

Employee Position Transfer Request

*This form should be used for the transfer of a position from one department to another due to reorg. To transfer an employee from one position to another, please use an RMS Waiver of Recruitment Worksheet.
If this transfer should result in a stipend, and equity, a classification review or a change in job description, please complete the applicable SHR ServiceNow request before completing this form.*

SECTION 1 (To be completed by department/unit)

Term of Action: Permanent (Effective Date): _____ Temporary (Start/End Date): _____

Principal Officer: Chancellor VC (Name): _____ University Librarian
 EVC Dean/Director (Name): _____

Employee Name: _____ **Employee ID:** _____

Service Team Contact: _____ **Unit Contact:** _____

Position No.: _____

Current Department: _____ **Proposed Department:** _____

Current Location: _____ **Proposed Location:** _____

Current Reports to: _____ **Proposed Reports to:** _____

Pending ServiceNow Employee Action Requests:

<input type="checkbox"/> Classification Review	RITM	_____
<input type="checkbox"/> Stipend	RITM	_____
<input type="checkbox"/> Equity	RITM	_____
<input type="checkbox"/> Job Description	RITM	_____

Comments:

Supervisor Signature: _____ **Date:** _____

Unit Head Signature (if appropriate): _____ **Date:** _____

Principal Officer Signature (if appropriate): _____ **Date:** _____

Budget Officer Approval Signature: _____ **Date:** _____

SECTION 2 (To be completed by Compensation)

Requires Union Notice? Yes No

Comments:

Compensation Signature: _____ **Date:** _____

Changes Implemented by (Name): _____ Date _____

RETN: 5 years after separation, except in cases of disability, retirement or disciplinary actions, in which cases, retain until age 70.