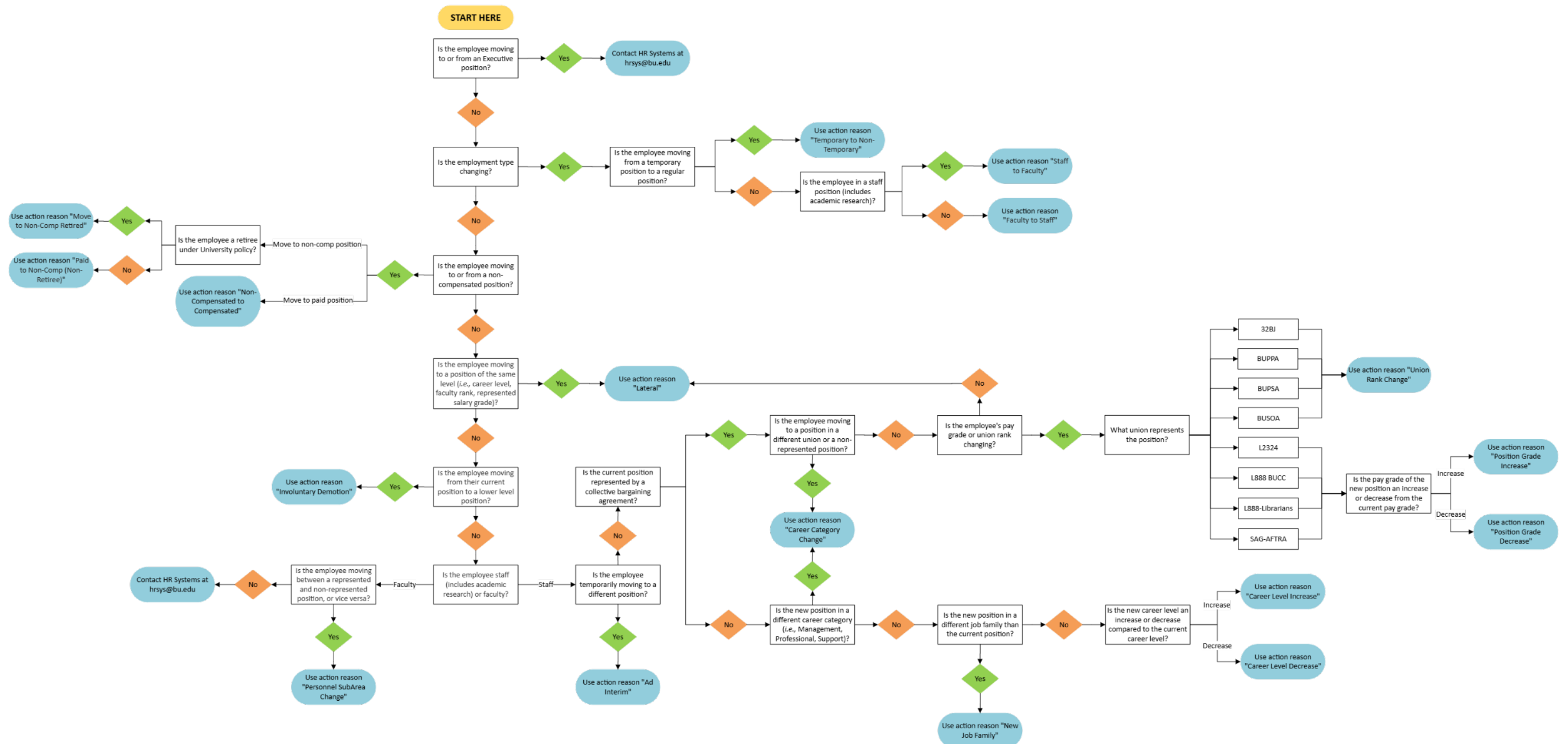


## TRANSFER FORM Staff and Faculty

The Transfer form should be used when an employee is moving to a position that is inaccessible to the form initiator. If the receiving manager would be the same individual as the form initiator, the Position Change form should be used instead.



If you are unsure whether this is the correct form to process, please review the [Form Decision Guide](#) prior to processing.