

TRANSFER POSITION

Request is to transfer position to another department.

NOTE: Approved Position Transfers entered into PeopleSoft HRMS will update Job Record of Incumbent.

POSITION INFORMATION TAB – HEADER SECTION

1. **Requested Action:** Transfer
2. **Type of Position:** Faculty
3. **Benefits-Eligibility:** Benefits Eligible
4. **Staff Replacement:** Check "No"
5. **Position #:** Enter Applicable Position #

SECTION 1 – DEPARTMENT AND CONTACT INFORMATION

The Campus, Division, Department and Location associated with the position will populate from PeopleSoft HRMS.

6. **Department Code:** Enter (Type over) New Department Code
7. **Department Contact:** Employee ID of individual in department to contact regarding position; defaults to the preparer
8. **Phone:** Contact Phone populates from PS
9. **E-mail Address:** Contact E-mail Address populates from PS

SECTION 2 – POSITION INFORMATION

The Current, or most recent, Incumbent's Name and EMPL ID; the Current Title, Job Code, Salary Plan, Salary Grade, FTE and Head Count associated with the position, Annual Salary of the previous/current incumbent, and previous position effective date will populate from PeopleSoft HRMS.

10. **Proposed:**
11. **Effective Date:** Requested Date of Transfer

FACULTY AFFAIRS USE ONLY

Faculty Affairs verifies approvals, completes the approved attributes; signs the Position Request and transfers the position in PeopleSoft HRMS.

SECTION 2 – POSITION INFORMATION (CONTINUED)

12. **Remarks:** Describe the requested action and provide additional information as necessary.

BUDGET AND FUNDING INFO TAB

SECTION 3 – POSITION BUDGET AND FUNDING INFORMATION

(Instructions for this Section to be provided by the Budget Office)

POSITION REQUEST FORM
Benefits-Eligible *Faculty* Position

SECTION 4 – SIGNATURES AND APPROVALS

13. **Approvals Required:**
(According to Action Requested)

- Preparer
- Department Business Administrator
- College/Division Business Administrator
- Dean/Director/PI
- Assoc/Asst Vice President
- Vice President
- Provost

The Position Request must have all appropriate approvals *before* it is submitted to Faculty Affairs. Documents lacking appropriate approvals will be re-routed to the necessary parties *before* any action is taken on the position.

SECTION 5 – JOB POSTING DATA

(No action required)