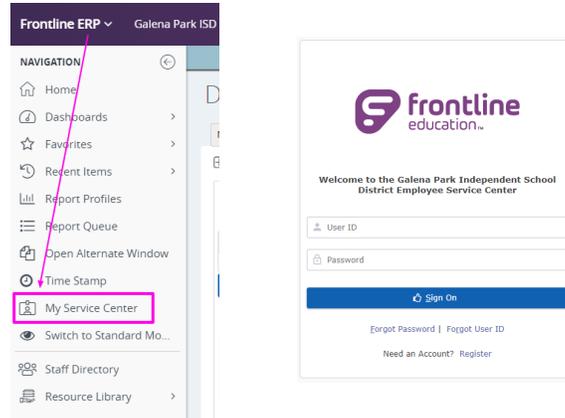


Employee Service Center: Submitting a Transfer Request

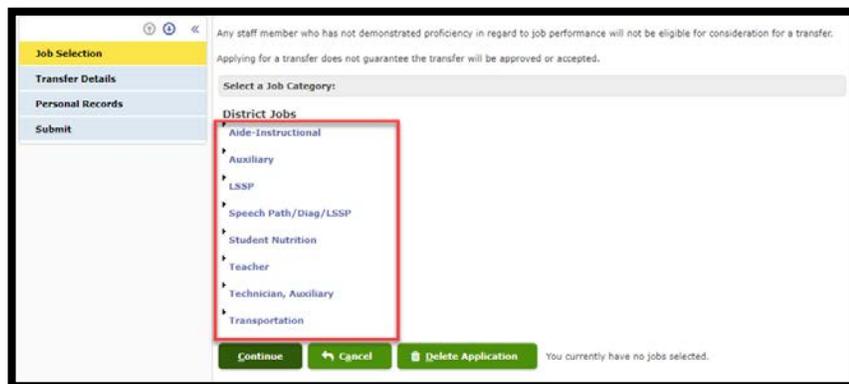
Log into the **Employee Service Center** through **Frontline ERP**.



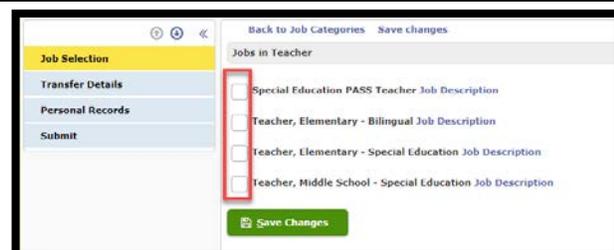
Select **“My Employment Records”**
Select **“My Employee Transfer Request”**



Select the **Job Category** you are interested in transferring into.



Select the **position** (job title) that you are interested in transferring into.



Select the **campus(s)** that you are interested in transferring into. You can select more than one campus. Once you select your campus scroll to the bottom of the page and click on the **“Save Changes”** button.

After you click the **“Save Changes”** button, you will receive a pop-box. Click **“OK”** on the button and then select **“Continue”**.

Designate your transfer preferences:

- Select the **“Location”** or **“Assignment”** radio button.
- Reorder list by highlighting item and selecting **“Move Up”** or **“Move Down”** as needed.

Org ID	Org Name	Posting ID
101	Cimarron Elementary	
102	Cloverleaf Elementary	
104	Galena Park Elementary	
105	Green Valley Elementary	

Click **“Continue”** button.

Select the **Application Reason** that best applies to you, on why you are requesting a transfer and then click **“Continue”**.

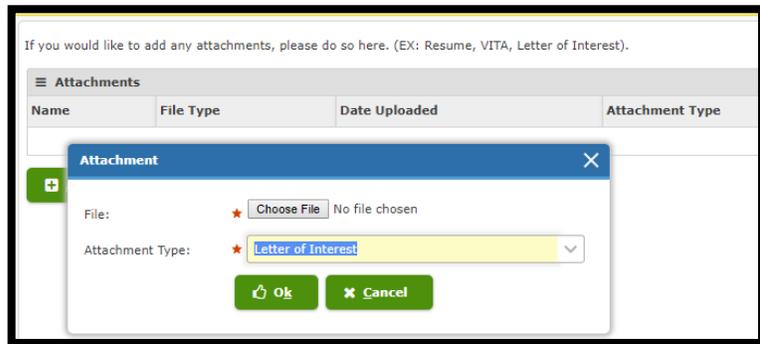
Verify your **“Certifications”** (if any) information is correct in the Certifications tab. If your information is not correct, contact the HRS department.
 Select **“Continue”**.

Verify your **“License”** (if any) information is correct in the License tab. If your information is not correct, contact the HRS department.
 Select **“Continue”**.

Verify your **“Education History”** (if any) information is correct in the Education History tab. If your information is not correct, contact the HRS department.
 Select **“Continue”**.

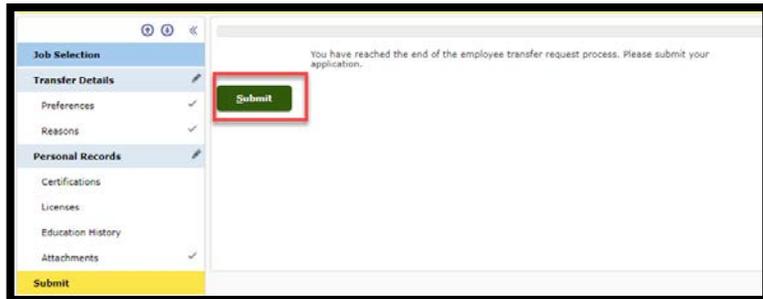
Use the **“Attachments”** tab to add documents such as Letter of Interest, Resume, etc.

Click the **“Add”** button to locate and attach file and select **Attachment Type** from dropdown. Click **“OK”**.



Click the **“Submit”** button.

When you hit the **“Submit”** button, your transfer request has been received. Your principal at your campus and the principals at the campuses that you are requesting to transfer to will know right way that you have submitted a transfer.



Please note: Applying for a Transfer does not guarantee an employee that the transfer will be approved. Please contact 832-386-1229, should you have any questions regarding this process.