

Streamlined navigation, new look coming to Transfer transactions ^[1]

November 16, 2018 by [Employee Services](#) ^[2]

Beginning **Dec. 1**, when you complete HCM Transfer transactions, you will notice streamlined navigation and a new look. Preview these changes to make sure you're ready.

Changes coming to Transfers

As a reminder, a Transfer occurs when an existing CU employee leaves their position and enters a new one within the university.

The following updates are coming to Transfer transactions:

1. A required **Search Option** field.
2. Changes to navigation. Instead of using the **Template Based Transactions** link, users will initiate a transfer using the **Transaction Launch Page** and selecting transfer from the **Search Option** drop-down menu.



TBT Guided Navigation

Search Criteria

Empl ID

First Name

Last Name

Date of Birth

National ID

National ID Last 4

Department

Search Option

[3]

3. A new look. The **Transfer Contract** template now looks the same as the related Hire, Rehire and Additional Job templates.

Learn more with training

Prepare for upcoming changes with [in-person training](#), [recorded webinars](#) and [practice materials](#) [4].

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