

USG Employee Transfer Guideline

Georgia Tech is a member of the University System of Georgia (USG), the state agency governing all 28 public institutions in Georgia. USG dictates general policy, administers benefits, and supplements funding for state institutions.

As a connected body, USG works to make transfers among its institutions and central office as fluid as possible. A USG transfer, also referred to as an *external transfer*, is the movement of an employee from a position at one USG institution to a position at another USG institution or to or from the University System Office (USO) without a break of employment in-between and within 30 calendar days.

Important Note: As an USG transfer, if your break of employment exceeds 30 calendar days, you will be treated as new hire — no previous benefits or service time will be retained.

During an external transfer, accumulated sick leave, retirement benefits, and service continuity will be transferred. Up to 20 days of accrued vacation leave will automatically be transferred, and any amount over 20 days can either be:

1. Transferred along with the first 20 days. You may transfer a maximum of 45 days total (or 360 hours, which is the USG limit an employee may have at any time), or
2. Payed out by the former institution at your hourly rate, up to a maximum of 25 days.

Transferring to a new position at a different USG institution restarts your provisional period. As a USG employee, you are required to serve the first six months in your new position on a provisional basis. See the [Provisional Appointments policy](#) to review terms and conditions of this period.

If transferring from a State of Georgia agency to an USG institution, you can transfer up to 96 hours of sick leave, and health and retirement benefits are not transferrable. See the [Acceptance of Leave from a State of Georgia Agency by the USG policy](#) for details.

Transfer Letters

The Transfer Letter includes your years of service, health benefits enrollment, retirement elections, and vacation and sick leave balances (vacation and sick leave are usually delayed to allow your last accrual to update and apply to benefit deductions, if applicable, see more below).

If you are:

- **Transferring to Georgia Tech:** The previous institution is required to send a Transfer Letter to Georgia Tech Human Resources (GTHR). You will not receive this letter but may check with the Georgia Tech USG Transfer Coordinator to ensure it has been received.
- **Transferring from Georgia Tech:** GTHR will send a Transfer Letter to the new USG institution. You will not receive this letter but may check with your new Institution's USG Transfer Coordinator to ensure it has been received.
- **Transferring from a State of Georgia agency:** GTHR must receive an official letter of sick leave credit from the terminating agency.

Termination & Transfer Start Dates

Once hired at Georgia Tech, your last day worked at the previous institution must not overlap your new hire date. The same applies when transferring away from Georgia Tech. This information is recorded on your Personal Services Form (PSF), which is managed by the Georgia Tech (or USG) Transfer Coordinator.

Benefit Transfer Types

Seamless Benefit Transfer: If you transfer between institutions within 30 calendar days in the same month, your benefits will transfer without interruption.

Lapse Benefit Transfer: If your termination date and transfer start date occur in two different months and you decide to take personal time off between the two dates, your health benefits will restart on the transfer start date at the new institution. This will cause a lapse in coverage. You will receive a benefit continuation packet, called COBRA (The Consolidated Omnibus Budget Reconciliation Act), from your previous institution. COBRA is voluntary.

For example: An employee is transferring from Georgia State to Georgia Tech. Their last day at Georgia State will be Friday, June 15. Their first day at Georgia Tech will be Thursday, July 5, using some vacation time around the holiday. The employee's benefit coverage at Georgia State will stop June 30. As a result, Georgia State will mail them a COBRA packet. Their benefits coverage through Georgia Tech will begin their first day at Georgia Tech, which is July 5. In this example, the employee will not have coverage from July 1 to July 4, which is why COBRA is offered.

After the transfer is complete, confirm the following:

- Health benefit enrollment via OneUSG Connect
- Retirement enrollment via the employee self-service portal at the new institution

Vacation & Sick Leave Accrual

Leave accrual is not always included in the Transfer Letter. It can take up to 30 days for GTHR to receive or send final accruals.

Once GTHR receives the leave accruals, they are submitted to be updated in the Georgia Tech system. You can confirm the update via TechWorks or your paystub. If you need to take time off in the interim, discuss it with their immediate supervisor.

Please note, the USG Transfer employee elections and leave accrual may take up to two pay cycles to update in the system.

If you have questions about transferring to or from another USG institution, call the Georgia Tech benefits team at 404-894-4847 or email benefits@ohr.gatech.edu.