

**Supervisor Action Items: Transferring Employees**

Supervisors are responsible for taking action to safeguard university property before the employee transfers from one position into another position. Here is a list of action items to attend to:

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| **Action Items** | **Action Details** | |
| **Return building/office keys** | Employee physically returns keys to FM Lock Shop |
| **Remove JACard electronic door access** | Contact Building Coordinator to disable access |
| **Retrieve university property** | * Desk and cabinet keys * Electronic devices * Key fob * Small Purchase Card (SPCC) * Travel Card * Uniforms |
| **Contact Telecom**  [telecom@jmu.edu](mailto:telecom@jmu.edu) | Update Telecom Services   * JMU Phone Number User * Wireless Device(s) * Conference Card * Pager |
| **No supervisor action is required by the** | **Information Technology will automatically** |
| **Department from which the employee is transferring. The new supervisor will request system access, as needed, for the employee’s new position.** | **deactivate access to the following:**  Administrative & Business Systems (e.g. PeopleSoft)  Elevated Accounts  File Storage (N:Drive)  Shared Mailboxes |
|  | Shared Calendars |
|  | Remote Access (VDI)  SSL VPN |
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| **Collect Time and Attendance Records and time sheets** | 1. **Non-exempt classified staff**    * Only applicable to those employees transferring to a part-time or full-time exempt position    * Prompt employee to submit Time and Attendance Record to HR via email: [benefits@jmu.edu](mailto:benefits@jmu.edu) 2. **Wage employees**    * Process according to JMU Payroll policy |
| **Initiate PAR to end stipend(s)** | * Cell phone * Internet * Vehicle |
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This form is for the department’s use and may be discarded after use. Questions? Contact [workforcemgmt@jmu.edu](mailto:workforcemgmt@jmu.edu), 540-568-7247.