

Good afternoon, Line Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Transfer
- Employee Summary
- Employment
- Change Assignment
- Document Records

APPS

My Team Onboarding Hiring Performance Performance Learning Workforce Compensation Termination

Manager Self Service - Transfer

Show More

Things to Finish

Assigned to Me 7 Created by Me

Yesterday FYI Complete the interview questionnaire Interview Feedback...

5 days ago REJECTED Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020-...

BlueSky Help

1/11
Click 'My Team'

Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Transfer
- Employee Summary
- Employment Info
- Change Assignment
- Document Records

Show More

APPS

My Team	Onboarding	Hiring	Performance Overview	Performance
Learning	Workforce Compensation	Termination	+	

Things to Finish

Assigned to Me 7 Created by Me	Yesterday FYI Complete the interview questionnaire Interview Feedback...	5 days ago REJECTED Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020-...
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Good afternoon, Line Manager!

Me My Team

2/11

Click 'My Team'

QUICK ACTIONS

- Transfer
- Employee Summary
- Employment Info
- Change Assignment
- Document Records

My Team

Onboarding

Hiring

Performance Overview

Performance

Learning

Workforce Compensation

Termination

+

Show More

Things to Finish

Assigned to Me

7

Yesterday

FYI

Complete the interview questionnaire Interview Feedback...

5 days ago

REJECTED

Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020-...

My Team

- Overview
- Compensation

Overview

Search Person Show Filters

Actions

3/11

In this field, click '...' for the employee you want to manage.

Workers

ES	Exempt Staff Senior Research Associate	Department Name Human Resources - Operating	...
NS	Nonexempt Staff Benefits Coordinator	Department Name Human Resources - Operating	...

With Offer ▼

Requisitions ▼

Vacancies ▼

Overview

Search Person Show Filters

Actions View By Sort By

Workers

ES	Exempt Staff Senior Research Associate	Department Name Human Resources - Operating
NS	Nonexempt Staff Benefits Coordinator	Department Name Human Resources - Operating

With Offer

Requisitions

Vacancies

- Absence Balance
- Add Absence
- Allocate Checklists
- Change Assignment
- Change Salary
- Document Records
- Employment Info
- Existing Absences
- Individual Compensation
- Transfer

4/11

In this field, click 'Transfer'

BlueSky Help

5/11



Select any aspects you need to manage in this transfer by clicking the check box.

For Example, if you need to change their salary, click that box. If it is not necessary, you can leave it blank.

If you do not need to select any of these, click 'Next' to continue.

What info do you want to manage?

Managers

Salary

Comments and Attachments



Transfer
Exempt Staff

6/11

Click 'Continue'

Continue Cancel

What info do you want to manage?

- Managers
- Salary
- Comments and Attachments

7/11 Complete this field.

1 When and Why

*When does the transfer start? 10/27/2020	Why are you transferring Exempt Staff? [Empty]
*What's the way to transfer? Transfer	

Continue

2 Transfer

3 Managers

4 Salary

5 Comments and Attachments

Seniority Dates



1 When and Why

*When does the transfer start?
10/27/2020

*What's the way to transfer?
Transfer

8/11

Click 'Continue'

Continue

2 Transfer

3 Managers

4 Salary

5 Comments and Attachments

Seniority Dates



1 When and Why

9/11 ✕

Complete this field.

Edit

2 Transfer

<p>*Business Unit</p> <p>DePaul University</p>	<p>Assignment Category</p> <p>Full-time regular</p>
<p>Position</p> <p>Exempt Staff</p>	<p>Regular or Temporary</p> <p>Regular</p>
<p>Job</p> <p>Senior Research Associate</p>	<p>Full Time or Part Time</p> <p>Full time</p>
<p>*Business Title</p> <p>Senior Research Associate</p>	<p>Hourly Paid or Salaried</p> <p>Salaried</p>
<p>Grade</p> <p>Staff Salary Grade S10</p>	<p>Working Hours</p> <p>35 Weekly</p>
<p>Department</p> <p>Human Resources - Operating</p>	<p>Union Member</p>
<p>Location</p> <p>Loop Campus</p>	<p>Union</p>
<p>Working at Home</p> <p>No</p>	<p>People Group</p> <p>.ADM</p>

Continue

3 Managers



Submit

Cancel

① When and Why

Edit

② Transfer

***Business Unit**
DePaul University

Position
Exempt Staff

Job
Senior Research Associate

***Business Title**
Senior Research Associate

Grade
Staff Salary Grade S10

Department
Human Resources - Operating

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
Salaried

Working Hours
35 Weekly

Union Member

Union

10/11 ×
Click 'Continue'

Continue

③ Managers



1 When and Why

2 Transfer

*Business Unit
DePaul University

Position
Exempt Staff

Job
Senior Research Associate

*Business Title
Senior Research Associate

Grade
Staff Salary Grade S10

Department
Human Resources - Operating

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
Salaried

Working Hours
35 Weekly

Union Member

Union

People Group
.ADM

Continue

11/11
Fill in any remaining fields and click 'Submit' when you are complete.
You can also click 'Cancel' to discard your changes.

BlueSky Help

3 Managers



Submit

Cancel

1 When and Why

Edit

2 Transfer

*Business Unit
DePaul University

Assignment Category
Full-time regular

Position
Exempt Staff

Regular or Temporary
Regular

Job
Senior Research Asso

Full Time or Part Time

*Business Title
Senior Research Ass

You have completed this task.

Grade
Staff Salary Grade S10

Union Member

Department
Human Resources - Operating

Union

Location
Loop Campus

People Group
.ADM

Working at Home
No

Continue

3 Managers

Bluesky Help