



**NEOGOV Intra-agency Transfer -
Procedural Change
1/16/2013**

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Until further notice please use this modified SPAHRS procedure in handling NEOGOV intra-agency transfers.

Background information:

NEOGOV sends all new hire and intra-agency transfer records to SPAHRS, in a nightly batch, once they are approved by the Mississippi State Personnel Board. They are imported into SPAHRS and all populate the “Appoint Employee w/o COE” screen (EM EP EP NC) where they await agency completion.

There is ***no change*** if the employee is ***a new hire*** into your agency. You wait for the transaction to arrive in SPAHRS, display/modify it, and complete the hire record for the employee via EM EP EP NC.

There ***IS a change*** if the transaction is ***an intra-agency transfer***, in which case you should do the following ***in order***:

- 1. Verify that the record has been loaded into SPAHRS on the “Appoint Employee...” screen (EM EP EP NC). If the record has not come into SPAHRS, wait until it is there before proceeding.**
- 2. Purge the pending/unapproved hire record in SPAHRS.**
- 3. Proceed to the Intra-Agency Transfer (EM EP AT) screen.**
- 4. Complete the information for the intra-agency transfer. Submit it for approval.**