scheme. This guidance does not apply to those wishing to move to or from the Northern Ireland Civil Service.

Individual job adverts will clarify the eligibility for those on probation.

Systems and processes
Exporting departments will be responsible for:
• ensuring that information on employees joining another government department is accurate and has been shared in accordance with the 4 week notice period to meet payroll deadlines. This will allow the transfer to take place easily and effectively, with minimal disruption to the business or the employee.
• releasing employees to take up post within 4-8 weeks, not including the time taken to complete any required vetting procedures.
• paying employees until the date of transfer. This should avoid any overpayments and non-recoverable aspects of overpayments (e.g. increased student loan, pensions and national insurance payments). The employee should not start their role in the new department until the payroll transfer is confirmed and the new department is in a position to pay the individual (please refer to annex D for pay award information).

Importing departments will be responsible for:
• completing the relevant pre-employment checks and arranging the transferability of any valid security clearance.
• keeping in contact with the employee.
• ensuring that the employee has a staff number and that a start date is communicated.
• paying employees from their first day in post.
Pre-employment checks (PECs)
All staff transferring from other government departments generally undergo some pre-employment checking (also known as Baseline Personnel Security Standard checks). The checks are simpler than for an external candidate, and generally include:

- Right to work in the United Kingdom and the Civil Service
- Identity and address check

This is to ensure the department complies with current legislation in providing evidence of right to work.

In addition, a criminal records check may be required. These checks are carried out through either a standard or enhanced check and are generally known as ‘basic’ or ‘baseline’ security clearance in departments.

National security vetting (NSV)
NSV may be required for your new role and will involve an individual having one of the following levels of NSV: counter terrorist check (CTC), security clearance (SC) or developed vetting (DV) clearance. If you have the same level of NSV that your new role requires, or a higher level NSV, this can normally be transferred to your new department. Your new department will be in contact with you to request relevant information relating to the transfer of your security clearance (if applicable) and completion of a Security Checks Information Form (Note: you should submit this even if you don't have the correct security clearance as it is used for BPSS checks as well.

Responsibility for clearances
Transfer of NSV is the responsibility of your new department. If you do not possess the same or higher level of NSV then a new NSV check will be required. You cannot agree a start date until after this is complete.

Further information
Please see your department’s intranet for further guidance and FAQs or contact your vetting authority/cluster security unit.
Student loan plans explanation

You’ll have a plan 1 student loan if:

• you lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate)
• you lived in England or Wales and started your undergraduate course before 1 September 2012

You’ll have a plan 2 student loan if:

• you lived in England or Wales and started your undergraduate course on or after 1 September 2012
• your loan is a part time maintenance loan
• your loan is an advanced learner loan
• your loan is a postgraduate healthcare loan

Postgraduate loan: You’ll have a postgraduate loan if:

• you lived in England and started your postgraduate master’s course on or after 1 August 2016
• you lived in Wales and started your postgraduate master’s course on or after 1 August 2017
• you lived in England or Wales and started your postgraduate doctoral course on or after 1 August 2018
Basic pay and allowances

Allowances are not automatically retained on transfer or loan, nor are they consolidated into base pay. Decisions on allowances payable following the transfer will be made by your new department.

The new department will take responsibility for ensuring pay, allowances (if applicable) and other information on the terms of the post are clearly signposted on adverts and are agreed and recorded in a timely manner to ensure that the individual's HR record can be set up. The Taylor Review has resulted in a Day 1 contract being a legal requirement from the 6th April 2020. However, Civil servants that move departments, or to and from other Civil Service bodies, continue their employment with the Crown. They retain all employment rights associated with length of service e.g. annual leave, pension etc. and should not therefore require a new section 1 written statement. However, departments are recommended as part of the Civil Service Employee Transfer process to provide transferees with a section 1 statement to reduce complexity and risk as the sources of terms and conditions in the Civil Service are often not particularly straightforward.

The new department’s pay arrangements will normally apply for permanent transfers and loans exceeding six months.

Your current department will pay your salary until the date of transfer (your last working day), which if at the end of the week will be a Sunday and your new department will take up payment on the first working day.

Further information - Please see your department’s intranet for further guidance and FAQs
Basic Pay
Responsibility for pay decisions in delegated grades (below SCS) remains with individual departments; including the impact when an existing civil servant transfers into a new department.

You must fully understand and agree the terms of your transfer including any impact on your basic pay, allowances, performance award, holiday entitlement and terms and conditions

Level transfers (transfer at your current grade)
If you transfer to a department as a level transfer, your basic pay, which excludes specialist pay or allowances, location allowances, unsocial hours payments and so on, will normally stay the same. However, if your current basic pay is below the minimum of the new department’s pay range, the new department will place you on their minimum basic pay for their grade.

If following a level transfer your basic pay is above the maximum of the new department’s pay range, the new department will put you on their maximum basic pay for your grade and the new departments mark time pay policy will determine whether the amount above the maximum pay range will be lost or paid on a mark time basis.

Promotion
If you transfer to a new department on promotion the new department will establish your basic pay for your new grade. You may move to the bottom of the new grade pay scale or receive a % increase in basic pay whichever would be greater. The new department will confirm your basic pay % increase.

If you transfer to a new department on promotion and your basic pay is above the maximum of the new department’s pay range, the new department will place you on their maximum basic pay for the grade and the new departments mark time policy will determine whether the amount above the maximum pay range will be lost or paid on a mark time basis.
Allowances
Allowances are not automatically retained if you transfer or move on loan to a new department, nor are they consolidated into base pay. Decisions on allowances payable to you following your transfer will be made by your new department.

Payment of an allowance may include location, specialist, skills, unsocial hours, recruitment and retention etc.

Your new department is responsible for ensuring that job adverts set out the relevant allowance/s for the role. If the role does not have a specialist pay range or allowance you will lose any existing specialist pay or allowances and the new departments mark time pay policy will determine whether these are retained on a mark time basis.

Location Pay
Departments have different location pay areas and although you may continue to work in the same place you should not assume that you will continue to be entitled to the same location pay or allowance.

Your new department is responsible for ensuring that the job advert sets out the location pay area and the relevant location pay range and/or location allowance for the role.

Further information - Please see your department’s intranet for further guidance and FAOs
Performance awards

You must fully understand and agree the terms of your transfer including any impact on performance awards.

End of year performance award
Your entitlement to an end of year performance award (if eligible) will depend on your date of transfer to your new department. You should not receive two performance awards for the same performance period.

- If you transfer after your old department’s settlement date, your old department will honour the payment. Departments are required to keep payroll open for 6 months following transfers in order to process any outstanding payments. This is in line with the Government Finance Payroll Principals.

- If you transfer before both your old and new department’s settlement dates, but after the end of the performance year, if appropriate your new department will normally pay your performance award on their settlement date. However, you must fully understand and agree these terms with your new department prior to any transfer.

- If it is not possible or practical for your old department to pay your performance award, the expectation is that your new department will honour the payment. However, you must fully understand and agree these terms with your new department prior to any transfer.

In year performance award
Any outstanding in year awards, if applicable (received as either a voucher or a cash award) should as far as possible be paid to you whilst you are still in post with your old department and before you transfer to your new department.

If this is not possible in year awards should be paid to you within 3 months of the award date by your old department.

Further information - Please see your department’s intranet for further guidance and FAQs
If the paperwork is not completed in time by exporting department and submitted in an appropriate timeframe then this may generate any **overpayment**. In this event, you will be contacted by your old department to recover the overpayment (which will be the salary for the period that you did not work for them).

**Example:**

- The Employee’s paperwork to transfer the new department was completed after their start date - e.g. the employee moved to the new department in January 2020 but the new department shared services/ HR team were only notified with formal transfer paperwork in March 2020 - the old department will have overpaid the individual by 2 months. Once this overpayment ends the old department will contact the employee and request this amount be repaid by the employee. In March pay the individual should receive the equivalent of 3 months pay - they should repay immediately the net figure required from the old department.

**If you are overpaid please ensure that you do not spend this money this will be required to be paid back in a lump sum. The payment requested will be post tax and, therefore, you should not feel any impact on take home pay.**

Please contact your old department if the return of funds immediately will create a particular hardship, who may in extreme circumstances be able to support a gradual repayment.