

Employee Information			
Employee Name:		Employee NetID:	
Old Department:		New Department:	
Last Day at Old Department:		Start Date at New Department:	

Promotion / Transfer Checklist	
Old Department:	New Department:
<input type="checkbox"/> Employee has cleared all outstanding advances and PCard transactions .	<input type="checkbox"/> Payroll Costing Allocation has been assigned via Workday inbox task to department business office.
<input type="checkbox"/> Payroll Costing Allocation has been end-dated.	<input type="checkbox"/> Employee directory information has been verified or completed in HR database, including: <ul style="list-style-type: none"> <input type="checkbox"/> Office location and mail code <input type="checkbox"/> Directory title <input type="checkbox"/> Directory listing preferences
<input type="checkbox"/> Any necessary adjustments for this employee's compensation charges have been made to the Payroll Costing Allocation .	<input type="checkbox"/> Appropriate user access and codes have been requested, for example: <ul style="list-style-type: none"> <input type="checkbox"/> Egencia <input type="checkbox"/> STARS <input type="checkbox"/> Workday Role Assignments <input type="checkbox"/> Kronos <input type="checkbox"/> PCard <input type="checkbox"/> Voicemail <input type="checkbox"/> Security code(s), door access ID swipe, etc. <input type="checkbox"/> Other user accounts
<input type="checkbox"/> Requested access termination for applicable systems through the IT Service Portal , for example: <ul style="list-style-type: none"> <input type="checkbox"/> Egencia <input type="checkbox"/> STARS <input type="checkbox"/> Workday Role Assignments <input type="checkbox"/> Kronos <input type="checkbox"/> PCard <input type="checkbox"/> Voicemail <input type="checkbox"/> Security code(s), door access ID swipe, etc. <input type="checkbox"/> Other user accounts 	<input type="checkbox"/> Employee has received relevant University items, for example: <ul style="list-style-type: none"> <input type="checkbox"/> Badge, dining hall card, stock room card <input type="checkbox"/> Keys <input type="checkbox"/> Computer equipment, cell phone, etc. <input type="checkbox"/> Safety equipment, tools, uniforms <input type="checkbox"/> Parking permits, passes <input type="checkbox"/> Manuals, handbooks <input type="checkbox"/> Other items
<input type="checkbox"/> Employee has returned relevant University items, for example: <ul style="list-style-type: none"> <input type="checkbox"/> Badge, dining hall card, stock room card <input type="checkbox"/> Keys <input type="checkbox"/> Computer equipment, cell phone, etc. <input type="checkbox"/> Safety equipment, tools, uniforms <input type="checkbox"/> Parking permits, passes <input type="checkbox"/> Manuals, handbooks <input type="checkbox"/> Other items 	<input type="checkbox"/> Employee has received relevant University items, for example: <ul style="list-style-type: none"> <input type="checkbox"/> Badge, dining hall card, stock room card <input type="checkbox"/> Keys <input type="checkbox"/> Computer equipment, cell phone, etc. <input type="checkbox"/> Safety equipment, tools, uniforms <input type="checkbox"/> Parking permits, passes <input type="checkbox"/> Manuals, handbooks <input type="checkbox"/> Orientation, required seminars, etc. <input type="checkbox"/> Other items