# Transferring Employees Within the Same Operating Location

## Procedure for Approved Transfers

Operating locations must follow the procedure contained in the following table when an employee has been selected for a posted position and will be transferred.

| Step | Action | Comment |
|------|--------|---------|
| 1 | Notify project director or manager of the transfer. | A minimum of two weeks' notice should be given. |
| 2 | Complete the Oracle Information Change Form. | When completing the form, the Research Foundation (RF) operations manager or designee must ensure that the proposed salary for the transferring employee is within the appropriate salary range for the position title. Salary ranges for all Research Foundation position titles are provided in the salary schedules within the Salaries and Wages procedure group of the Employees: Personnel Administration business area.<br><br>By signing and dating the form, the project director (or co-project director) and the Research Foundation operations manager or designee certify that the transfer is consistent with sponsor regulations and Research Foundation policies and that sufficient funds for the transfer are available in the applicable account.<br><br>Note: Employees are not required to sign or date the Oracle Information Change Form when the form is completed for a transfer. |
| 3 | Distribute and retain Oracle Information Change Form and related documents. | The original, completed Oracle Information Change Form and the new job description for the employee being transferred must be retained in the employee's personnel file. |
| 4 | Advise employee and project director/ manager of benefit entitlement. | The Research Foundation operations manager or designee must advise a transferring employee and the employee's project director or manager of the employee's benefit eligibility, including accrued entitlement to sick and vacation leave.<br><br>If the position to which an employee is transferring results in the employee being ineligible for benefits, including the accrual of sick and vacation leave, the Research Foundation operations manager or designee must inform the employee of the change. |
| 5 | Pay for unused paid time off in | Operating locations with a standard workweek of 37.5 hours |

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| | lieu of wages. | have the option to use paid time off in lieu of wages to compensate nonexempt employees for the nonovertime portion of any time worked in excess of the standard workweek. |
| | | If an employee is transferring within or from such an operating location, and the employee's account appointment is terminating, the operating location must pay the employee for any such unused time. This liability cannot be transferred to another account. |
| | | <ul><li>Payment for unused time must be given at the employee's current pay rate; i.e., the rate when the payment is made.</li><li>If a sponsor is unable or unwilling to make payments for unused time, the operating location must do so.</li></ul> Refer to the RF policy regarding [Paid Time Off in Lieu of Wages](). |
| 6 | Enter information regarding transfers into the computerized business system. | Information regarding an employee's transfer is entered into the computerized business system via the People è Enter and Maintain navigation path. The source document is the [Oracle Information Change Form](). Note: The central office carries out this step for those locations that are not responsible for their own personnel/payroll input. |

## Responsibilities

**Operating Locations**

The Research Foundation operations manager or designee is responsible for ensuring that

- the transfer of an employee from one Research Foundation position to another is in compliance with the policy and requirements described in this document.

**Central Office**

The vice president of the Office of Human Resources or designee is responsible for ensuring
that

- information about Research Foundation exempt-level job opportunities is forwarded to all operating locations as required.
- information is entered into the computerized business system for those locations that are not responsible for their own personnel/payroll input.

## Change History

- **January 31, 2006** - Changed title from "Transfers" to "Transferring Employees Within the Same Operating Location."
- **January 3, 2001** - New Document.

**Feedback**
Was this document clear and easy to follow? Please send your feedback to [webfeedback@rfsuny.org](mailto:webfeedback@rfsuny.org).