

Transfer eForm

- Moving an employee from one position number to a different position number within the same department.
- Moving an employee from a position number in one department to a different position number in another department.
 - In these cases, the current department does not take any eForm action. The receiving department is responsible for submitting the Transfer eForm.
- When an employee is staying in the same role in the department but is changing between benefits status.
 - Position numbers *cannot* be reclassified into different benefits statuses – a BE position number must remain a BE position number, a NBE position number must remain a NBE position number.
 - Example – Rowdy is in position #123 working 19 hours/week and will be transferred into position #456 to work 40 hours/week.
- When a department is moving an employee into a vacant position number and they would like to refill the employee's original position number.
 - These actions will involve recruitment, please partner with Talent Acquisition.
 - Example – Rowdy is currently an Admin II (position #123) and will be transferred into the vacant Admin III role (position #456). The department would like to refill the Admin II role (position #123).

Position Attribute Change (PAC) eForm

- Changes to a position/employee such as Reports To or Department Location.
- Changes to a position/employee's FTE if staying within the same benefits status.
 - Position numbers *cannot* be reclassified into different benefits statuses – a BE position number must remain a BE position number, a NBE position number must remain a NBE position number.
 - The employee must be transferred into a position with the desired benefits status
- Reclassifying an employee/position and the department will not be backfilling the role
 - Ex. Rowdy is currently an Admin II and will be promoted to an Admin III. There is not a vacant Admin III position number and/or the department will not be hiring another Admin II to take their place.
- Moving an existing position number/employee to a new Department ID
 - These changes must be made on the 1st of an unpaid month and cannot be retro-active
- Inactivates a position that is no longer needed