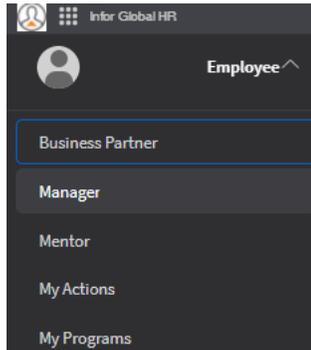


Request Transfer Process in Your Self-Service

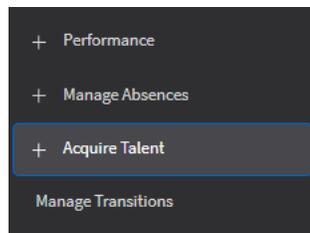
Under the manager role within Your Self-Service, you can complete an internal transfer through the Request Transfer Process. To move an employee from another supervisor to you, follow the steps.

Requesting Manager

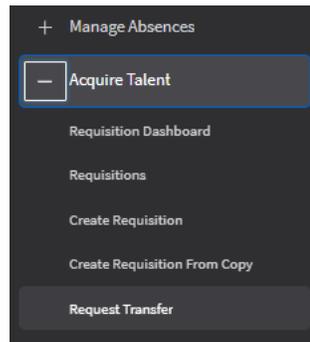
1. Change your role from Employee to Manager.



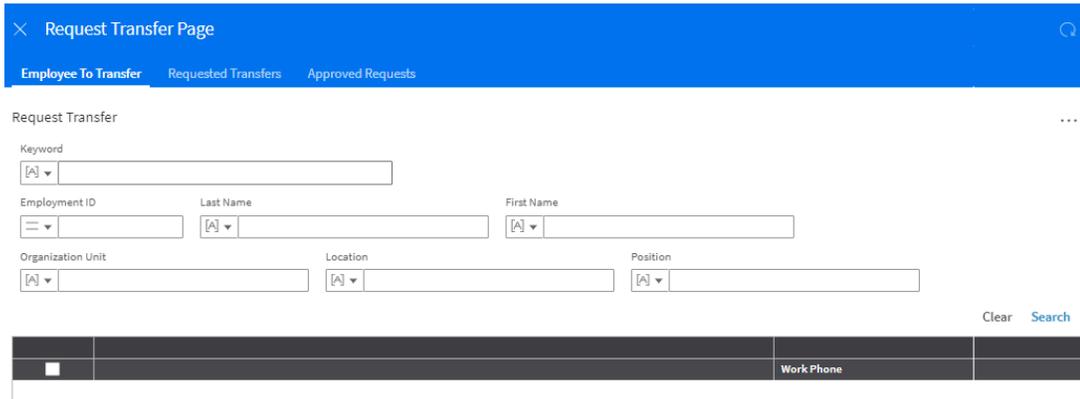
2. On the left navigation menu, scroll down to **Acquire Talent Tab** and click on the “+” to expand the view.



3. Click on “**Request Transfer**”.



- To search for the employee, enter the employee's name or other information to refine the search. Click the "Search" button.



Request Transfer Page

Employee To Transfer Requested Transfers Approved Requests

Request Transfer

Keyword
[A] ▾

Employment ID [A] ▾ Last Name [A] ▾ First Name [A] ▾

Organization Unit [A] ▾ Location [A] ▾ Position [A] ▾

Clear Search

	Work Phone
<input type="checkbox"/>	

- After the employee shows on the screen, click on the box next to their name. This will activate the Request Transfer Button. Click the "Request Transfer" button.



Request Transfer Page

Employee To Transfer Requested Transfers Approved Requests

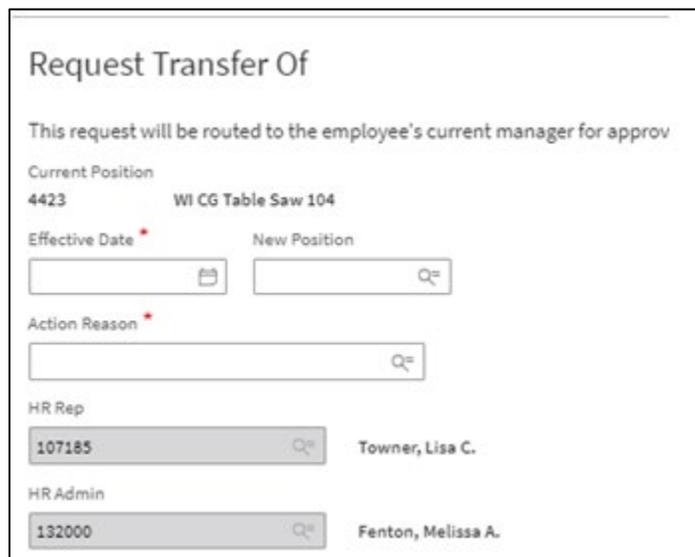
Request Transfer

Employment ID equals: 5757 X

Request Transfer

	Work Phone	Organization Unit	Country	Location	Reports To
<input checked="" type="checkbox"/>		Casegoods	United States	Arcadia AFI	Maukstad, Michelle D.
<input checked="" type="checkbox"/>					CgFabSp 1 RKD Plt 3

- Enter the Effective Date, New Position number, and Action Reason.



Request Transfer Of

This request will be routed to the employee's current manager for approval

Current Position
4423 WI CG Table Saw 104

Effective Date New Position

Action Reason

HR Rep
107185 Towner, Lisa C.

HR Admin
132000 Fenton, Melissa A.

- Update the information on the form to your department information, supervisor number, and wage information. **Note- Information that is prepopulated on the form is based on the employee’s current position. You must update all fields that will change if the current Manager approves the transfer to your team.**

Organization Unit
41 Supply Chain | Distribution

Company *
AFI Ashley Furniture Industries, INC

Legal Establishment *
RKD1 ARCADIA AFI

Location
RKD1 Arcadia AFI
 Working Remotely

Department *
F1318 RKD DOM Roughmill

Work Center *
CS204 EDGP2-Table Saw

Group *
308 Fab Rm Table Saw 1st RKD

Nature *
4200 COGS, Direct Labor

Supervisor Information
Requesting Direct Supervisor *

Is A Supervisor

Leader Data Lookup

Compensation
Pay Rate Type
Hourly

Salary Structure
X11

Grade
1 Grade 1

Pay Rate
 USD

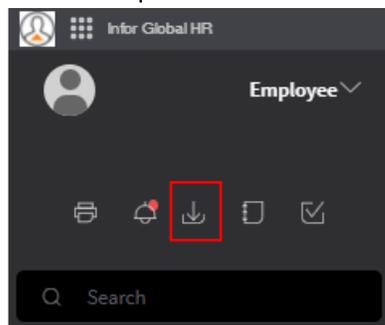
Payment Schedule
WEEKLY

Full Time Equivalent
1.000000

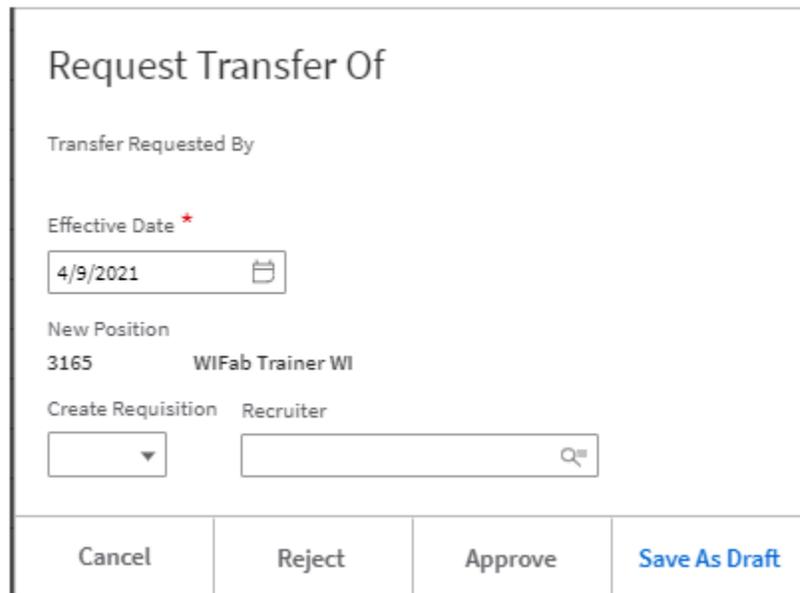
- After the information has been entered, click **“Submit”** to send it to the employee’s current manager for approval. The current manager will receive an email to notify them that the request is pending their approval.

Current Manager

- When you received an email notification regarding a transfer request from a different manager, go to your Inbasket in YSS to review the request.



2. To open the request transfer, double click.
3. After the form opens, review the effective date and new position. If you are going to adjust the effective date, please reach out to the requesting manager to explain why. To create a requisition to backfill the position that will be vacated if the transfer is approved, click the down arrow below “**Create Requisition**” and select “**Yes**”. If you select “**Yes**”, you must select a Recruiter to continue. If you are unsure which Recruiter you should select, please contact your HR Representative.



The screenshot shows a web form titled "Request Transfer Of". The form contains the following fields and controls:

- Transfer Requested By**: A text input field.
- Effective Date ***: A date picker showing "4/9/2021".
- New Position**: A text input field containing "3165 WIFab Trainer WI".
- Create Requisition**: A dropdown menu with a downward arrow.
- Recruiter**: A search input field with a magnifying glass icon.
- Buttons**: Four buttons at the bottom: "Cancel", "Reject", "Approve", and "Save As Draft".

4. Click the “**Submit**” button to approve. The requesting manager will receive an email to notify them that the request was approved, and it will reflect any adjustments that were made to the effective date. If it is approved, the transfer will be sent to the request manager’s 2nd level leader for approval, and then any remaining transfer approvers. **Note- the requesting manager will also receive an email notification if the request is rejected.**