



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES
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EMPLOYEE TRANSFER CHECKLIST

A separation checklist and termination ePAF are not required for employees transferring to another department. The separation checklist is only required for employees leaving the University.

1) Departments should complete the following for any employee transferring to another department on campus:

The checklist below should be done prior to the last day worked.

- Terminate all (Financial and HR) security access for your department and employee information within OMNI, which may include attendance and leave and department representative roles.
Query FSU_DPT_VERIFY_SECURITY_ROLES can be used to verify your employee's department security.
- Terminate all security access for building and offices and collect all keys.
- Collect all department property such as laptop computers, lab equipment, uniforms, etc.
- For Salaried employees - audit all leave records and ensure that the leave balances are correct in OMNI.
- Collect all necessary department cards, such as American Express, Purchasing, and Travel.
- If employee supervises OPS employees, ePAFs must be completed to change the OPS supervisor on Job Data.
- Inform employee to update address, campus and fax phone number within OMNI Employee Self Service.
- Check Actives and Cost Center Report after last day of work to ensure employee is not on your payroll.
- Send the employee's paper I-9 to the new department. If the I9 is in electronic format within LawLogix's Guardian, please contact the I-9 Administrator in HR to transfer the I-9 to the correct department.
- Complete a Position Management Action Page (PMAP) only if the position number is being transferred to the new department.
- Cash Advances / Petty Cash Funds - Run the FSU_DPT_AP_OPEN_ITEM_BAL query to check for any outstanding cash advances. If an outstanding debt exists, contact Disbursement Services (644-5021).

2) If the employee is a faculty member transferring to another department, please complete the additional steps below:

Documents to send to new department

- Personnel File** (offer letter, side letter, copies of appointment papers, and faculty contracts)
- Evaluation File** (assignment of responsibility forms; annual evaluations, letters of progress toward tenure and/or promotion, peer teaching evaluations, and sustained performance documentation. SUSSAI/SPOT summary forms, promotion & tenure binders, and other confidential documents should be sent for tenured associate and full professors)
- Twelve-Hour Compliance File**
*The original home department may need to retain a copy of the most recent contract and the most recent Assignment of Responsibilities for use in completion of FACET forms.
**The original home department may need to retain a copy of the most recent SUSSAI/SPOT Summary forms for use in providing input to the new department on teaching for the annual evaluation, if applicable.

Documents to send to Human Resources

- Leave Records** (timesheets and department audit records)
The Office of Human Resources will work with the original home department to audit all time prior to the transfer. If the department is "paperless" please make sure the Office of Human Resources concurs that there is no need for a time/leave record audit. Documentation of the audit will be sent to the original home department as well as the new department.