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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.

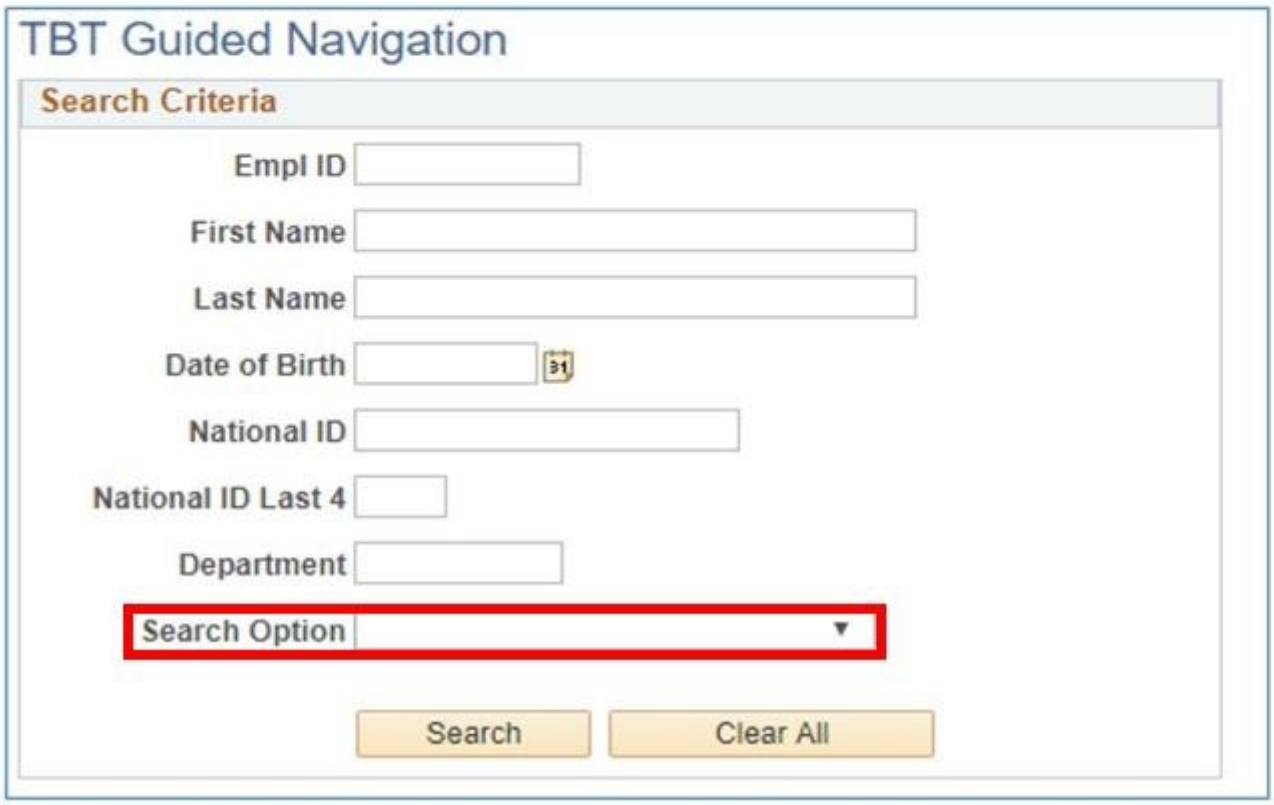
Changes coming to Transfers

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.





[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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