8.9 HRMS Step by Step Guide Transfer Position to Another Department – Organizational Development Module

Overview: This guide provides instruction on transferring a position to another department.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to	Universityof					
Maintain	Colorado	HR89PRAC PRACT01 Home Worklist Add to Favorites Sign out				
Desition/Budgete	Menu -	Main Menu > Organizational Development > Position Management >				
Position/Budgets	Scaren. ⊗	Maintain Positions/Budgets				
menu	▷ My Favorites	Identifies positions within organization, budgets for positions, and allows for creation of job requisitions				
 Organizational Management 	Reports and Reviews Reporting Workforce Administration Compensation Time Collection Workforce Development Organizational Development	Add-Update Position Info Frier the description, work location, and other information about a position. Funding Distribution Position Transfer only Position Transfer only Position Transfer only Position Transfer only EPETRetroactive Funding Change				
Maintain	Position Management	Position Approval Funding Approval PET/Retroactive Funding Change				
Position/Budgets Position Transfer only 	 ▷ Enterprise Learning ▷ Reporting Tools ▷ PeopleTools <u>- My Dictionary</u> 	Correction PET PET Approval PET Approval PET Approval PET Approval Sponsored Projitic				
		PET Cancellation PET Cancellation				
2. Position Transfer Only search page	University _{of} Colorado	HR8SPRAC PRACT01 Home Worklist Add to Favorites Sign out				
uispiays						
	Position Transfer only Enter any information you have	ve and click Search T eave fields blank for a list of all values				
the search fields	∫ Find an Existing Value					
	Position Number:	begins with 🔽				
Click Search	Description:	begins with 🔽				
Courterin	Position Status:					
	Business Unit:	begins with V Q				
	Department:	Degins with w				
	Reports To Position Number:	: begins with v				
	Search Clear Ba	asic Search 📳 Save Search Criteria				

3. Description page displays

- In Position
 Information area, click
 to insert a row
- The effective date defaults to current date; change if necessary
- Reason defaults to XFR
- Enter Department
 Number to which
 position is being
 transferred
- Location Code will update
- Click Position Notes to add appropriate comments about the transfer

🗐 Save

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Review and
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					New Window Customize P
Description	pecific Information Cosition and Incumbent Data				
🗐 Save) 🔍 Retu	n to Search) (∔≣ Next in List) (†≣ Previous in List) 🕼 Refresh	(@Update/Display)	週 Include History)		
Position Informat	on		Find View All	First 1 of 2 Last	
Position Number:	00100121 Admin Assistant III	Go To Position	Funding	+	
Headcount Statu	Curro	ent Head Count: 1 o	utof ()		
'Effective Date:	02/13/2007 🛐 🗐 Position Notes *Stat	us: Active	*		
'Reason:	XFR Transfer Acti	on Date: 02/13/2007			
Position Status:	Proposed Status Date: 02/13/2007				
Job Information					
'Business Unit:	UCOLO University of Colorado	1			
Job Code:	G3A4XX Q Admin Assistant III Manag	jer Level:	1	×	
'Reg/Temp:	Regular Y 'Full/Pa	art Time: 🛛 >= 50% 🔽			
Regular Shift:	N/A				
Title:	Admin Assistant III Short	Title: AdmAsstIII	Detailed Pos	tion Description	
Work Location					
'Reg Region:	USA Q United States				
Department:	10261 School of Education	Company: CLI	University of C	lorado	
Location:					
Reports To:	00150552 Senior Instructor	Appointing 00150955	5 Q Dean-Ev	mot Prof	
Fesenti	al Services	Authority: 'ear Appointment?	Super	ises Classified Staff	
Special	Opportunity Posn Preplacement Physical Required	Class Staff Spec Quals	Officer	Position	
Faculty/Exempt	Professional - Minimum	Maximum			
Toposed cost	Salary Range:				
	Moving Evnense				
	Total:				
	For the second				
Salary Plan Inf	rmation				
FTE:	1.000000 Percent of Time: 100.00 Pay Plan:	Q			
Salary Admin	Plan: 950 Grade: G39				
Standard Hou	rs: 40.00 Work Period: W Q Weekly				
	Mon Tue Wed Thu Fri Sat	Sun			
	8.00 8.00 8.00 8.00				
USA					
ELSA Status:	Nonexempt				
TESA Status.					
TESA Status.					

4. Notify receiving department that transfer has been made

- Receiving department can access position when effective date is current
- Receiving department will likely insert additional rows to change other position and/or funding data
- Reports to field is required for all HRMS positions, with the exception of student hourly, student faculty or retirees
- Receiving department must approve the transfer and any other additional rows of data
- If position is filled at time of transfer, incumbent's job data record will automatically update

University _{of} Colorado	HR89PRAC PRACTO1 Home Worklist Addito Favorites Sign
	New Window Customize Page 👧
Bescription Charific Information Position and Incumbent Data	
(☐ Save) Q Return to Search) (+ Next in List) (+ Previous in List) (\$ Refresh) (20 Update/Disp	lay) (Ø Include History)
Position Information	Find View All First 1 of 2 D Last
Position Number: 00100121 Admin Assistant III Go To Po	sition Funding
Headcount Status: Filled Current Head Count:	1 out of 0
'Effective Date: 02/13/2007 🛐 🗐 Position Notes 'Status: Active	¥
'Reason: XFR Q Transfer Action Date: 02/13/	2007
Position Status: Proposed Status Date: 02/13/2007	
Job Information	
Business Unit: UCOLO C University of Colorado	
Job Code: G3A4XX Q Admin Assistant III Manager Level:	~
'Reg/Temp: Regular V 'Full/Part Time: >= 50%	
Regular Shift: N/A	
Title: Admin Assistant III Short Title: AdmAsst	Detailed Position Description
Work Location	
Reg Region: USA Conted States	
Department: 10261 Q School of Education Company: CU	University of Colorado
Location: 1ECIN Q Economics Institute	
Reports To: 00150552 Senior Instructor Appointing 001 Authority:	50955 C Dean-Exmpt Prof
Essential Services Class Staff Seasonal or Academic Year Appointment?	Supervises Classified Staff
Special Opportunity Posn Preplacement Physical Required Class Start Specie	
Faculty/Exempt Professional - Minimum Maximum	
Proposed Costs Salary Range:	
Start Up Cost:	
Moving Expense:	
Total:	
Salary Plan Information	
FTE: 1.000000 Percent of Time: 100.00 Pay Plan:	
Salary Admin Plan: 950 Grade: 939	
Standard Hours: 40.00 Work Period: W Q Weekly	
Mon Tue Wed Thu Fri Sat Sun	
El SA Statue: Nonevernt	
read status.	

Transfer Position to Another Department complete