

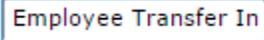
TEAMS: Transfer Request - Approve

TEAMS: Transfer Request – Approve (Receiving Supervisors)

II. Supervisor Approve Transfer

– Supervisors approve a request for transfer into their campus.

Note: A Supervisor cannot approve a transfer until there is a vacancy.

- My Organization 
- Employee Transfer In 
- Select (highlight) Employee

• Button Options

- View Details button: Will display contact information, certifications, applications / transfers, etc.
 - View Roles: Within the View Details button, select Applications / Transfers from the list on the left hand side. Select their submitted transfer date, Select the View Roles button. Under Roles the transfer request will appear. If they put in a transfer for more than one location, all locations will appear.
- Prefer button: Mark as prefer for future decision
- Recommend: Recommend the employee for one of your open positions.

• Recommend (Screen)

- Once you select the Recommend Button, a screen will appear.



Position Information:

Organization: *

Start Date: *

PCN: *

Select from each drop down.

Note: The individual will not be able to start before the date you select.

- Published Roles: Once you fill out the Position Information, the Published Roles will populate. Select the correct role from the left box, Select ADD to move it to the box on the right.



Published Roles for which Applicant is being Recommended

Available Published Roles

Computer Network Technician
Technician, Technology

Selected Published Roles

Add »
« Remove
Add All»
« Remove All

- **Select Recommend**  You have now recommended the applicant for a posted open position

- **Not Reviewed:** Select the Hyperlink “Not Reviewed” in the row of the employee. Select a Review Status from the drop down menu. This is for your records. If you select Recommended, the name you recommended will disappear from your list. All other names (not recommended) will remain on the list.



My Review Status