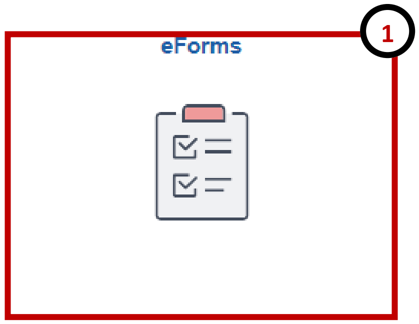
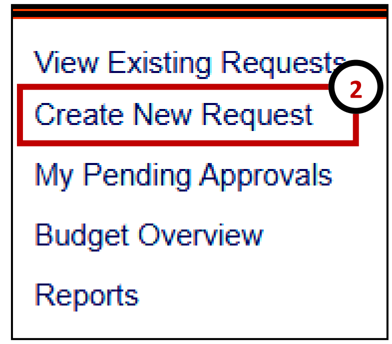
Transfer Request

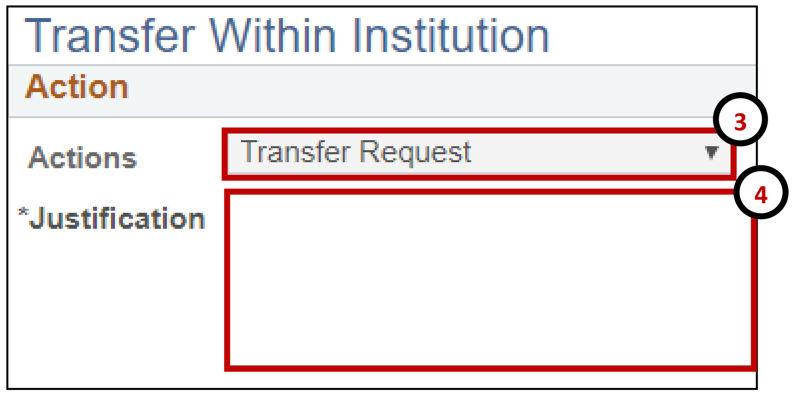
Use when transferring an employee from one position to another, either within the same department or from one department to another.

1. After logging into PeopleSoft, click the **eForms tile** on the Employee Self Service home page.
2. From the "eForms Portal Pagelet" select the **Create New Request** link.

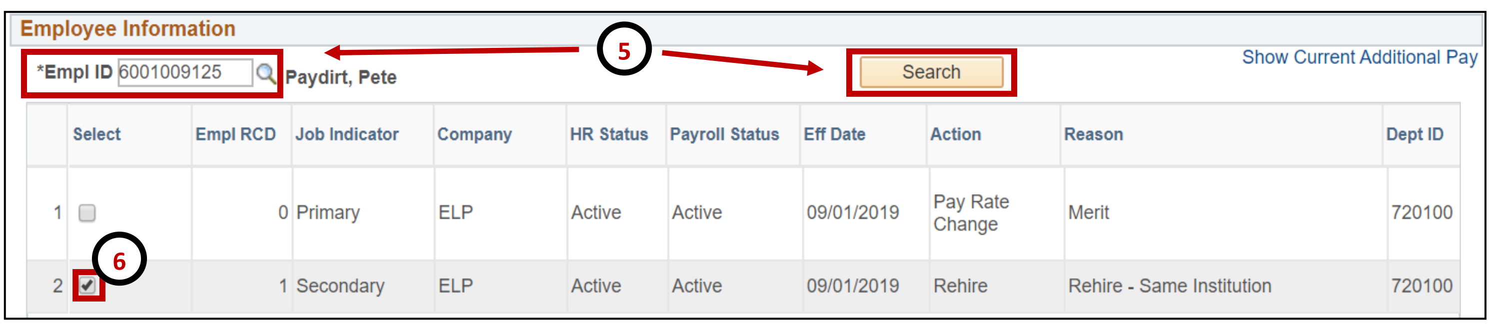


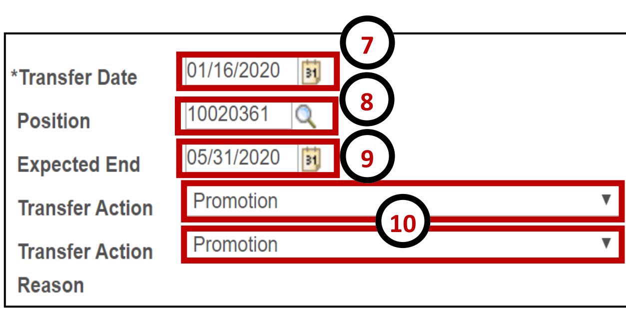


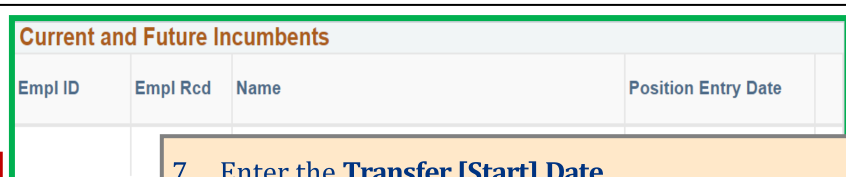
3. The **Initiate New eForms Request** page is displayed. From the "Actions" drop down menu, select the **Transfer Request** option.
4. The **Transfer Within Institution** eForm is displayed. Use the **Justification** text box to explain or "justify" the reason for the eForm action requested.



5. Under **Employee Information** enter the **Empl ID**. For additional search options, you can use the magnifying glass or you can also use the Search Match feature by clicking on the **Search** button.
6. Select the check box of the position(s) that needs to be transferred.





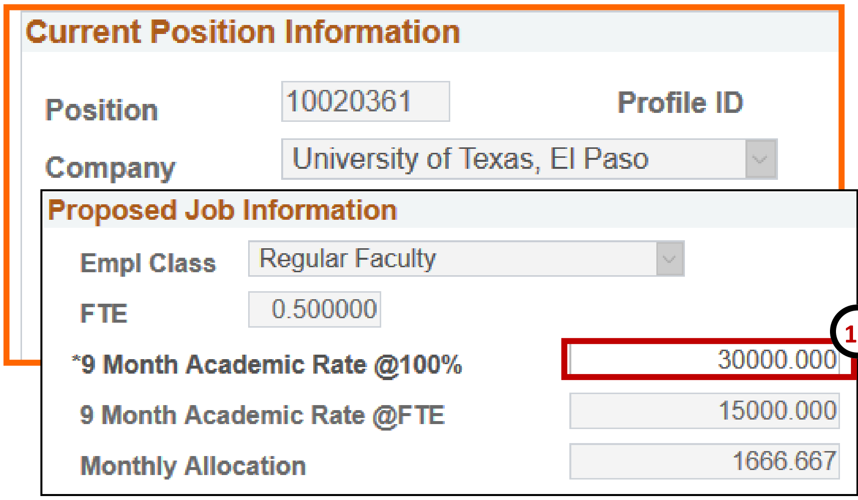


7. Enter the **Transfer [Start] Date.**
8. Enter the **Position Number** that the employee is transferring to.

   Note: If the positions is currently filled, the information will appear in the **Current and Future Incumbents** section.

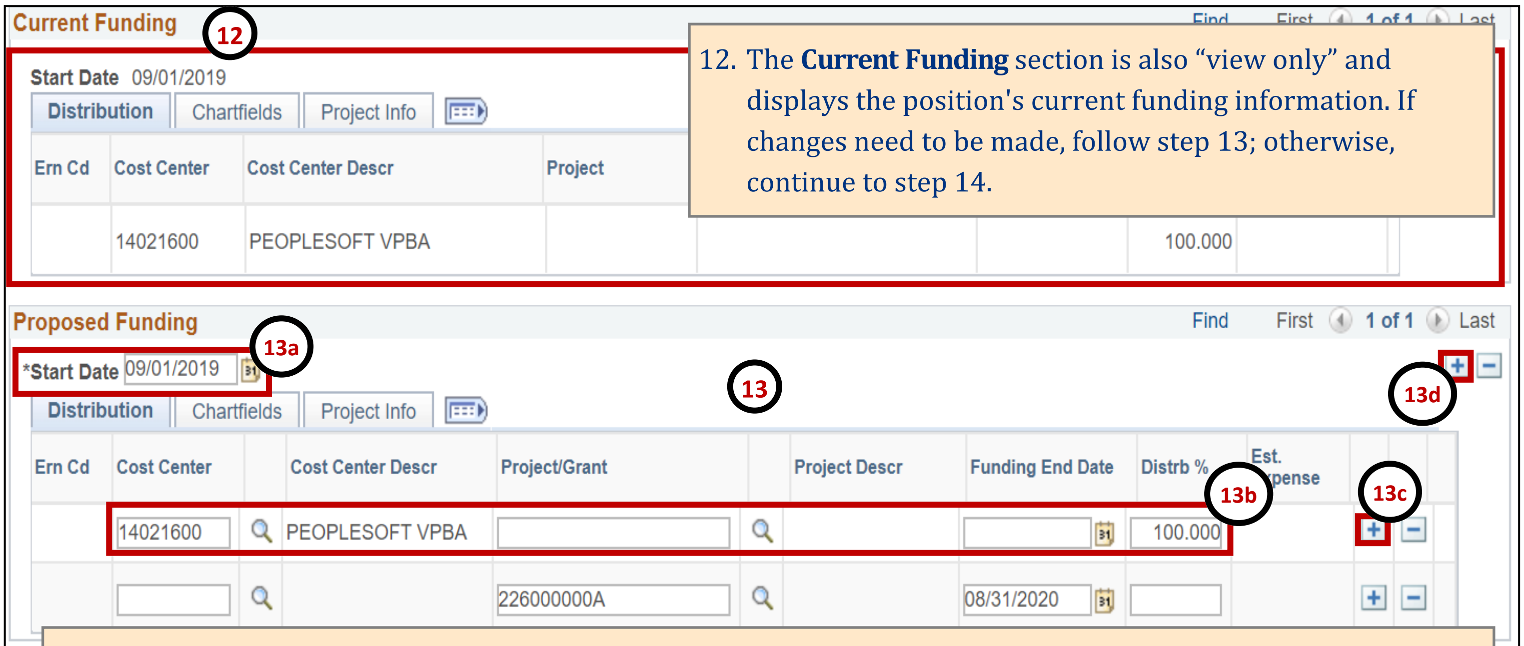
9. Enter **Expected End Date,** if applicable.
10. Select the **Transfer Actions.**

Transfer Request



Current Position Information will show position information which cannot be modified.

11. Under Proposed Job Information, enter the **pay rate** based on the compensation frequency.



12. The **Current Funding** section is also "view only" and displays the position's current funding information. If changes need to be made, follow step 13; otherwise, continue to step 14.

13. In the **Proposed Funding** section update the funding source information, as needed.

13a. Verify the start date is correct.

13b. Enter the new cost center or project ID (in the respective field), add the funding end date (if applicable) and enter the distribution percentage.

13c. If adding more than one funding source click the **+** button next to the **Est. Expense** column. A new line will appear, repeat step 12b.

13d. If adding an additional funding source with a different "start date" click the **+** button on the upper right corner of the **Proposed Funding** field, an additional funding section will appear. Add the start date and repeat step 12b.

PeopleSoft Tip

When making changes to the funding source:

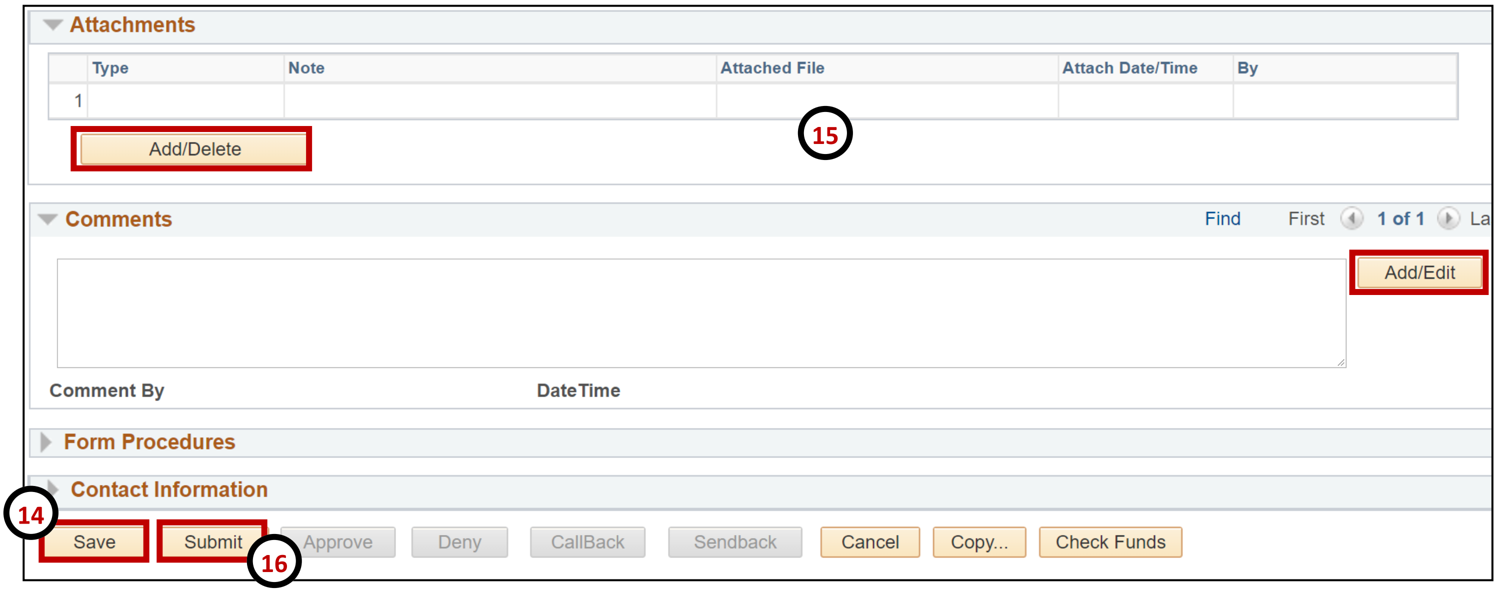
- The new funding source must hold sufficient funds
- The funding distribution should always equal 100%
- If using a Project/Grant, the funding start/end date must fall within the project start date.

Transfer Request

14. Once all the required fields have been completed, click the **Save** button at the bottom of the form.

    Notice: At the top of the form, the **Request ID** number has been assigned and the status of the form is now "**Saved.**"

15. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments.
16. After adding any attachments and comments (if needed), click the **Submit** button.



17. Once the document is submitted, the status of the form will update and show "**Pending Approvals.**" The current approval routing is displayed at the bottom of the page.