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 Save

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Admin Assistant II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>02/13/2007</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Action Date</td>
<td>02/13/2007</td>
</tr>
<tr>
<td>Business Unit</td>
<td>UCOLO</td>
</tr>
<tr>
<td>Job Code</td>
<td>034401C</td>
</tr>
<tr>
<td>Flag Temp</td>
<td>Regular</td>
</tr>
<tr>
<td>Full Time</td>
<td>Full Time</td>
</tr>
<tr>
<td>Title</td>
<td>Admin Assistant II</td>
</tr>
</tbody>
</table>

**Work Location**

- **Department**: School of Education
- **Location**: Economics Institute
- **Salary Range**: Minimum: $35,000, Maximum: $45,000
- **Salary Administration**: 650, Grade: 099
- **Standard Hours**: 40.00
- **Salary Plan Information**
  - FTE: 1.000000
  - Pay Plan: $100.00

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5/16/2007  Transfer Position to Another Department – Organizational Development Module  Page 2 of 3
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

Transfer Position to Another Department complete