

## **Transfer Employees** <sup>[1]</sup>

Move employees to new departments

This transaction transfers an employee, either within the same campus (to another department) or across campuses (to another campus). Because the transfer affects two departments, there are multiple stages and roles involved in this process:

1. The receiving department (that is, the department the employee is transferring to) initiates the transaction.
2. The position that the employee is transferring to should be prepared ahead of time.
3. Once the transaction is submitted for approval, the employee will be notified of steps to complete the close out of their current position (such as submitting a final timesheet, expense report, etc.).

Step-by-step: [Transferring an Employee](#) <sup>[2]</sup>

Step-by-step: [Approving Transfers](#) <sup>[3]</sup>

Step-by-Step: [Transaction Status, Drafts, and Pushbacks](#) <sup>[4]</sup>

Job Aid: [Transfer Action and Reason Codes](#) <sup>[5]</sup>

### **Groups audience:**

HCM Community

### **Right Sidebar:**

HCM: Resources Key

HCM: Feedback

HCM: Document Library

HCM: Submit a Ticket

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**Source URL:** <https://www.cu.edu/hcm-community/pay-employees/pay-transactions/transfer-employees>

### **Links**

[1] <https://www.cu.edu/hcm-community/pay-employees/pay-transactions/transfer-employees>

[2] <https://www.cu.edu/docs/sbs-transferring-employee> [3] <https://www.cu.edu/docs/sbs-approving-transactions> [4] <https://www.cu.edu/docs/sbs-transaction-status-drafts-pushbacks>

[5] <https://www.cu.edu/docs/jaid-transfer-action-reason-codes>