

Texas State University - San Marcos
Transfer to Another Department Checklist

08/2009

This checklist should be used when an employee transfers from one department to another, but does not separate employment with the university.

- Complete time entry in SAP
- Recover any university property, equipment and keys issued to the employee
- Discontinue access to department-specific computer applications. Do not ask ITAC to discontinue the employee's User ID.
- Retain departmental personnel records for five years.

Notify the following offices to discontinue authorization/access:

- Travel for Travel Card (245-2775)
- Purchasing for P-card and/or COOL (245-2521)
- Telecommunications (telcom@txstate.edu). Provide phone number being deactivated, long distance PIN, the person's name and date of transfer.
- Instructional Technologies Support for classroom equipment (245-2319)

Applicable for regular staff only:

- Submit a *Request for Payment of Leave* form to Human Resources for any remaining FLSA Overtime balance.
- Complete performance appraisal for partial year. Forward a copy to Human Resources at end of current calendar year.

A *Change in Position* Personnel Change Request (PCR) should be completed by the gaining department.

This form is for departmental use only – do not send to Human Resources.