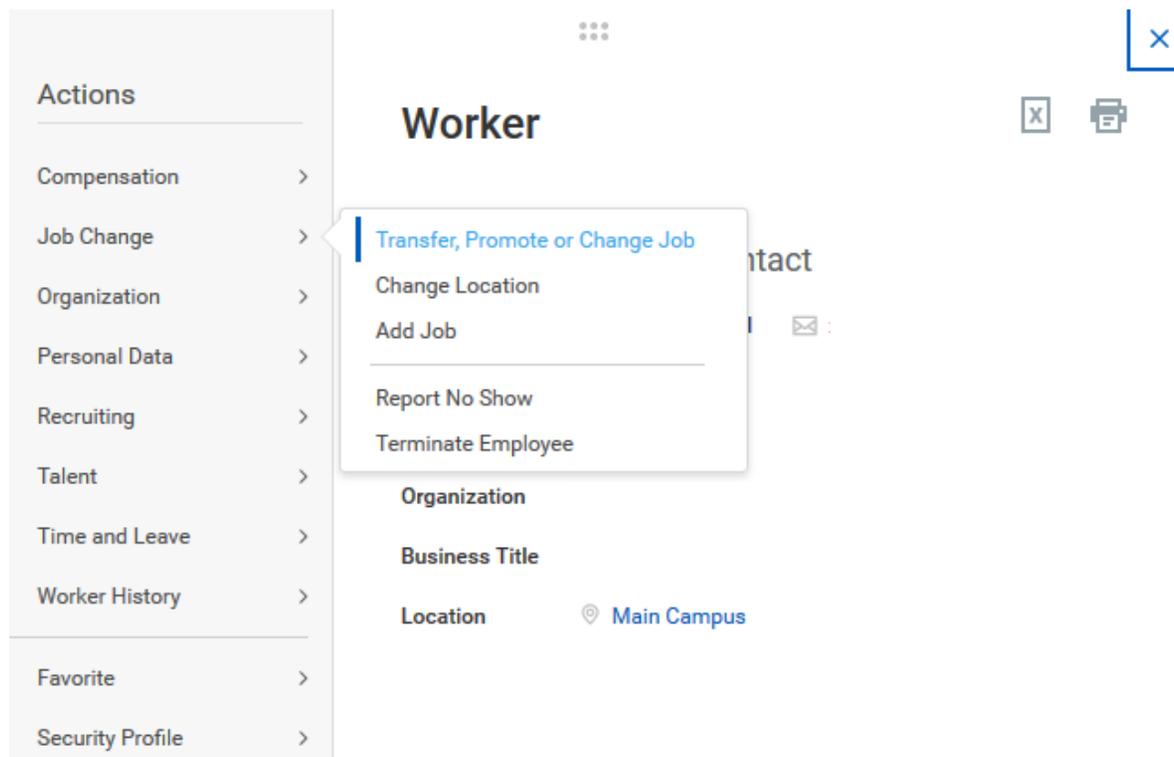


TRANSFER AN EMPLOYEE ON YOUR TEAM

A manager may transfer an employee on his or her team to report to another manager.

1. In the **Search** field at the top of any page, type the name of the employee for whom you would like to initiate a promotion. This will open the employee's profile.
2. Underneath the employee's name, select the **Actions** button  , hover over the **Job Change** menu item, and click **Transfer, Promote or Change Job**.



3. The Change Job page will automatically open. Enter the date for which the transfer should take effect, the reason why you are making the change (choose "Transfer"), the employee's manager after the change occurs, the worker's new team, and his/her new work location. If the promotion should occur beginning with the next pay period, select the checkbox accordingly. Once you have verified that this information is

correct, click the orange **Next** button at the bottom of the page.

The screenshot shows a form titled "Start" with a sub-section "Start Details". It contains several fields: "When do you want this change to take effect?*" with a date picker set to 09/15/2019; "Why are you making this change?*" with a text input field; "Who will be the manager after this change?" with a dropdown menu; "Which team will this person be on after this change?" with a dropdown menu; "Where will this person be located after this change?*" with a dropdown menu showing "Main Campus"; and a checkbox "Do you want to use the next pay period?" which is checked.

- Next, the “Move” screen will be shown. Here, you will be prompted to include what you plan to do about the opening on your team. If the position is available for overlap, click the pencil icon  and check the box accordingly. Once you have added this information, click **Next** at the bottom of the page. Add any additional documents pertinent to the transfer (optional), then proceed by clicking **Next**.
- A summary page will appear where you can verify the accuracy of the information. If you wish, you may add comments at the bottom of the page. Once you are ready to proceed, click the orange **Submit** button at the bottom of the page. Otherwise, choose **Save for Later** if you wish to revisit the process at another time. Once submitted, the request will be forwarded to human resources, the compensation finance partner, and the appropriate managers for approval.

