An employee transfer form for classified employees is normally processed in the Office of Human Resources.

**Navigation**

Main Menu>Manager Self Service>URI Action Forms>Employee Action Form

Once you’re on the Employee Action Form page, you have two options:

1. **Find an Existing Value** – Search for a form previously created in your department.
2. **Add a New Value** – Open a new form to initiate an employee Transfer.

Click on **Add a New Value**. Choose **Transfer** from the drop-down menu and then click the **Add** button.
The following will appear:

- Type in the Employee ID and tab out. All of the employee’s current job information will automatically fill in.
- Click on the Reason drop-down button and choose Lateral Transfer.
- The highlighted fields are required. The end date is required for limited or temporary positions only.

Classified employee action forms for all transfers are initiated by the Office of Human Resources. Once this form is ready for the department to complete, it will show on the department list under Find an Existing Value and the HR Flag as HR READY.

- Open the form and complete the Salary Distribution information.

Once all the required information has been entered, the following actions can be done:
- Submit sends the form to the first approver on the workflow list and begins the approval process.
- Save allows you to save the form without submitting it.
- Print lets you print the form as it currently appears on your screen.
- Attach enables you to attach a document to the form.
- Cancel cancels the form without saving anything.
Form Approval Workflow and Tracking
After the form has been submitted by the department originator, it can be tracked through the system. To do this, follow these steps:

- Navigation >Main Menu>Manager Self Service>URI Action Forms>Employee Data Action Form
- Under Find an Existing Value, Click the Search button.
- Click on the form from the list that comes up:

At the bottom of the form, under Approvals, you will find the date/time and names of those who have approved this form.
Click on the **Workflow Map** to see where the form is currently awaiting approval:

The Workflow Map shows in which office the form is located and the status of the form. The department/office information is displayed in the **Department** and **Description** columns. On the right under **State**, all approval actions for this form are displayed, as well as the date and time the action was completed.

**Status Descriptions:**
- **DONE:** The form has been approved by this person and has proceeded to the next approver.
- **SKIP:** Signifies an approver for the department has already approved the form, thereby skipping this approver.
- **CURR:** This is the office in which the form is currently awaiting approval.
- **WAIT:** The form has not yet reached the offices where this status appears.
- **RJCT:** Indicates the form has been rejected by this approver and has been returned to originator.