



Instructions

A transfer is a current USC employee with benefits or benefits eligible and refused coverage and is being hired into a different position type (ex. current Temporary hired into FTE).

The department receiving the resignation should complete this form immediately upon receipt of the resignation. Once completed, this form should be emailed to the area's assigned Service Team as listed [here](#).

Employee Information

Empl ID:	Name: (Last, First, Middle)
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Effective Date of Transfer:

Change	Current	New
Department Name:		
Department Number:		
Position Type:		

Does employee have PEBA state insurance including health, dental, and/or life insurance?	Yes	No
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**To determine if current employee is considered a transfer, HR Contacts should review the Current Benefits Summary to see if the employee has state insurance benefits, benefits eligible and offered insurance but refused (waived) coverage. If the employee is accepting a new position type and was NOT benefits eligible, the employee can be separated in PeopleSoft and this form does not need to be completed.*

***If this is an employee moving from RGP to RGP or TL to TL, please complete the Leave for RGP to RGP or TL to TL section.*

Last Day in Current Department:

If RGP/TL transferring to an FTE or Temporary position will annual leave be paid out?	Yes	No
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**Annual leave from RGP/TL position cannot be transferred to FTE positions and vice versa.*

Leave for RGP to RGP or TL to TL: Employees who are moving from one RGP position to another RGP position or one TL position to another TL position are processed as promotion, demotion or reassignments. These are not considered transfers. However, their leave should be managed.

If RGP moving to another RGP position, will annual leave be paid out?	Yes	No
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If TL moving to another TL position, will annual leave be paid out?	Yes	No
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If RGP moving to RGP, has the receiving department authorized acceptance of annual leave and/or sick leave transfer?	Yes	No
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If TL moving to TL, has the receiving department TL authorized acceptance of annual leave and/or sick leave transfer?	Yes	No
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Note: Leave will not be paid out or transferred to the employee until the transfer form has been sent to Human Resources and Payroll for review and approval. If leave is used by the employee due to the form not being routed timely, the employee's former department will be responsible for use of leave.

Signatures

Dept. Authorized Representative:		Date:
HR Operations/Services:		Date:
Payroll (If Applicable):		Date: