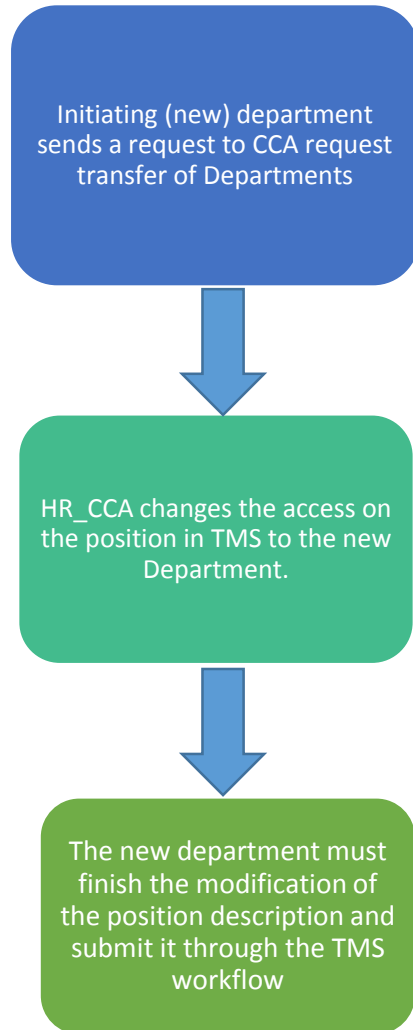


How to Transfer a Position



- **Department sends email request**

- The template and instructions below must be used for transfer requests.
- The current department should send an email to the Classification Compensation Analysts (CCA) at HR_CCA@Mail.Colostate.edu.
- Current and new department heads/directors must be copied on the email correspondence.
- No retroactive requests will be allowed, transfers should be requested at least 2 weeks in advance to allow for processing and AP framework classification review.
- All Hiring authorities should be listed.

- **HR_CCA will do the following:**

- HR department changes/and update Hiring authority.
- HR will then begin a new "modification" of the position and transfer it to the Initiator. *This will prevent Oracle from overwriting the changes overnight.*
- HR will send out email notifying new and old departments of changes and modification process.

- **New Department follows up:**

- Continue the Modification of position - "TRANSFER OF POSITION" should be noted in the justification section in TMS.
- Position will go through all modification approvals.
- Note: This will prompt a classification review.
- Until the position has been approved in TMS, Oracle action should not be initiated by departments.

TMS Transfer Email Template:

Please copy and paste the following into your email and complete the requested fields. Send email to HR_CCA@Mail.Colostate.edu and copy both current and future department heads/directors.

Position Transfer Request

| Current Department | |
|---|--|
| Department Name | |
| Department Number | |
| College/Division | |
| Position Number | |
| TMS Hiring Authorities | |
| Position Classification and Working Title | |

| New Department (future department to be transferred to) | |
|---|--|
| Department Name | |
| Department Number | |
| College/Division | |
| All TMS Hiring Authorities | |
| Position Supervisor | |
| Effective Date of Transfer | |