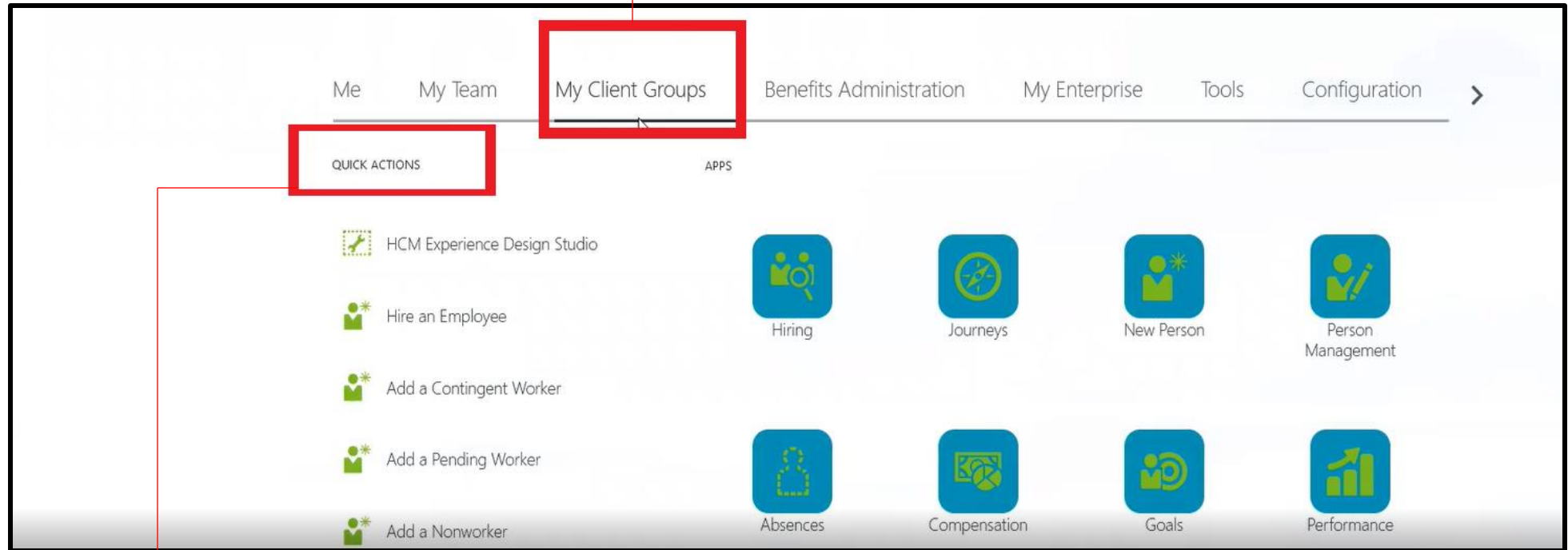


Manage Transfers: Transfer w/o Pay Rate Change

1

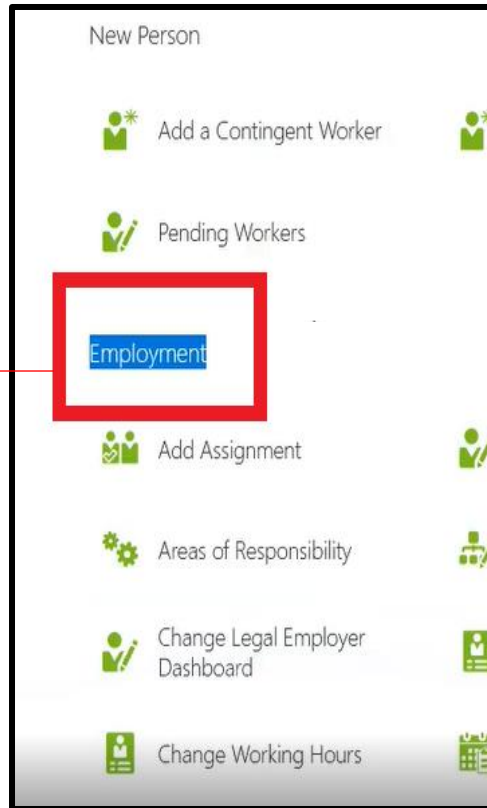
Select the **My Client Groups** tab



2

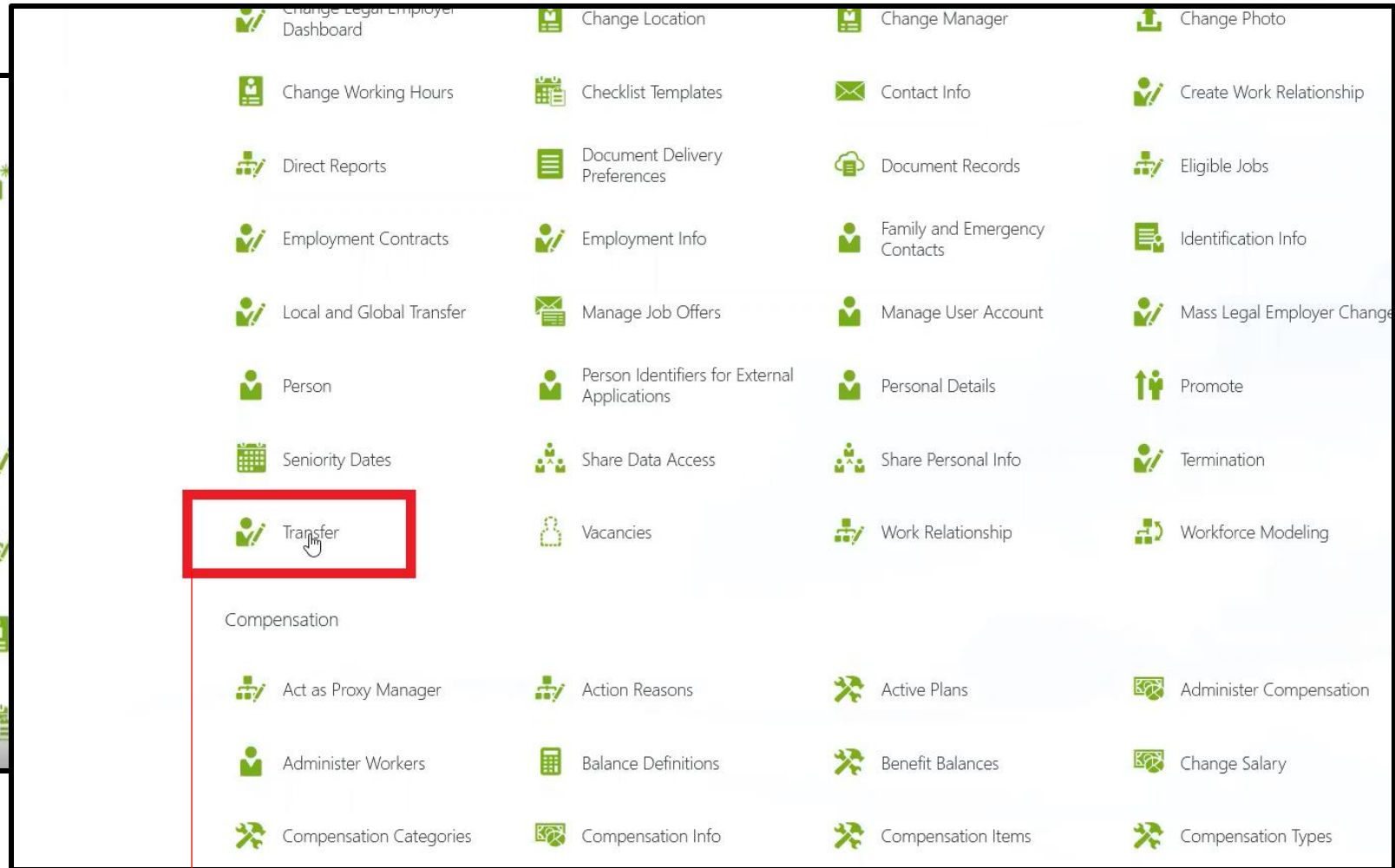
Select the **Quick Actions** section and select the **Show More** link from the drop-down list

Manage Transfers: Transfer w/o Pay Rate Change



3

Locate the **Employment** section



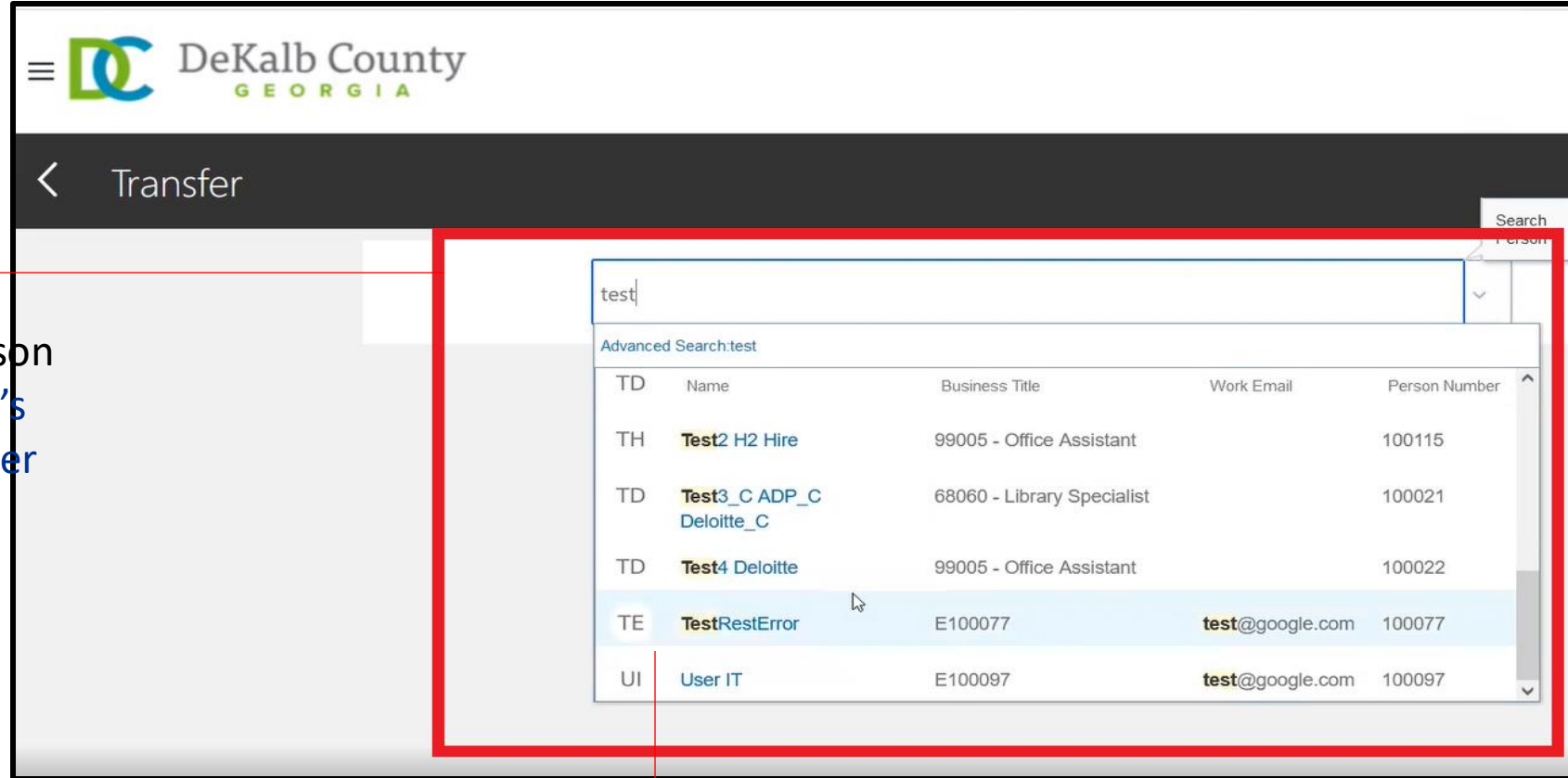
4

Select **Transfer** under the **Employment** section

Manage Transfers: Transfer w/o Pay Rate Change

5

From the Search for a Person field, key in the **Employee's Name** or **Employee Number**



DeKalb County
GEORGIA

Transfer

Search Person

test

Advanced Search: test

TD	Name	Business Title	Work Email	Person Number
TH	Test2 H2 Hire	99005 - Office Assistant		100115
TD	Test3_C ADP_C Deloitte_C	68060 - Library Specialist		100021
TD	Test4 Deloitte	99005 - Office Assistant		100022
TE	TestRestError	E100077	test@google.com	100077
UI	User IT	E100097	test@google.com	100097

6

Select the **Employee** from the returned results within the Recent Items list

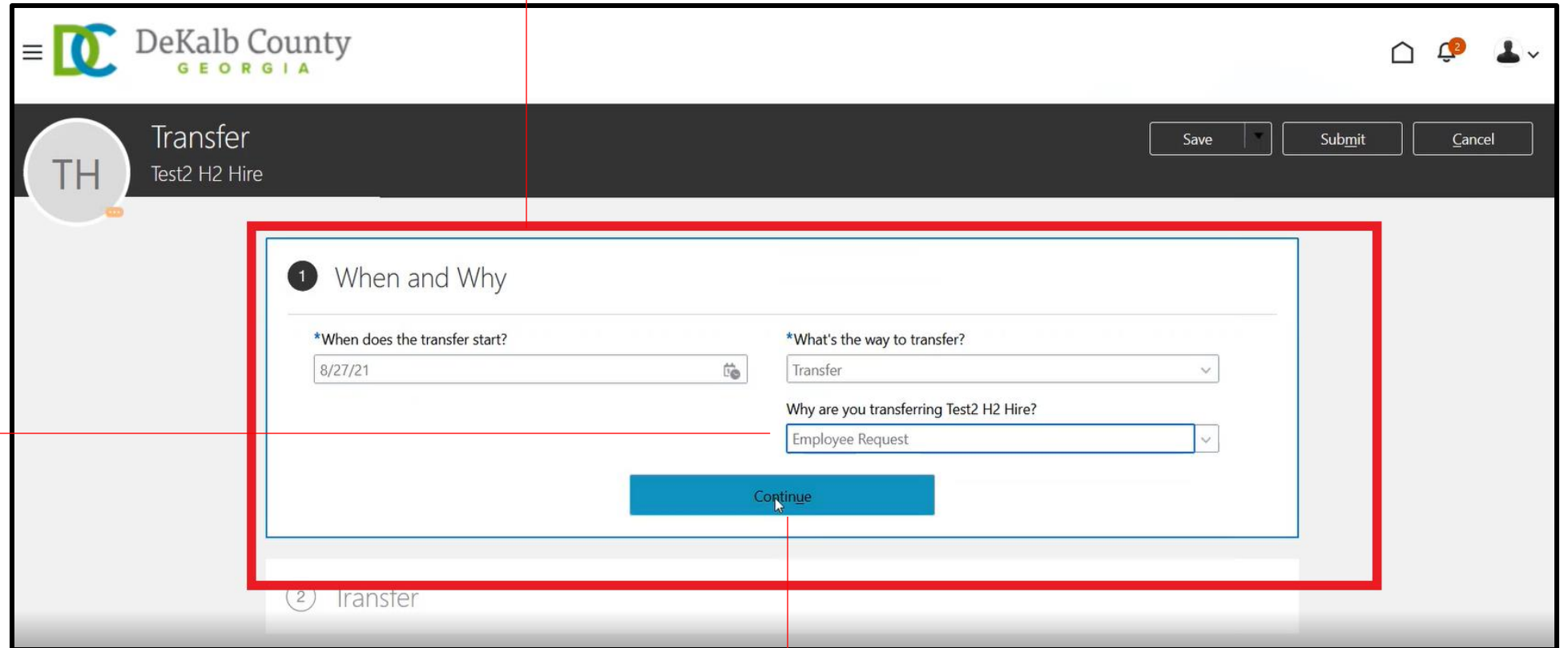
Manage Transfers: Transfer w/o Pay Rate Change

7

Key in the appropriate **Transfer Start Date** in the **When does the transfer start?** field

8

Select the appropriate **Reason** for the **Transfer** from the **Why are you transferring?** drop-down list



The screenshot shows a web interface for DeKalb County Georgia. At the top left is the logo and name 'DeKalb County GEORGIA'. Below it, a dark header bar contains a circular icon with 'TH' and the text 'Transfer Test2 H2 Hire'. On the right of this bar are 'Save', 'Submit', and 'Cancel' buttons. The main content area is a form titled '1 When and Why'. It contains two required fields: '*When does the transfer start?' with a date input field containing '8/27/21', and '*What's the way to transfer?' with a dropdown menu showing 'Transfer'. Below these is another dropdown menu labeled 'Why are you transferring Test2 H2 Hire?' with 'Employee Request' selected. A blue 'Continue' button is centered below the form. A red box highlights the form area. A red line connects the number '7' in the top-left callout to the 'When does the transfer start?' field. Another red line connects the number '8' in the middle-left callout to the 'Why are you transferring?' dropdown. A third red line connects the number '7' in the bottom-right callout to the 'Continue' button.

7

Select the **Continue** button

Manage Transfers: Transfer w/o Pay Rate Change

9

Select the **Position** name from the drop-down list

2 Transfer

*Assignment Status: Active - Payroll Eligible

Person Type: Employee

*Business Unit: DC Business Unit

Primary Assignment: Yes

Projected End Date: m/d/yy

Assignment Category: Full-time regular

Regular or Temporary: Regular

Full Time or Part Time: Full time

Hourly Paid or Salaried: Salaried

Standard Working Hours: 40 Weekly

FTE: 1

Position: 00006

Name	Code	Job Name	Department Name
00006 - Administrative Specialist	00006	99015 - Administrative Specialist	06901 - EXTENSION SERVICE - ADMINISTRATION

99005 - Office Assistant

Probation End Date: 2/22/22



From the Position field, key in the Position name. All Position names start with a code and then the description. When entering the code, the system will intuitively provide a list of Positions that match the data that has been entered. Select the correct Position from the drop-down list

Manage Transfers: Transfer w/o Pay Rate Change



Key the Additional Assignment Information if applicable.

3 Additional Assignment Info

Info Group

Probation Period Info

Start Date	Unit of Measure
<input type="text" value="m/d/yy"/>	<input type="text"/>
Duration	End Date
<input type="text"/>	<input type="text" value="m/d/yy"/>


11

Select Continue

Manage Transfers: Transfer w/o Pay Rate Change

Document Records (Attachments)

[+ Add](#)

 There's nothing here so far.

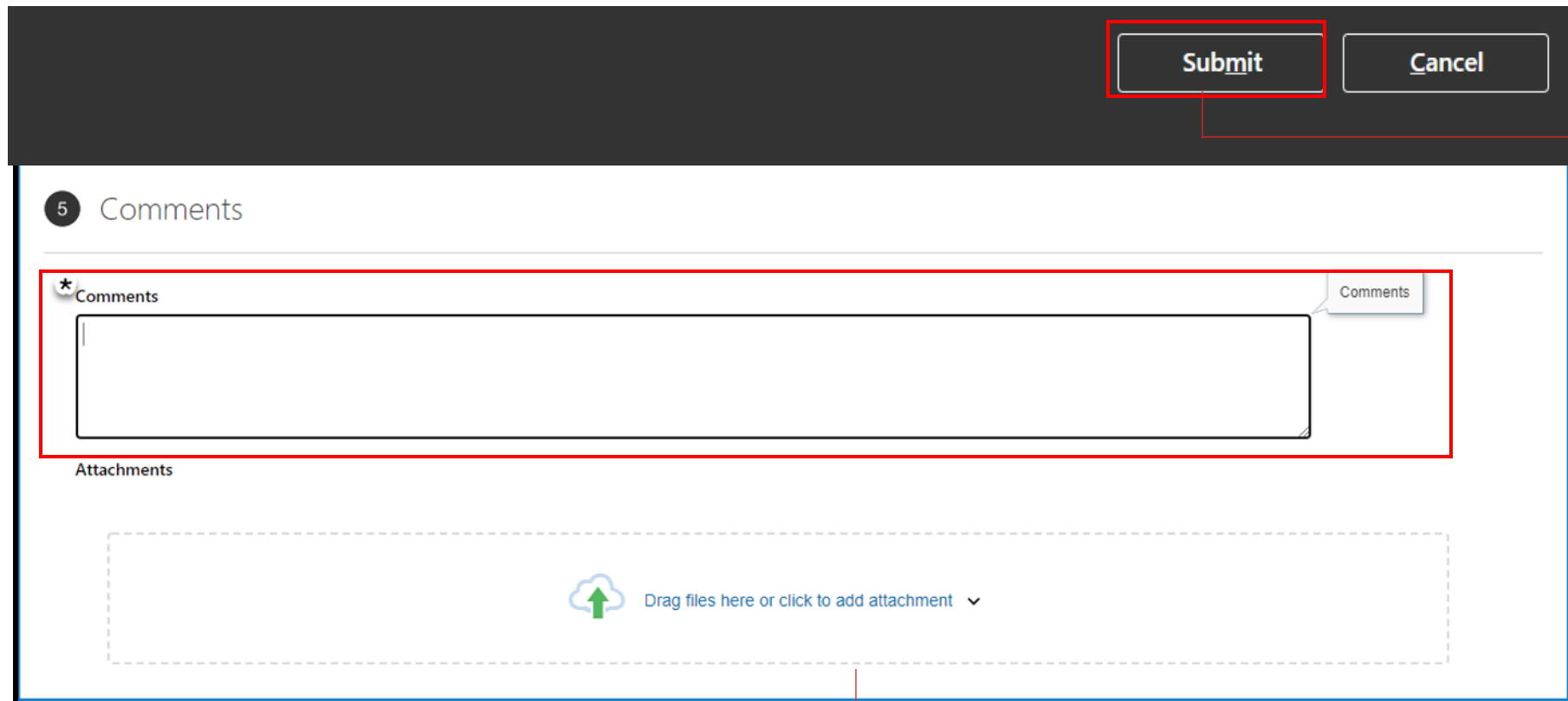
[Continue](#)

Comments

13

Add the applicable documents to the transfer

Manage Transfers: Transfer w/o Pay Rate Change



The screenshot shows a dark grey header bar with two buttons: 'Submit' (highlighted with a red box) and 'Cancel'. Below the header is a section titled '5 Comments'. Inside this section, there is a text input field for comments, which is also highlighted with a red box. Below the text field is an 'Attachments' section with a dashed border and a green upload icon, containing the text 'Drag files here or click to add attachment'. A red line connects the 'Submit' button to step 15, and another red line connects the text input field to step 14.

14

Enter the mandatory comment and attachment associated with the transfer.

15

Select the submit button