

TRANSITION ALLOWANCE (Offset 90-Day Wait) - PAYMENT REQUEST

Reason for Transition Allowance

In April, 2011, the State of Arizona passed legislation requiring all newly hired benefits-eligible State of Arizona employees (including employees of the University of Arizona) to wait ninety (90) days before becoming eligible to participate in certain State-sponsored benefits. This change became effective July 20, 2011.

Given the University's need to recruit outstanding talent, the University reviewed numerous options to maintain a competitive recruitment position in light of the new waiting period. After rigorous financial analysis, a decision was reached to provide qualified new benefits-eligible employees the option of electing a \$1,000 centrally-funded transition allowance, subject to program availability.

Adding Additional Allowance

For especially critical hires, departments may find it necessary to augment the centrally funded transition allowance with their own funds.

Qualified vs. Non-Qualified Participants

Certain new hires are not subject to the 90-day wait and therefore do not qualify for the transition allowance. Those exempt from the waiting period include individuals who were employed by the University of Arizona, ASU, NAU, ABOR or any other Arizona state agency in either a benefits or non-benefits eligible capacity within the past two years. New hires will indicate on the Person Information Form whether or not they have worked for an Arizona state agency in the past two years. Newly hired employees will also complete a "Transition Allowance Declaration Form" located at http://www.hr.arizona.edu/forms#new_hire.

PAYMENT REQUEST PROCESS

1. Eligible employees have thirty-one (31) days from the date of hire to request this allowance from their department using a "Transition Allowance Declaration Form."
2. The allowance will be distributed to the employee over a three (3) month period.
3. Departments must submit a Payment Request to Payroll. The "Transition Allowance Declaration Form" should remain with the department when the transition allowance is elected.
 - Transition Allowance (Central) for the \$1,000
 - a. Per month amount is \$333.34; goal balance amount is \$1000.
 - Transition Allowance (Department) if applicable.
 - a. The FRS Account Number must be a departmental account.
 - b. Transition allowance charges to Sponsored funding is restricted to the prorated amount of salaries that will be charged to the Sponsored account. i.e. If 25% of the annual salary will be funded from a sponsored account, no more than 25% of the transition allowance may be charged to the Sponsored account.
 - A copy of the PAF or a screen shot from Manager Self Service indicating the employee's start date must be attached to all transition allowance payment requests.
 - The Payment Requests are active and may be found on the drop down list.

Please note: Allowance payments are made on the second payday of the month

QUESTIONS

Department	Topic	Contact Information
HR Benefits	Eligibility	benefits@email.arizona.edu 621-3662, option 3
HR - Employment	Hiring and hiring forms	626-7657
Payroll - Operations	Payment requests	621-9097
Office of the Provost Administration	Central funding	taylorm@email.arizona.edu 621-3876