

**Transferring Employees Between Institutes and Centers**

Every two weeks, on the first Wednesday of a pay period, the data in EMIS are compared to the data in the Human Resources Data Base (HRDB) and EMIS is updated with changes in employee information. The changes can be viewed using the **View Alerts** option on the blue horizontal navigation bar at the bottom of the blue banner across the top of the page. This function is accessible to Institute/Center (IC) Administrators. For assistance, contact the EMIS Administrator in the NIH Ethics Office (301-402-6628).

If an employee moves to another office, that employee’s SAC (Standard Administrative Code) will change, as noted in the list seen by choosing **View Alerts**. The SAC changes but the IC designation in the employee record does not change, thus informing the losing IC that the employee transferred and permitting the losing IC to finish data entry, if necessary. See list of IC SAC codes, below (first 3 digits).

Note: If a SAC changes but not the first 3 letters or digits, the employee moved to another office within the IC. Review employee’s duties to determine if the employee must file a financial disclosure report.

To ensure timely transfer of employee records when a SAC changes to another IC designation, the IC Administrator of the losing IC will complete the following step. First, contact the receiving IC and inform the ethics official of the transferring employee. Open the employee’s record and:

1. Ensure that all ethics data are entered and files uploaded, as needed.
2. Add a note about the transfer, using the proper EMIS format: Date, succinct message, first initial and last name. Include the acronym of both ICs so as employees move between ICs, a history is maintained in the Notes field. A sample transfer message is:  
12/20/12 Tx OD to NHLBI. Files hand delivered. PBJelly
3. Change the IC Designation. The new SAC is visible, with a red error message indicating that the SAC and IC designation are not compatible. The message indicates which IC uses the new SAC. The IC Admin will change the IC designation using the drop down list to choose the new IC. Click on Update at the bottom of the screen. This saves the changed IC field, and the record is no longer accessible to the losing IC, except under the System Reader role (in which edits may not be made).
4. Send all original paper files to the new IC. Hand deliver or send via courier, addressed to a specific person to ensure delivery.

SAC	IC
HNA	OD
HNAM5	ORS
HNAM9	ORFDO
HNB	NIAMS
HNC	NCI
HND	NCCAM
HNE	NCMHD
HNF	JEFIC
HNG	CSR
HNH	NHLBI

SAC	IC
HNJ	CC
HNK	NIDDK
HNL	NLM
HNM	NIAID
HNN	NIA
HNP	NIDCR
HNQ	NINDS
HN9	NCATS
HNS	NIGMS
HNT	NICHD

SAC	IC
HNU	CIT
HNV	NIEHS
HNW	NEI
HN2	NINR
HN3	NIDCD
HN4	NHGRI
HN5	NIAAA
HN6	NIDA
HN7	NIMH
HN8	NIBIB