**Mississippi University for Women**

**Employee Transfer Checklist – *Receiving Department***

**(This form should be maintained in the department for 3 years following the employee’s transfer.)**

Supervisors are responsible for completing this checklist when an employee transfers to your department from another University department. The checklist is categorized by area; however, it is the supervisor’s responsibility to ensure all applicable items are complete. There may be additional tasks specific to your department that you need to complete in addition to this checklist.

|  |  |
| --- | --- |
| **Employee’s Name:** |  **Banner ID:**  |
| **New Job Title:** |  |
| **New Department:** |  |
| **Effective Date:** |  |
|  |  |
| **Date Completed** |  **For Department/Unit** |
|  | Prepare workstation/office set up (office supplies, update “How To” desk manual, etc.). |
|  | Activate employee in all external software programs specific to your department, including social media accounts.  |
|  | Update department staff directory on department web page. (Note: University Employee Directory will be updated once changes are made in Banner 9 by HR.) |
|  | Request employee emergency contact numbers to keep on file.  |
|  | Review building/office emergency plan. |
| **Date Completed** | **For Human Resources** |
|  | Biweekly-paid employees should update time sheet and monthly leave record with new department information. Contact HR with questions.  |
|  | Monthly-paid employees will submit a leave record for their new department in Banner Self-Service on the last working day of the month in the new department.  |
| **Date Completed** | **For ITS** |
|  | Supervisor requests access to employee’s computer.  |
|  | Request Banner access by completing the electronic form: <https://muw.edu/its> and click Banner, then Banner Access Request.  |
|  | Employee completes the Confidentiality and Security Agreement. Form is kept on file in the department. Do not forward form to ITS for current employees. <https://www.muw.edu/hr/wp-content/uploads/sites/51/2024/05/confidentialityagreement.pdf> |
|  | Update phone name, voicemail and password. |
| **Date Completed** | **For Facilities** |
|  | Supervisor completes key request form Facilities Management. <https://www.muw.edu/facilities/keys>  |
| **Date Completed** | **For Resources Management** |
|  | Contact Resources Management to assign inventory to employee. |
|  | Complete Procurement Card application. |
|  | Employee completes the Conflict of Interest and Procurement Ethics Statement. (Original to be maintained in the department and a copy sent to Resources Management.) <https://www.muw.edu/images/admin/admin/resources/purchasing/documents/Conflict_Of_Interest_Procurement_Ethics_Statement.pdf> |
|  |  |
| **Date Completed** | **For University Accounting** |
|  | If employee is a budget manager, contact Accounting for instructions and forms. |
|  | Complete Travel Procurement Card application. |
|  | Request long-distance PIN code. |
| **Date Completed** | **For MUW Police Department** |
|  | Request ID card swipe access. |
| **Date Completed** | **Additional Tasks to Complete** |