

## Transfer Within

If you have an Employee who will fill a vacancy to perform a different assignment in the same department and location SMT combination, you will use the SMT **Transfer Within** action.

***You will also Fill a Vacancy as part of this action.***

Step 1: **Enter the Effective Date**

Step 4: **Note the spelling of the**

You will need to enter this information in Step 10 for Filling the Vacancy.

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 Within Row will not be saved; however, the vacancy will have already been created and you will need to delete the vacancy.

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

The changed employee row will have

**Step 8: Enter the Effective Date for the transferring employee to fill this position.**

**Step 9: Select the Fill Vacancy action.**

**Step 10: Enter the Employee Name**