

# Transfer Out

The steps below demonstrate how to Transfer an Employee Out of your SMT department and location combination.

**Step 1: Enter the Effective Date for the Transfer Out of your department and location SMT combination.**

**NOTE:** You must enter the Effective Date **before** you select any action. The Effective Date will become display-only after the action is selected.

**Step 2: Select Transfer Out from the Action list.**

Effective Date	Seq	Action	Name	Empl ID	Rcd #	Position #	Assignment Title	Vacancy
07/01/2013	1	Baseline	Baez,Joan	021138	0	00006999	Teacher-K8 Gr 1-2	
07/01/2013	2	Modify Position	Baez,Joan	021138	0	00006999	Teacher-K8 Gr 4	
07/01/2013	3	Transfer Out	Baez,Joan	021138	0			

**Step 3: Read the message regarding the vacancy created by transferring an employee out.**

Click OK to continue the Transfer Out process.

This action will create a vacancy. Click OK to continue or Cancel to re-enter a new action. (20000,36)

OK Cancel

**Step 4: Verify information about the Transfer Out.**

**Step 5: Click OK to save the changes and return to the Staffing Summary page.**

**NOTE:** If you click Cancel at this point, the Transfer Out Row will not be saved; however, the vacancy will have already been created and you will need to delete the vacancy.

Effective Date	Seq	Action	Name	Empl ID	Rcd #	Position #	Assignment Title	Vacancy
07/01/2013	1	Baseline	Baez,Joan	021138	0	00006999	Teacher-K8 Gr 1-2	
07/01/2013	2	Modify Position	Baez,Joan	021138	0	00006999	Teacher-K8 Gr 4	
07/01/2013	3	Transfer Out	Baez,Joan	021138	0	00006999	Teacher-K8 Gr 4	

OK Cancel Apply

Step 6: Note that the  next to the row has changed to a , indicating a change.

Also note that the FTE for the employee who Transferred Out is now blank.

Step 7: Note the new vacancy that has been created. It is identical to the position that was filled by the employee who Transferred Out.

**NOTE:** A note attached to the vacancy will automatically be created and indicate the reason for the vacancy. For example, "Vacancy due to the Transfer Out of Mouse,Mickey." The note will be added under the name of the person who performed the action.

Staffing Summary		Limited Term Staffing Summary		Funding Summary		Allocations & Balances	
Department	6987	Imagination	Fiscal Year	2014		Approve & Submit	
Location	110	Imagination K-8	General Fund Balance	0.550		SMT Help	
Status	Open		Title I Balance	0.090		Open/Edit	
			Title IC Balance	0.000		Employee Lookup	
						Run SMT Roster	

View / Change	Name	Assignment Title	Total FTE	Empl Status	Effective Date	Notes	Position #	Empl ID	Rcd #
▲	Angelou,Maya	Teacher-K8 Gr 5	1.000	Active	06/30/2014		00001269	003249	0
▼	Baez,Joan	Teacher-K8 Gr 4			07/01/2013		00006999	021138	0
▲	Banderas,Antonio	Teacher-K8 Gr 4 Spanish Imm	0.500	Active	07/01/2013		00000382	016830	0
▲	Banderas,Antonio	Teacher-K8 Gr 4 Spanish Imm	0.500	Leave	07/01/2013		00000382	016830	1
▲	Charles,Ray	Teacher-K8 Gr 1 Spanish Imm			08/01/2013		00006998	017595	0
▲	Christie,Agatha	Teacher-K8 Art/Vocal Music	1.000	Active	07/01/2013		00007000	005439	0
▲	Curie,Marie	Principal-K8			07/01/2013		00003668	011362	0
▲	Dali,Salvador	Teacher-K8 Gr 3 Spanish Imm	1.000	Active	07/01/2013		00010948	021101	0
▲	Earheart,Amelia	Assistant Principal-K8			07/01/2013		00011010	015845	0
▲	Einstein,Alfred	Teacher-K8 Gr 3-8 Science/Tech	1.000	Active	06/30/2014		00014011	017548	0
▲	Fernandez,Rudy	Teacher-K8 Gr 2 Spanish Imm	1.000	Active	07/01/2013		00001169	003610	0
▲	Ford,Harrison	Teacher-K8 Gr K-5 Art			06/30/2014		00006996	019753	0
▲	Garland,Judy	Counselor-K8	1.000	Active	07/01/2013		00014865	004095	0
▲	Goodall,Jane	Teacher-K8 PE	0.500	Active	07/01/2013		00007537	001347	0
▲	Griffith,Joan	Teacher-K8 Gr 1	1.000	Active	06/30/2014		00007672	010767	0

View / Change	Assignment Title	Vacancy Status	Total FTE	Effective Date	Position #	Name	Empl ID	Rcd #	Empl Status	Notes
▲	Teacher-K8 Gr 4 Spanish Imm	Recruit	0.500	07/01/2013	00000382			0		
▲	Teacher-K8 Gr 5	Inactive		07/01/2013	00002453			0		
▲	Principal-K8	Recruit	1.000	07/01/2013	00003668			0		
▲	Teacher-K8 LA/Reading	Recruit	0.200	10/01/2013	00004914			0		
▲	Tchr- Gr 7-8 Math/sci 3-8 tech			06/30/2014	00005736	Linderbergh,Charles	017548	0		
▲	Tchr- Gr 7-8 Math/sci 3-8 tech	Inactive		06/30/2014	00005736			0		
▲	Teacher-K8 Gr 1 Spanish Imm	Fill	1.000	07/01/2013	00006998	Mouse,Mickey	029999	0	Active	
▼	Teacher-K8 Gr 4	Recruit	1.000	07/01/2013	00006999			0		
▲	School Secretary-K8	Recruit	1.000	07/01/2013	00007022			0		
▲	Assistant Principal-K8	Inactive		07/01/2013	00011010			0		
▲	Media Specialist-K8	Inactive		07/01/2013	00014302			0		
▲	Teacher-K8 Gr 6 Spanish Imm	Fill	1.000	08/28/2013	00015604	Parks,Rosa	016085	0	Active	
▲	Student Management Specialist	Fill	0.500	07/01/2013	00019999	Mouse,Mickey	029999	0	Active	
▲	Teacher-K8 Gr 6-8 /Reading	Fill	1.000	06/30/2014	NEW00590	Bullock,Sandra	016873	0	Active	
▲	Library Assistant	Fill	0.120	07/01/2013	NEW00631	Berry,Halle	016263	0	Active	

Request New Position 

 Save  Return to Search  Notify

 Update/Display  Include History

The action is complete!

You have now transferred an employee out of your department and location.