

Good afternoon, DePaul Manager

Me My Team My Client Groups Tools Reports Others

QUICK ACTIONS

APPS

eLearning Items

Positions

Show More

Manager Self Service - Transfer



Things to Finish

Assigned to Me

0

Created by Me



You have no open notifications.

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Click 'My Team.'

# ul Manager

- Me
- My Team**
- My Client Groups
- Tools
- Reports
- Others

### QUICK ACTIONS

- eLearning Items
- Positions

Show More

### APPS

Workforce Structures



### Things to Finish

Assigned to Me  
**0**  
Created by Me

You have no open notifications.

Good afternoon, DePaul Manager

Me My Team

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Click 'My Team.'

Back

QUICK ACTIONS

- Terminate Employment
- Team Time Cards
- Document Records
- Change Manager
- Transfer

My Team	Journeys	Hiring	Goals and Performance	View Transferred Performance
Learning	New Person	Workforce Compensation	Team Goals Center	+

Show More

Things to Finish



# My Team

- Overview
- Compensation

## Overview

Show Filters

Actions

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In this field, click '...' for the employee you want to manage, then select '**Transfer.**'

NOTE: You can also access the Transfer option from the Quick Actions area of the main screen.

## Workers

DS	<b>DePaul Full Time Staff</b> Academic Administrator Department Name Academic Resources	...
DS	<b>DePaul Part Time Staff</b> Academic Advisor (PT) Department Name Academic Resources	...

With Offer

Requisitions



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Select any information you need to manage in this transfer by checking its box.

For example, if you need to change the salary, check the 'Salary' box. If that is not necessary, leave it be.

Once you have made your selection(s), if any, please proceed to the next step.

Next

Transfer

**DS** Info to  
DePaul Full Ti

<b>Managers</b> Add or remove managers, and change manager relationship for a worker. <input type="checkbox"/>	<b>Salary</b> Update details such as salary basis, salary amount, and next salary review date. <input type="checkbox"/>
<b>Direct reports</b> Add direct reports and other report types. <input type="checkbox"/>	<b>Comments and attachments</b> Add additional comments and attachments for approver. <input type="checkbox"/>

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Info to include

---

When and why

---

Position override

---

Assignment

Cancel Continue Submit



Transfer



## Info to include

DePaul Full Time Staff, Academic Administrator

### Managers

Add or remove managers, and change manager relationship for a worker.



### Salary

Update details such as salary basis, salary amount, and next salary review date.



### Direct reports

Add direct reports and other report types.



### Comments and attachments

Add additional comments and attachments for approver.



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Info to include

When and why

Position override

Assignment

Managers

Salary

Direct reports

Comments and attachments



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Click '**Continue.**'

Back

Cancel


Continue

Submit

DS

## When and why

DePaul Full Time Staff, Academic Administrator

When does the transfer start? 	What's the way to transfer?
<small>Required</small>	
Why are you transferring the person?	Position
Why are you making changes to direct reports?	

6/18 ×

Fill out these fields.

NOTE:

- The 'What's the way to transfer?' field will auto-populate after loading for a few seconds.
- 'Position' should be updated to the position the employee is transferring to.

**Next**

Continue Submit

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Info to include

When and why

Position override

Assignment

Managers

Salary

Direct reports

Comments and attachments



Transfer



## When and why

DePaul Full Time Staff, Academic Administrator

When does the transfer start?  
6/17/2026



What's the way to transfer?  
Transfer

Why are you transferring the person?  
Career Development

Position  
Program Manager

Why are you making changes to direct reports?  
Re-organization

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Info to include

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Position override

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Click '**Continue.**'

**Back**

Cancel

**Continue**

Submit

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This screen is for review purposes only. While you should ensure the information is correct, there should be no need to take any action.

NOTE: The Position is the role the employee is moving to and the Assignment is the role they are moving from.

Next

Transfer



Position  
DePaul Full Ti

Information

The attribute switch is dis...  
to synchronize from the pos...

	Attributes	Position	Assignment
<input type="checkbox"/>	Synchronize from Position	-	-
<input type="checkbox"/>	Job	Sr. Program Manager	Academic Administrator
<input type="checkbox"/>	Grade	Staff Salary Grade S08	Staff Salary Grade S06
<input type="checkbox"/>	Department	College of Law - Dean	Academic Resources

Cancel Continue Submit

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Info to include

When and why

Position override

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Transfer



# Position override

DePaul Full Time Staff, Academic Administrator

### Information

The attribute switch is disabled when position synchronization is enabled. Set it to off to retain the assignment value, or on to synchronize from the position.

	Attributes	Position	Assignment
<input type="checkbox"/>	Synchronize from Position	-	-
<input type="checkbox"/>	Job	Sr. Program Manager	Academic Administrator
<input type="checkbox"/>	Grade	Staff S	
<input type="checkbox"/>	Department	Colleg	

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Click 'Continue.'

Back

Cancel **Continue** Submit

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### Info to include

### When and why

### Position override

### Assignment

### Managers

### Salary

### Direct reports

### Comments and attachments



Transfer



# Assignment

DePaul Full Time Staff, Academic Administrator

Business Unit DePaul University	Position Program Manager
Job Sr. Program Manager	Business Title Sr. Program Manager
Grade Staff Salary Grade S08	Department College of Law - Dean
Location Loop Campus	Working at Home No
Assignment Category Full-time regular	Regular or Temporary Regular
Full Time or Part Time Full time	Hourly Paid or Salaried

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If you need to update the business title, now is the time to do so. 'Business Title' is not auto-populated; it's a title your manager can give you.

Do not make any changes to the 'People Group' field (not pictured in this screenshot).

**Next**



Managers

Salary

Direct reports

Comments and attachments

Business Unit  
DePaul University

Position  
Program Manager

Job  
Sr. Program Manager

Business Title  
Sr. Program Manager

Grade  
Staff Salary Grade S08

Department  
College of Law - Dean

Location  
Loop Campus

Working at Home  
No

Assignment Category  
Full-time regular

Regu  
Reg

Full Time or Part Time  
Full time

Hou

Working Hours  
35

Work  
Wee

Union Member

Unio

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Info to include

When and why

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You have completed the required fields. If you have no further information to add, you can click **'Submit.'**

If you enabled additional information to manage, click **'Continue'** to finish entering details.

**Back** **Next**

Cancel Continue Submit

12/18  
On this screen, while the line manager will automatically be selected, it can be changed if needed. Do not make any changes to the HCM Dept Manager.  
Back Next

Transfer  
DS Manage  
DePaul Full Ti

+ Add			
HC	Dee Paul Asst Dean E1234567	Active	Manager Type Line manager
DM	DePaul Manager Academic Advisor E5005356	Active	Manager Type HCM Department Manager

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- Info to include
- When and why
- Assignment
- Managers
- Salary
- Direct reports
- Comments and attachments



Cancel Continue Submit

Transfer



# Managers

DePaul Full Time Staff, Academic Administrator

+ Add



Dee Paul  
Asst Dean  
E1234567

Active

Manager Type  
Line manager



DePaul Manager  
Academic Advisor  
E5005356

Active

Manager Type  
HCM Department Manager



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Click '**Continue.**'

**Back**

Cancel

Continue

Submit

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Info to include

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Transfer

DS

## Salary

DePaul Full Time Staff, Academic Administrator

Salary Basis

Required



Salary Amount

Required

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On this screen, you can modify any field depending on if you know the specific new rate of pay or if pay will be increasing by a certain percentage.

[Back](#)

[Cancel](#)

[Continue](#)

[Submit](#)

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Info to include

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Transfer



# Salary

DePaul Full Time Staff, Academic Administrator

Salary Basis  
Hourly - 35 Hours



Salary Amount  
40.000000 USD Hourly

Annual Salary  
72,800.000000 USD (FTE 1)

Annualized Full-Time Salary  
72,800.000000 USD

Grade  
Staff Salary Grade S08

Compa-Ratio  
97.09

Quartile  
2

Proposed Salary and Range Info

**40.000000 USD Hourly**

+40.000000

30.89

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Click **'Continue.'**

**Back**

Cancel

Continue

Submit

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Info to include

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Transfer



## Direct reports

DePaul Full Time Staff, Academic Administrator

Search for people to add as reports

After you add direct reports, you can see them here.

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Info to include

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There is no need to make changes to this screen. Click **'Continue'** to proceed.

Back

Cancel

Continue

Submit

Transfer



## Comments and attachments

DePaul Full Time Staff, Academic Administrator

Comments

Save Comment

**Drag and Drop**  
Select or drop files here.

URL Add URL

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Add any comments or attachments you'd like in the fields provided.

NOTE: You must click '**Save Comment**' to save your comments.

[Back](#) [Next](#)

Cancel

Submit

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Info to include

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Transfer



## Comments and attachments

DePaul Full Time Staff, Academic Administrator

Comments

Save Comment

### Drag and Drop

Select or drop files here.

URL

Add URL

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Click '**Submit**' to send this transfer for approval.

Back

Cancel

Submit

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Info to include

When and why

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Managers



Comments and attachments

Transfer



## Comments and attachments

DePaul Full Time Staff, Academic Administrator

Comments

Save Comment

**Drag and Drop**  
Select or drop files here.

URL

Add URL

Cancel

Submit

Congratulations! You have successfully managed an employee's transfer.

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Info to include

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