

**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 | 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 AccountsFile Storage (N:Drive)Shared Mailboxes |
|  | Shared Calendars |
|  | Remote Access (VDI)SSL VPN  |
|  |  |
| **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
2. **Wage employees**
	* Process according to JMU Payroll policy
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| **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, 540-568-7247.