

Please note: All weekly payroll activities must occur before performing the Home ORG Transfer.

Weekly to Weekly - Monday

The new role should begin on the first day of a new pay cycle, i.e. Monday. The transfer should occur the day after a pay cycle is completed, i.e. Tuesday, Wednesday, etc.

- Old Role End Date Sun, Oct 6
- New Role Start Date Mon, Oct 7
- Home ORG Transfer Oct 8 - 14

Old Department:

- Role End Date Sun, Oct 6
- Dist. Stop Date Sun, Oct 6

New Department:

- Role Start Date Mon, Oct 7
- Dist. Start Date Mon, Oct 7

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	30	1	2	3	4	5
6 Last Day Old Role	7 First Day New Role	8 Home ORG Transfer	9	10	11 Last Pay Old Role	12
13	14 Weekly Payroll Runs	15	16	17	18 First Pay New Role	19

Please note: If the new position does not occur on a Monday, please contact Human Resources.

Weekly to Monthly – Prior to Monthly Payroll

Begin a new role between the first of a month and before monthly payroll runs.

- Old Role End Date Sun, Oct 20
- New Role Start Date Mon, Oct 21
- Home ORG Transfer Oct 22 - 23

Old Department:

- Role End Date Sun, Oct 20
- Dist. Stop Date Sun, Oct 20

New Department:

- Role Start Date Mon, Oct 21
- Dist. Start Date Mon, Oct 21

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 Last Day Old Role	21 First Day New Role	22 Home ORG Transfer	23 Monthly Payroll Runs	24	25 Last Pay in Old Role	26
27	28	29	30	31 First Pay in New Role		

Weekly to Monthly – After Monthly Payroll

If the transfer does not occur by the monthly payroll run, it should not occur until the 1st of the next month.

- Old Role End Date: Thurs, Oct 31
- New Role Start Date: Fri, Nov 1
- Home ORG Transfer: Nov 5 – 20*

Old Department:

- Role End Date Oct 31
- Dist. Stop Date Oct 31

New Department:

- Role Start Date Nov 1
- Dist. Start Date Nov 1

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				31 Last Day Old Role	1 First Day New Role	2
3	4	5 Home ORG Transfer	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 Monthly Payroll Runs	21	22	23

For additional information regarding a Home ORG Transfer in PennWorks, please refer to the 'Pennworks 'How to' for Home ORG Transfer <http://www.finance.upenn.edu/ftd/documentation.shtml#pennworks>

Monthly to Monthly – First Day of Month

It is preferred the new role begin on the first day of a new pay cycle, i.e. first day of month.

- Old Role End Date: Mon, Sept 30
- New Role Start Date: Tues, Oct 1
- Home ORG Transfer: Oct 2 – 23

Old Department:

- Role End Date: Mon, Sep 30
- Dist. Stop Date: Mon, Sep 30

New Department:

- Role Start Date: Tues, Oct 1
- Dist. Start Date: Tues, Oct 1

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	30 Last Day Old Role	1 First Day New Role	2 Home ORG Transfer	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 Monthly Payroll Runs	24	25	26

Monthly to Monthly – During the Month

Typically the new role will begin on a Monday.

- Old Role End Date: Sun, Oct 6
- New Role Start Date: Mon, Oct 7
- Home ORG Transfer: Oct 7 - 22

Old Department:

- Role End Date: Sun, Oct 6
- Dist. Stop Date: Sun, Oct 6

New Department:

- Role Start Date: Mon, Oct 7
- Dist. Start Date: Mon, Oct 7

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
6 Last Day Old Role	7 First Day New Role; Home ORG Transfer	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 Monthly Payroll Runs	24	25	26

Please note: Every business day of the month should be accounted for so the employee will be fully compensated for the month.

Monthly to Weekly – First Day of Month

New role begins on the first day of the month.

- Old Role End Date: Mon, Sep 30
- New Role Start Date: Tues, Oct 1
- Home ORG Transfer: Wed, Oct 1 - 7

Old Department:

- Role End Date: Mon, Sep 30
- Dist. Stop Date: Mon, Sep 30

New Department:

- Role Start Date: Tues, Oct 1
- Dist. Start Date: Tues, Oct 1

Monthly to Weekly – Not First Day of Month

Transfer between the Monday directly preceding the monthly payroll and first day of next month.

- Old Role End Date: Sun, Oct 20
- New Role Start Date: Mon, Oct 21
- Home ORG Transfer: Oct 24 – 28*

Old Department:

- Role End Date: Sun, Oct 20
- Dist. Stop Date: Sun, Oct 20

New Department:

- Role Start Date: Mon, Oct 21
- Dist. Start Date: Mon, Oct 21

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	30 Last Day Old Role	1 First Day New Role Home ORG Transfer	2	3	4	5
6	7 Weekly Payroll Runs	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 Monthly Payroll Runs	24	25	26

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
20 Last Day Old Role	21 First Day New Role	22	23 Monthly Payroll Runs	24 Home ORG Transfer	25	26
27	28 Weekly Payroll Runs	29	30	31 Last Pay in Old Role	1 First Pay in New Role	2

***Please note: Monthly Payroll must run first before performing Home ORG Transfer.**