Employee Transfers across the Civil Service

A step by step guide for importing managers & vacancy holder
As part of realising A Brilliant Civil Service, we are making it easier for staff to move between different parts of government. This guidance pack has been produced to support line managers involved in the transfer process.

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Section 1 - My move across the Civil Service

An overview for managers/ vacancy holder

• 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) who employ Civil Servants. This guidance does not apply to the transfer of public servants employed by NDPBs or to the transfer of Civil Servants to NDPBs who do not employ Civil Servants. In these two cases the individual is treated as an external candidate.

• 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.

• As the importing line manager/ vacancy holder there are actions you must take to ensure the individual transfers between departments. Primarily ensuring that the individual is onboarded onto payroll via providing salary, start date date and security confirmation and completing the New Entrant Notification form.

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

• There is one form that will accomplish the HR and payroll transfer from the current department - this is known as the Civil Service Employee Transfer Form. To onboard the individual you must also complete the New Entrant Notification (NEN) form. Some Departments may reference this as the joiner form or Net Sheet.

• The process puts the employee at the heart of the process and responsible for instigating their transfer. However, as the Importing line manager you will be expected to complete the New Entrant Notification (NEN) form as quickly as possible. You will also be required to support in the transfer of security clearance and the confirmation of new salary.

• You may also want to refer to your department intranet for additional information on leaving your current department.
Section 2 - My move across the Civil Service

An outline of the process

A 10 step process: steps for the importing line manager/ vacancy holder are underlined

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.

To transfer a valid security clearance complete the national security vetting Security Checks Information Form. NOTE: this form may be used to facilitate BPSS checks

Step 4 - Salary information shared with new department

Step 5 - Start date agreed by the current and new line manager, taking into account the payroll cut-off date in the new department.

Step 6 - new department share salary and start date confirmation, once security clearance checks are complete/ security clearance is transferred. (this may differ for bulk recruitment)

Step 7 - Complete the Civil Service Employee Transfer Form
  • Candidate completes part A
  • Current line manager completes part B
  • Shared service of HR team completes part C

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

Step 8 - New line manager/vacancy holder/recruitment team submits the new entrant notification (NEN) (please note SSCL departments may reference this as an RMG42 form)

Step 9 - HR/ payroll record set up

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

Top tips
  • Steps 2,3,4 and 8 are primarily the responsibility of the new line manager/ vacancy holder. You may require support from other teams in order to confirm salary etc.
  • Step 5 is requires a discussion between the current and new line managers - every effort should be made to avoid a transfer date that is after payroll cut-off.
  • Step 7 requires the input of the current line manager. They should complete part B and share with shared services/ HR within 2 working days of receipt (sharing the information with the employee).
Section 2 - My move across the Civil Service

An outline of the process - suggested timelines

After a provisional offer is accepted by a candidate ensure that you undertake your responsibilities in a timely fashion. You should also refer to your departmental intranet that will outline any steps undertaken on your behalf by recruitment providers/ shared services.

2 days after acceptance of provisional offer - you should receive a completed Security Checks Information Form and 2 payslips from the candidate. If you have not received these within 4 days please contact the candidate.

- Following receipt you are required to share the Security Checks Information Form with your vetting authority to ensure any pre-existing security clearance is transferred. *Please do so within 24 hours of receipt.*
- Follow internal processes to confirm the new salary, this may involve contacting your HR shared services and will utilise the payslips to justify their current salary. NOTE: if the payslip does not provide grade or location you will be required to secure this information from the candidate prior to having the salary calculated.

At least 20 working days before start date - once you have confirmation of valid security clearance (this should within 2-3 days of submission of the Security Checks Information Form) and the new salary calculated/ confirmed (within 5 days of receiving payslips) a start date should be agreed. You must provide at least 20 working days for the payroll to transfer. At this point the employee completes the Civil Service Employee Transfer Form. Please ensure provide time for the Civil Service Employee Transfer Form on top of the 20 working day notice period.

Once security clearance has been confirmed as valid you must complete the New Entrant Notification Form (NEN). This will allow the individual to be successfully onboarded into the organisation. Failure to do so will likely result in the new employee not being issued with IT and paid their salary on time.

**Top tips**

- Do not agree a start date until you have confirmation of security clearance.
- Allow at least 20 working days before the start date so that the payroll transfer can occur.
- If you are agreeing salary, without confirmation from HR/ shared services, please refer to your pay calculation rules.
- Complete the New Entrant Notification (NEN) form - failure to do so will result in a nil payment to the transferring employee.
Section 3 - Civil Service Employee Transfer Form

The new Civil Service Employee Transfer Form

Key points for importing managers vacancy holders/recruitment teams

• The Civil Service Employee Transfer Form is the single form for transferring HR and payroll information when a civil servant moves between departments (for off-boarding and onboarding purposes) together with the New Entrant Notification (NEN) for onboarding

• Once BPSS checks/ security clearance are identified as transferable, agree the start date and confirm the employee’s new salary following internal procedures.

• As part of the recruitment process, the candidate will be issued with the link to the Civil Service Employee Transfer form to complete, it will also be available on departmental intranets.

• Ensure that the employee is directed to complete this form when confirming to them their start date/ salary. Delays in completing the form will likely delay the employee’s potential start date.

• The form is mandatory for all level transfers, promotions within the Civil Service, and loans (6+months). The form may be employed to form the basis of other moves but the departments involved need to ensure that a payroll transfer does not occur. (ANNEX A provides more information on Loans).

Form submission

• The employee is now responsible for instigating the transfer by completing their personal details on the new form in 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 for processing. It is expected that this is completed within two working days.

• The current department’s shared services/ HR team completes part C and sends the form to the importing departments shared services/ HR. The normal expectation is that this will be completed within 5 working days.

• New department’s shared services/ HR team process the form and onboard the individual communicating with all parties to ensure a smooth transfer.
Section 4 - My move across the Civil Service

Information for importing line manager & vacancy holders - recruitment system moves

There are a number of steps that need to be performed during the transfer process which are specific to the importing department. These can be undertaken by numerous parts of the organisation (e.g. HR, shared services, recruitment providers, and vacancy holder/ new line manager). Please refer to internal guidance in case your department has allocated some of these actions to another team in the organisation. Normally, the information required will be requested through your recruitment system.

As the importing department it is essential that the following aspects are completed - subject to department policy:

1. **BPSS checks are conducted** - it may be appropriate to undertake fresh Criminal Records checks if the employee has not had these done within the last 5 years, these are not required to be repeated if the employee has valid security clearance they are transferring.

2. **Security Clearance is transferred** (or applied for if the employee requires a higher level of security clearance)

3. **Salary is confirmed** to the employee (via the vacancy holder). Please refer to internal processes for calculating salaries.

4. **A start date is agreed** by both exporting and importing departments. This should be (1) as close to the start of the month as possible [ideally the 1st of the month] and (2) before payroll cut-off. If you arrange a date after payroll cut-off please be ready to proactively support the employee in receiving an emergency payment, they will not be kept on their old payroll in line with the Global Finance Principles. *(Please refer to Annex F for example of issues that may arise if you do not consider your payroll date of your new department)*

5. Employee is directed to Civil Service Employee Transfer form to complete Part A and initiate the launch of the form.

6. **New entrant notification (NEN)** form is completed. New line manager/ vacancy holder submits the new entrant notification (NEN) to Shared Service Provider/In-house team/GRS. Etc. This is essential to submit to ensure that an individual's record is created on ERP systems (ie, SOP, Workday, Oracle, SAP, Metis etc). **Note:** if the New Entrant Notification is not completed (this may be referred to as an RMG42 or NET sheet, or Joiner information) The (NEN) is needed to complete for onboarding onto the new payroll - It is the responsibility of the vacancy holder to ensure the NEN sections are correctly completed and promptly returned to the relevant shared service provider/in house team as appropriate. Please ensure you insert the Vacancy ID and Candidate Name in the subject field.

7. HR Record set-up by Shared Service Provider or In-house HR Team.
Section 4 - My move across the Civil Service

Information for the importing line manager - managed moves

Vacancy holder/Recruitment team will be required to direct employee to the guidance and forms held at: [gov.uk](https://www.gov.uk) and kick off the process of obtaining the following documents: (1) their identity/ right to work documents, (2) their 2 most recent payslips, and (3) a completed Security Checks Information Form (available on gov.uk) if they are seeking to transfer a valid security clearance. Please note that this is normally automatically accomplished via recruitment providers for moves that are managed through a recruitment system.

What do I need to do:

1. **Check Identity/ Right to Work** in the UK/ Civil Service, refer to Civil Service nationality rules. This may be completed at interview stage and not post acceptance of an offer.
2. Commission the **transfer of security clearance**. **NOTE**: In all cases you will need to ensure that the candidate has the right level of clearance for the role. Where the candidate currently holds current valid NSV with their department a transfer will need to be initiated to ensure the candidate does not lose their clearance (even if the new role doesn’t require NSV). Where role requires a **higher clearance** level that currently held new NSV clearance a new application must be made.
3. Obtain **confirmation of the new salary** for the employee - you will need to liaise with your HR Business Partner, in house recruitment team, shared service provider or departmental policies around pay. The employee will have supplied two payslips to justify their salary so that their new salary can be confirmed on promotion or level transfer (see salary template at Annex D). Please refer to intranet guidance on confirming salary to the individual which will outline your internal departmental policies.
4. **Agree a start date** with the exporting line manager. See previous slide for discussion of valid dates for transfer. **NOTE**: do not agree a start date until you have confirmation of security clearance validity or a new security clearance has been granted.
5. Ensure that **salary confirmation** is provided to the employee and they are informed they are now able to complete the [Civil Service Employee Transfer Form](https://www.gov.uk) (available at [gov.uk](https://www.gov.uk))
6. **Complete the new entrant notification (NEN)**.
Baseline Personnel Security Standard (BPSS) Checks

- BPSS checks are streamlined for employees transferring between government department. It is essential that the candidate’s identity and right to work is checked, please refer to departmental guidance and upload on recruitment systems as required by your department (for recruitment system moves only). Please note civil servants must have both the right to work in the United Kingdom and be eligible for employment by the civil service according to civil service nationality rules.
- Identity and right to work documentation may be reviewed at interview stage, if so do not repeat this step post issuing a provisional offer to the candidate.
- The Security Checks Information Form is primarily used for transferring security clearance. However, it is also supports the completion of BPSS checking.
  - If the Security Checks Information Form confirms that a valid National Security Vetting is held (CTC, SC or DV) then a criminal record check is not required, unless mandate by your department’s security policy.
  - If the individual does not hold any security clearance then a criminal record check may be required, subject to departmental policy.

National Security Vetting (NSV) Transfer

In order to streamline the process for transferring valid security clearances (of the same or higher level than the role requires) please follow the points below:
- Review the Security Checks Information Form the individual has supplied
- Add your details as the vacancy holder
- Send to your vetting authority (or cluster security unit) and they should confirm security clearance validity within 48-72 hours, oftentimes it will be quicker than this.
  - You are required to respond to any additional request from your vetting authority in order to formally transfer the security clearance. However, once you have confirmation of the validity of security clearance you are then able to agree a start date and confirm to the employee their new salary.
Section 4 - My move across the Civil Service

Information for the importing line manager & vacancy holders - all moves

Salary implications of mid month moves

Employees transferring mid-month will not be retained on payroll after they leave their old department. Depending on when the process is completed an under or overpayment may accrue to the employee - both of which generate a negative user experience which should be avoided by strictly adhering to the process and the guidelines in this document.

Overpayments:
- Failure to provide enough notice to an exporting department can generate an overpayment, especially if the move is scheduled for a time close to payroll cut-off. This is likely to result in increased pension/ student loan payments. Such payments cannot be compensated for. Importing managers should make it a priority to agree start dates that are unlikely to generate such negative impacts.
- Global finance rules do not allow for recharging between departments. This means that all overpayments must be reclaimed from the employee. This includes scenarios in which the individual is maintained on payroll for long periods of time.

Underpayments:
- If the employee moves after payroll cut-off, in the new department, then an underpayment will be generated. The employee will then need to be supported with an emergency payment.
- If an employee moves before payroll cut-off but importing managers do not complete their tasks (especially submitting the New Entrant Notification) then an underpayment will also likely be experienced. The implications of this for an individual can be considerable as emergency payments are unlikely to cover the whole of salary.

Top tips
- Refer to the list of payroll cut-off dates in the Civil Service Employee Transfer Form when determining a start date. Best practice is to move at the start of the month (ideally the 1st of the month).
- Moving at the start of the month will not ensure the individual is paid correctly if the required forms (the Civil Service Employee Transfer and the New Entrant Notification) are not completed in a timely fashion.
- Missing payroll cut-off will result in the requirement of emergency payments - this will not likely provide the employee with their full months salary.
- Overpayments generate additional payments in relation to pensions and student loans that cannot be recovered for the individual. Therefore, it is essential to avoid overpayments. Pensions breaches caused by departments continuing to pay ex-employees and data errors caused by 2 departments having the same individual on payroll.
Section 5 - My move across the Civil Service

Checklist for importing line managers & vacancy holders - key considerations

As with any new starter coming to work within your department you will need to consider the following:

• Do you have an induction pack for them?
• Does the employee need any reasonable workplace adjustments?
• Does the employee need any adaptive technology (specialist software that will allow them to use the IT)?
• Where will the employee be based/ be sitting?
• Is any training needed for the work the employee will be doing?
• Does the employee need to complete any mandatory training?
• Have you got a loan agreement in place (if applicable)?
• Have you created a record for the individual on your ERP system (SOP, Oracle, Workday etc) via the New Entrant Notification (NEN) NOTE: some departments may refer to this as a Net Sheet or Joiner information. You MUST receive this form in order to complete the transfer successfully
Section 5 - My move across the Civil Service

Checklist for importing line manager & vacancy holders

- Ensure security clearance procedures are monitored and followed, keeping the employee updated - security clearance is key to allow the employee to commence employment in the new department.
- Agree a start date with the employee - the start date should be at the start of the month to minimise any potential impact on their salary. Payment errors lead to overpayments by exporting department, incorrect pay, incorrect tax, incorrect pension payments.
- Ensure you take into account payroll cut-off dates when agreeing a start date. This should only happen after relevant BPSS checks have been completed/ Security Clearance Transfer has been agreed.
- Provide the employee with confirmation of their new salary.
- Ensure you complete the new entrant notification (NEN) form, or equivalent form, to ensure the employee is added to payroll from Day 1.
- Ensure that the employee understands how your departments’ terms and conditions might be different from their old department.
- Ensure that the employee is provided with a staff number.
- Keep the employee updated throughout the transfer process and provide them with a named contact - the transition of the transfer will be smoother if all parties are in contact.
- Ensure that the employee has sufficient equipment and training in place to complete their job when they start.
Section 6 - My move across the Civil Service

Where to go for help and further advice

• For Importing line managers of an employee who is transferring into your team
  ○ Current line manager
  ○ Recruitment provider (if applicable)/ vacancy holder (if different from yourself)
  ○ HR Business Partner or in-house recruitment team if applicable
  ○ Shared services/ HR team
My move across the Civil Service

Annexes

- **Annex A**: General principles for transfer of employees across the Civil Service
- **Annex B**: Guidelines on pre-employment checks and security clearances for employee transfers
  - **Annex B**: Advice on pre employment checks (steps to follow)
  - **Annex B**: Advice on Security Clearance and Transfers (steps to follow)
- **Annex C**: Pay and allowances information - Guide for Managers
- **Annex D**: Salary template
- **Annex E**: Loans - Short term and Long term (6 months+) explained
- **Annex F**: Impact of overpayments
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 (you should submit this even if you don’t have the correct security clearance as it is used for BPSS checks).

Responsibility for clearances

Transfer of NSV is the responsibility of your new department. If you do not possess the same or a higher level of NSV then a new NSV check will be required. You cannot agree a start date until after this is complete.
What BPSS / Right to work checks needs to be undertaken?

Core checks that are required when moving between departments (this does not exclude any additional checks that your department undertakes due to legislative dispensations associated with your department) include:

❖ **Right to Work** - Every time an individual moves between departments to ensure they have both the right to work in the UK and the right to work within the Civil Service.
❖ **Identity Check.**
❖ **Criminal Records Check.** Refer to scenarios below.

The other parts of BPSS process are not required, as standard, when transferring someone between government departments.

Criminal Records Check – Scenarios

**Scenario 1** - Department can confirm that employee conducted BPSS within the last 5 years (via NSV form) = Do not repeat criminal records aspect of check.

**Scenario 2** - Individual has a valid NSV (national security vetting clearance) = Do not repeat criminal records aspect of check.

**Scenario 3** - Department cannot confirm BPSS and individual does not have a valid NSV = Conduct a criminal records check.
For vacancy holder/line manager. Please also refer to guidance on national security Vetting (NSV).

In order to start the process of transferring national security clearance for your incoming employee you need to complete a few short steps:

a. Commission the incoming employee to complete the Security Check Information Form. This should happen through the recruitment process automatically. You are required to add your personal details to this and submit to your vetting authority (Cluster Security Unit or departmental Vetting Authority or team).

b. Your Vetting Authority/Cluster Security Unit should respond within 48-72 hours confirming the individual's security clearance level and expiry date, so effectively advising whether there is a requirement to commence a new clearance or not. Note: This is the initial security clearance confirmation, they will request further information in order to formally transfer the clearance at the appropriate time.

c. Once you have received the initial confirmation of a valid security clearance level that is at the required level (or higher) for the role, you are empowered to agree a start date and confirm to the importing employee that they can follow the rest of the OGD Transfer Process and the hiring department follow the formal NSV transfer clearance process.

The formal transfer of the Security Clearance will be conducted by the Vetting Authority or CSU as per current practice within your department. This will be completed prior to the individual transferring payroll to the new department.

You will only be contacted again by your Vetting Authority or CSU if there is a particular adverse flag or restriction on an individual’s security clearance file, which has been discussed by the relevant Vetting Authorities or CSU's Decisions Maker teams and requires your input.

Further information
Please see your department’s intranet for further guidance and FAQs or contact your Vetting Authority/Cluster Security Unit.
Basic pay and allowances

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.

The current department will pay an employee’s salary until the date of transfer, if the employee’s first day in the new department is a monday then their last day of service will be a Sunday and the new department will take up payment on the first working day.

Further information Please see your department’s intranet for further guidance and FAQs
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.

**Level transfers**
For level transfers basic pay, which *excludes* specialist pay or allowances, location allowances, unsocial hours payments and so on, will normally stay the same. However, if the employee's current basic pay is below the minimum of the new department’s pay range, the new department will place the employee on their minimum basic pay for their grade.

If following a level transfer the employee's basic pay is above the maximum of the new department’s pay range, the new department will place the employee on their maximum basic pay for their grade and the new department’s 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 an employee transfers to a new department on promotion the new department will establish the basic pay for the employee’s new grade. Existing Civil Servants who gain promotion 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 the basic pay % increase.

If an employee transfers to a new department on promotion and the employee’s basic pay is above the maximum of the new department’s pay range, the new department will place the employee on their maximum basic pay for their 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 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.

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

The 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 the employee will lose any existing specialist pay or allowances and the new department’s 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 the employee may continue to work in the same place they should not assume that they will continue to be entitled to the same location pay or allowance.

The 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

End of year performance award
Entitlement will be dependent on the employees date of transfer. Employees should not receive two performance awards for the same performance period.

- If an employee transfers after the old department’s settlement date, the old department will honour the payment. Old departments are required to keep payroll open for 6 months following the transfer in order to process any outstanding payments. This is in line with the government finance payroll principals.

- If an employee transfers before both the old and new department’s settlement dates, but after the end of the performance year, if appropriate the new department will normally pay their performance award on their settlement date.

- If it is not possible or practical for the old department to pay the performance award, the expectation is that the new department will honour the payment.

In year performance award
In year awards (received as either a voucher or a cash award) should as far as possible be paid to an employee whilst they are in post in their old department and before they transfer to their new department.

If this is not possible in year awards should be paid within 3 months of the award date by the old department. Old departments are required to keep payroll open for 6 months following the transfer in order to process any outstanding payments, so this should not be a problem. This is in line with the government finance payroll principles. It should not take longer than this to process an in year performance award, so there should be no reason to transfer the liability to the new department.
Salary Template

Insert Dept Header and date

Dear [insert Employee Name],

We can now confirm, following successful notification of the validity of your National Security Vetting/ receipt of a new National Security Vetting, that your start date at [insert dept name] will be on [insert date] as agreed by your line managers. Please note: your full security clearance file will be transferred between departments and your move remains contingent upon there not being any special conditions on file that would exclude you from the new role.

Based on the information provided via payslips we can confirm that your new salary will be [insert figure]. [insert details of any pensionable allowances also payable/ any marked time elements]. The [insert dept name] reserves the right to reconcile the information you provided against the records of your exporting department, any discrepancy will result in a revision of the figure referenced above.

Please note: London Weighting [or equivalent] has been consolidated into base pay and will not be paid as a separate allowance [delete if not applicable].

We look forward to you starting in your new role. You are now able to complete the Civil Service Employee Transfer Form available at gov.uk. It is essential that you complete this form as quickly as possible to enable an effective payroll transfer. Supporting guidance is also available on the same link.

Regards

[Insert] Vacancy Holder Name
[Insert] Vacancy Holder Title
The following are examples with guidance for people who are on a long term cross government loan, this is a loan of 6 months or more in duration - such moves require a payroll transfer between the home and host department. This guidance does not apply to short term loans as there is no movement of payroll in such instances.

**Definition of terms:**
- Your loan department is referred to as “the host” department and your substantive, exporting, department is referred to as “the home” department).
- New department refers to any external department/ government organisation (i.e. not the host or home department).

**On completion of Loan (6months+) and return to home department**
- The employee should complete the Civil Service Employee Transfer Form noting that this is a return from loan. The host department line manager completes section B and the host department shared services/ HR team completes section C. The home department should prompt them to do so. However, it is sensible for the host department to encourage them to complete this process in order to avoid an overpayment.
- If security clearance was transferred during for the period of the loan this will need to be returned to the host department, this is accomplished by utilising the Security Checks Information Form.
- The home department should confirm the employee’s salary upon return to the organisation.
  - The host department will remove the employee from payroll 1 calendar day prior to the start date back with the home department. At least 4 weeks notice should be provided prior to the start date and the transfer date should take into account the respective payroll cut-off dates of the home and host department.
  - The home department will add (or reinstate if the payroll has been frozen) the employee to payroll from their start date, taking into account any changes in salary.
Remain at host department (permanent level transfer)

- Civil Service Employee Transfer process is not required as there is no payroll transfer required.
- Host department to convert the employee to permanent status [please follow internal guidance]. Please note that this may occur as a managed move or through a recruitment process.
- Host department to notify the home department of the permanent transfer so any potential end date of loan is removed from the home department HR/payroll system and the employee’s record is terminated if applicable.

Remain at host department (permanent promotion)

- Civil Service Employee Transfer process is not required as there is no payroll transfer required.
- Follow recruitment practices relevant to the promotion.
- Host department to convert employee to permanent status [please follow internal guidance].

Host department to notify the home department of the promotion so any potential end date of loan is removed from the home department HR/payroll system and the employee’s record is terminated if applicable.
Move to new department (not host or home department) during the loan (no return to host department)

- The employee follows the normal Civil Service Employee Transfer Process. Part B and C are completed by the host department, as the active payroll provider.
- Host department to notify the home department of the permanent transfer to another government organisation. The home department will ensure that any end date of loan is removed from their HR/payroll system and the employee’s record is terminated if applicable.

Leaving Civil Service during loan

- The employee follows the normal termination process in the host department, as the active payroll provider.
- Host department to notify the home department of the employee’s resignation. The home department will terminate the employee’s record if required.

Short Term Loans

For all short term loans (loans less than 6 months that do not involve a payroll transfer) that are converted into either (a) a long term loan or (b) a permanent transfer (level transfer or promotion) the normal Civil Service Employee Transfer Form and process should be followed as there has been no payroll transfer. Section B and section C of the Civil Service Employee Transfer form must be completed by the home department as the active payroll provider.
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 to the new department was completed after their start date - e.g. the employee moved to the new department Ie January 2020 but the new department shared services/HR team were only notified with formal transfer paperwork in i.e. 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.