Temporary/Student Internal Transfer Form

Purpose:

To transfer a temporary or student employee from one position to another within the same department and help eliminate breaks in service and the need for a hire to be generated.

Directions:

1. If a CHRC is needed for the new position, complete that first and indicate the completion date in the additional comment box before sending the form to HR.
2. Indicate the type of employee that you are transferring at the top of the form.
3. Complete the current information section with the current position information.
4. In the New Position Change section indicate the new position number and the Campus Address even if the address will remain the same.
5. Complete any of the following sections with the new information if it is different from the current position.
   a. New Pay Rate
   b. New Business Title (Functional Title)
   c. New Standard Hours
   d. New Other
   e. Additional Information
6. Obtain appropriate approvals/signatures.
7. Route completed form to Payroll for entry as a Transfer.