

TEAMS: Transfer Request – Acknowledge

Transfer Request – Acknowledge (Employees Leaving Location)

I. Supervisor Acknowledge

– Supervisors Acknowledge employee's request to transfer to another location.

- **My Organization** My Organization
- **Employee Transfer Out (Tab)** Employee Transfer Out

The screenshot shows the TEAMS interface with the 'Employee Transfer Out' tab selected. Below the navigation tabs, there is a table titled 'Transfer Out Requests'. The table has columns: PCN, Employee Name, Role, Role Type, Acknowledged, Date/Time Stamp, and Position Locations. A red box highlights the 'Acknowledge' button at the bottom left of the table.

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.

The screenshot shows the 'Transfer Out Requests' table after the acknowledgment action. The table has columns: PCN, Employee Name, Role, Role Type, Acknowledged, Date/Time Stamp, and Position Locations. A red box highlights the 'Acknowledged' status and the 'Date/Time Stamp' for the first record.

PCN	Employee Name	Role	Role Type	Acknowledged	Date/Time Stamp	Position Locations
				Acknowledged	2018-03-01 14:46:29.0	