

## 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.

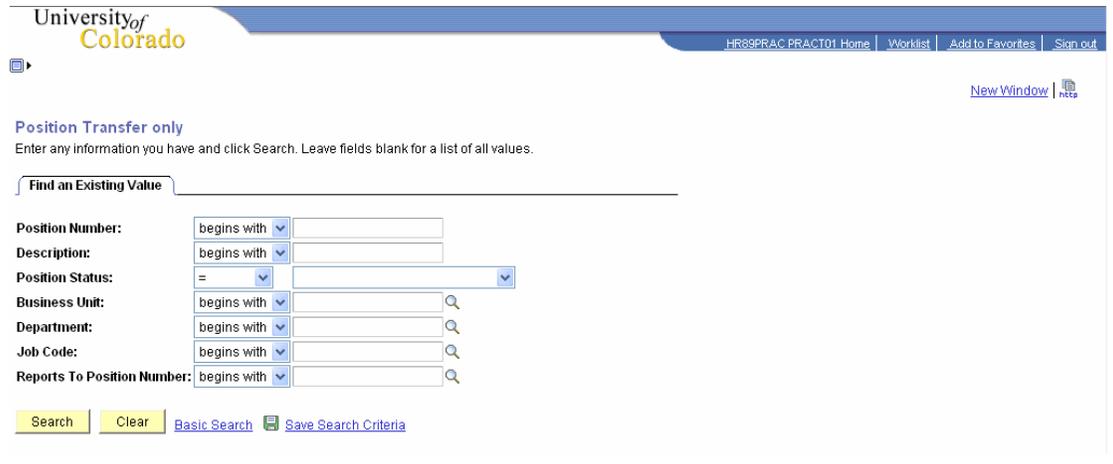
#### 1. Navigate to Maintain Position/Budgets menu

- Organizational Management
- Maintain Position/Budgets
- Position Transfer only

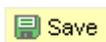


#### 2. Position Transfer Only search page displays

- Enter one or more of the search fields
- Click Search



### 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
- Review and 

University of Colorado

HR89PRAC PRACT01 Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | 

Description | **Specific Information** | Position and Incumbent Data

**Position Information** Find | View All | First | 1 of 2 | Last

Position Number: 00100121 Admin Assistant III [Go To Position Funding](#)

Headcount Status: Filled Current Head Count: 1 out of 0

'Effective Date: 02/13/2007  Position Notes 'Status: Active

'Reason: XFR  Transfer Action Date: 02/13/2007

Position Status: Proposed Status Date: 02/13/2007

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**Job Information**

'Business Unit: UCULO  University of Colorado

Job Code: G3A4XX  Admin Assistant III Manager Level:

'Reg/Temp: Regular  'Full/Part Time: >= 50%

Regular Shift: N/A

Title: Admin Assistant III Short Title: AdmAsstill [Detailed Position Description](#)

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**Work Location**

'Reg Region: USA  United States

Department: 10261  School of Education Company: CU University of Colorado

Location: 1ECIN  Economics Institute

Reports To: 00150552  Senior Instructor Appointing Authority: 00150955  Dean-Exmpt Prof

Essential Services  Class Staff Seasonal or Academic Year Appointment?  Supervises Classified Staff

Special Opportunity Posn  Preplacement Physical Required  Class Staff Spec Ouals  Officer Position

Faculty/Exempt Professional -

	Minimum	Maximum
Proposed Costs		
Salary Range:	<input type="text"/>	<input type="text"/>
Start Up Cost:	<input type="text"/>	<input type="text"/>
Moving Expense:	<input type="text"/>	<input type="text"/>
Total:		

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**Salary Plan Information**

FTE: 1.000000 Percent of Time: 100.00 Pay Plan:

Salary Admin Plan: 950 Grade: G39

Standard Hours: 40.00 Work Period: W  Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8.00	8.00	8.00	8.00	8.00		

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USA

FLSA Status: Nonexempt

#### 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

The screenshot displays the HRMS interface for a position transfer. The main section is titled 'Position Information' and includes the following details:

- Position Number:** 00100121 Admin Assistant III
- Headcount Status:** Filled
- Effective Date:** 02/13/2007
- Reason:** XFR Transfer
- Position Status:** Proposed
- Status Date:** 02/13/2007
- Current Head Count:** 1 out of 0
- Status:** Active
- Action Date:** 02/13/2007

The 'Job Information' section includes:

- Business Unit:** UCOLO University of Colorado
- Job Code:** G3A4XX Admin Assistant III
- Reg/Temp:** Regular
- Regular Shift:** N/A
- Title:** Admin Assistant III
- Short Title:** AdmAsstill

The 'Work Location' section includes:

- Reg Region:** USA United States
- Department:** 10261 School of Education
- Location:** 1ECIN Economics Institute
- Reports To:** 00150552 Senior Instructor
- Company:** CU University of Colorado
- Appointing Authority:** 00150955 Dean-Exmpt Prof

Below the work location, there are several checkboxes for special services and requirements, such as 'Essential Services', 'Class Staff Seasonal or Academic Year Appointment?', and 'Supervises Classified Staff'.

The 'Faculty/Exempt Professional - Proposed Costs' section includes input fields for:

- Salary Range (Minimum and Maximum)
- Start Up Cost
- Moving Expense
- Total

The 'Salary Plan Information' section includes:

- FTE:** 1.000000
- Percent of Time:** 100.00
- Pay Plan:** [Searchable]
- Salary Admin Plan:** 950
- Grade:** G39
- Standard Hours:** 40.00
- Work Period:** W Weekly

A weekly schedule table is shown below:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8.00	8.00	8.00	8.00	8.00		

The 'USA' section includes:

- FLSA Status:** Nonexempt

**Transfer Position to Another Department complete**