

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	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/> 
National ID	<input type="text"/>
National ID Last 4	<input type="text"/>
Department	<input type="text"/>
Search Option	<input type="text"/>

Search

Clear All

[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].

[HCM development](#) [5], [HCM project](#) [6], [Transfer](#) [7]

Display Title:

Streamlined navigation, new look coming to Transfer transactions

Send email when Published:

No

Source URL:<https://www.cu.edu/blog/hcm-community/streamlined-navigation-new-look-coming-transfer-transactions>

Links

[1] <https://www.cu.edu/blog/hcm-community/streamlined-navigation-new-look-coming-transfer-transactions>

[2] <https://www.cu.edu/blog/hcm-community/author/10695>

[3] <https://www.cu.edu/sites/default/files/Transfer%20Navigation%20Changes.JPG>

[4] <https://www.cu.edu/hcm-community/hcm-projects/training-webinars> [5] <https://www.cu.edu/blog/hcm-community/tag/hcm-development> [6] <https://www.cu.edu/blog/hcm-community/tag/hcm-project>

[7] <https://www.cu.edu/blog/hcm-community/tag/transfer>