

## **Streamlined navigation, new look coming to Transfer transactions** <sup>[1]</sup>

November 16, 2018 by [Employee Services](#) <sup>[2]</sup>

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].

#### 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>