## Submitting a Transfer Employee/PIN Switch Request

A Transfer Employee/PIN Switch is when an employee is moved into a different PIN within the same classification. For example,

- 1) A District Court Bailiff moving into a position in a different county within the same District.
- 2) A District Court Bailiff moving from a FT position into a PT position.
- 3) A Judiciary Clerk moving from one generally funded position into another generally funded position in another department (i.e. Criminal to Civil).

To submit a Transfer Employee/PIN Switch request:

1. Once logged into CONNECT, click "Manager Self Service" from the page menu.

▼ My Page								
Service Desk	CONNECTed - Tr	My Page	Pay Data					
		Manager Self Service						
U U	<b>Ç</b> ONI	Employee Self Service						
		Workforce Administrator						
		Learning Center						
Health Benefits	GEARS	company Directory	Office365					

2. Click the "HR Forms" tile.



3. Click "PIN Switch" from the left panel.

	Manager Self Service	HR Forms
	Yew Position Request	New Position Request
	→ Probation Report	Enter any information you have and click Search. Leave fields blank for a list of all values.
	a Separation Request	Find an Existing Value     Add a New Value     Search Criteria
	Accident Report	Search by: Sequence Number
	8 Disciplinary Action Request	Search Advanced Search
	🐏 Position Change Request	
	PIN Split	Find an Existing Value   Add a New Value
<	2 PIN Switch	>
	Acting Capacity Request	
	够 Approve/Review a Form	

4. The "Transfer Employee" page will appear.

	Transfer Employee		
Search Options			
Select Employee		5 ro	ws ↓
Name / Title / ID - Record	Directs / Total	Status / Type	
		Active Employee	) )
		Active Emproyee ;	>

- 5. Click the right arrow next to the employee you wish to transfer.
- 6. A questionnaire will appear. Review the examples provided. If you want to continue with the PIN Switch, select "Next". If not, navigate away from this page.

< My Page	Transfer Employee	Â	:	۲
Questionnaire			Nex	Þ
A Transfer Employee/PIN Switch is For example, 1) A District Court Bailiff moving int 2) A District Court Bailiff moving fro 3) A Judiciary Clerk moving from or	when an employee is moved into a different PIN within the same classification. o a position in a different county within the same District. m a FT position into a PT position. e generally funded position into another generally funded position in another department (i.e. Criminal to Civil).			
	Do you want to continue with the PIN Switch? Yes			

- 7. Enter the "Transaction Date" by typing in the date or clicking the calendar icon. This must be a Wednesday, the start of a Contractual pay period.
- 8. The "Reason" of "PIN Switch" should default.

× Exit	Transfer Employee 🏲						
		Job Detail	Re	2 view & Submit	Return to Questionnaire	Next >	
Work and Job Information "Transaction Date "Reason	10/28/2020						
Position Title	XFR New Information County Clerk Q	001044	Current Information	001044			
Business Unit	Maryland Judiciary	MDJUD	Maryland Judiciary	MDJUD			
Location	DC Frederick, Courthouse	DC60A	DC Frederick, Courthouse	DC60A			
Job Title Standard Hours	County Clerk 40.00	171	County Clerk 40.00	171			
FTE	1.000000		1.000000				
Full/Part Time Reports To	Full-Time Administrative Clerk I	001050	Full-Time Administrative Clerk I	001050			
Manager Name	SARA SNYDER		SARA SNYDER				

9. Using the magnifying glass icon, select the new PIN. Click the "Next" button.

× Exit	Transfer Employee					₩ 1
		oL	1 ob Detail	Re	2 view & Submit	
						Return to Questionnair Next >
Work and Job Information						
*Transaction Date	10/28/2020					
*Reason	PIN Switch					
	XFR					
	New Information			Current Information		
Position Title	County Clerk × Q	001044		County Clerk	001044	
Business Unit	Maryland Judiciary	MDJUD		Maryland Judiciary	MDJUD	
Department	DC 60- Administration	0460101		DC 60- Administration	0460101	
Location	DC Frederick, Courthouse	DC60A		DC Frederick, Courthouse	DC60A	
Job Title	County Clerk	171		County Clerk	171	
Standard Hours	40.00			40.00		
FTE	1.000000			1.000000		
Full/Part Time	Full-Time			Full-Time		
Reports To	Administrative Clerk I	001050		Administrative Clerk I	001050	
Manager Name	SARA SNYDER			SARA SNYDER		

10. A "Review and Submit" screen will appear. Enter any appropriate comments, if applicable. If all information is accurate, click "Submit".

× Exit			Transfe	er Employee			: ۲
			Job Detail		2 Review & Submit	Return to Questionnaire	< Previous Submit
Review and Submit							^
Transaction Date	10/28/2020						
Reason	PIN Switch						
	New Information			Current Information			
Position Title	County Clerk Q	000780		County Clerk	001044		
Business Unit	Maryland Judiciary	MDJUD		Maryland Judiciary	MDJUD		
Department	DC 71- Administration	0471101		DC 60- Administration	0460101		
Location	DC Washington, Courthouse	DC71A		DC Frederick, Courthouse	DC60A		
Job Title	County Clerk	171		County Clerk	171		
Standard Hours	40.00			40.00			
FTE	1.000000			1.000000			
Full/Part Time	Full-Time			Full-Time			
Reports To	Administrative Clerk I	001050		Administrative Clerk I	001050		
Manager Name	SARA SNYDER			SARA SNYDER			
Comments							
PUM TEST							
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11. A submission confirmation page will display.

< Guided Self Service	Tra	ansfer Employee		Â	:	ø
	Vour transaction request for	has been successfully su	ubmitted for approval.			
Transfer Approval Chain						
	View/Hide Comments					
Transfer Approval Chain						
Self Approved	Pending	Not Routed				
SARA SNYDER Transfer Admin Official 10/27/20 - 2:07 PM	Multiple Approvers     Class and Salary Analyst	Multiple Employe	Approvers be Services Analyst			
▼ Comments						
<b>SARA SNYDER</b> at <b>10/27/20 - 2</b> :0 PUM TEST	07 PM					
System at 10/27/20 - 2:07 PM Self Approved (18081,4050)						
System at 10/27/20 - 2:07 PM Self Approved (18081,4050)						