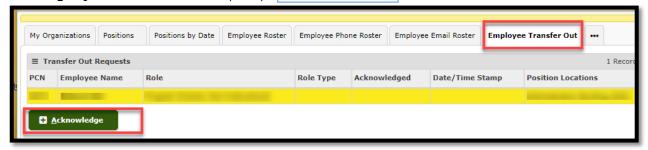
TEAMS: Transfer Request - Acknowledge

Transfer Request – Acknowledge (Employees Leaving Location)

I. Supervisor Acknowledge

- Supervisors Acknowledge employee's request to transfer to another location.
- Employee Transfer Out (Tab) Employee Transfer Out



Highlight the name and select **Acknowledge**.

Note: The supervisor at the requested campus will see the transfer and can accept the transfer.

The Acknowledgement is for your records.

Acknowledge

When you select Acknowledge, the employee's name remains in the list. An Acknowledged status and date stamp will appear.

