

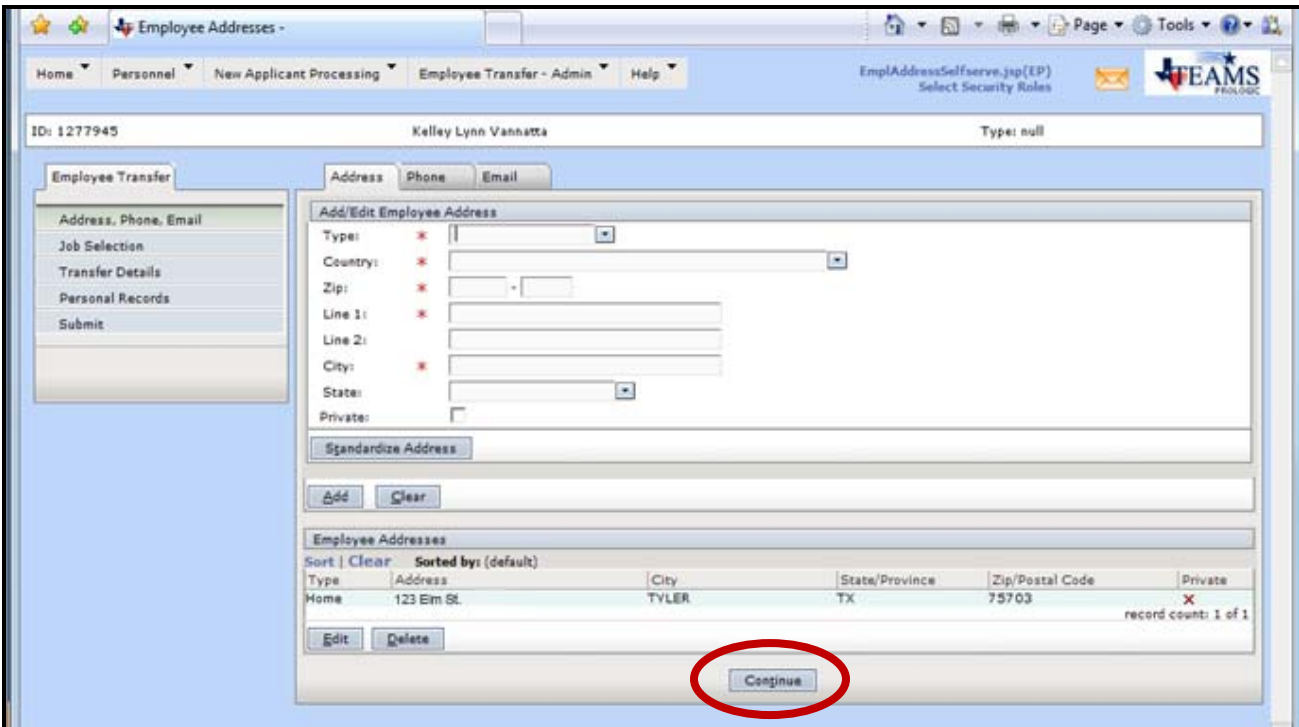
Employee Transfer

Electronic Employee Transfer is **available for Teachers and Professional/Administration employees**. Auxiliary and Paraprofessional employees should continue to use the paper process for employee transfer requests.

If you are a Teacher or Professional/Administration employee and desire to request a transfer within the district, you must submit your request electronically in Teams. This request will go through your current supervisor. Once approved, you will be placed in the pool of employee transfers and your name and credentials will be made available to principals and department heads looking to fill positions within the district.

This document describes in detail how to create an electronic Employee Transfer Request.

1. In Teams, you should have access to a menu named **Employee Self Serve Menu**.
2. Go to Employee Self Serve and choose **Create Employee Job Application/Transfer**
3. **Update Address.** You will be presented with the screen below. If your address is correct, press Continue to move to the next page. If your address is incorrect, download the address change forms from the TISD Intranet and send them to Payroll.

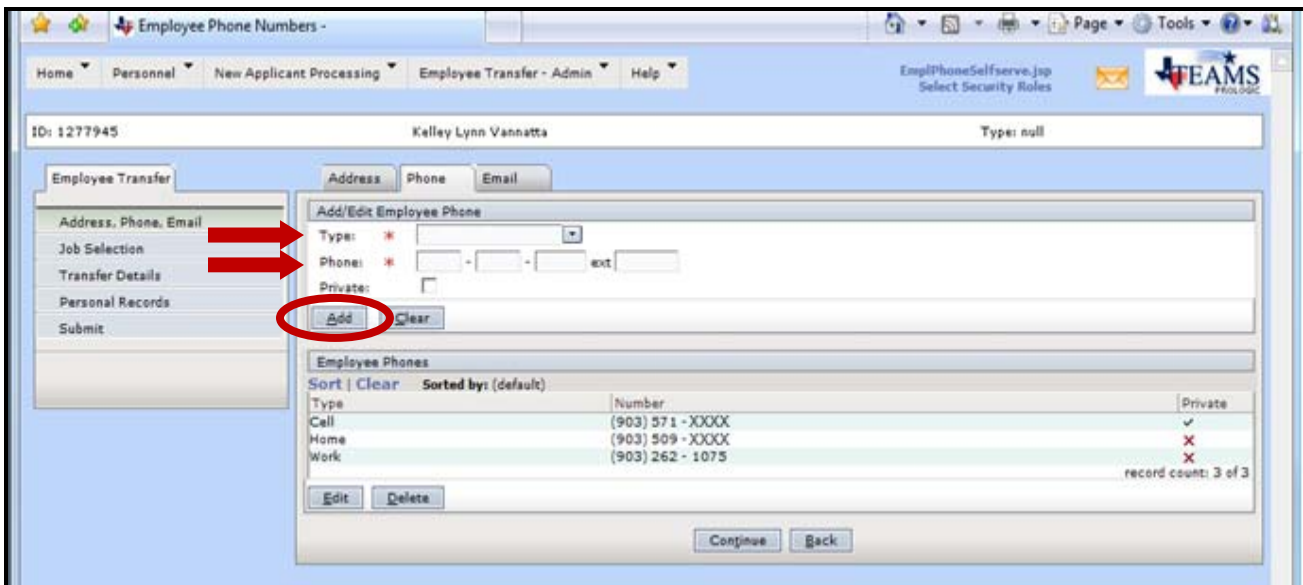


The screenshot displays the 'Employee Addresses' web application. The top navigation bar includes 'Home', 'Personnel', 'New Applicant Processing', 'Employee Transfer - Admin', and 'Help'. The main content area shows the 'Add/Edit Employee Address' form. The employee's name is 'Kelley Lynn Vannatta' and their ID is '1277945'. The form includes fields for 'Type', 'Country', 'Zip', 'Line 1', 'Line 2', 'City', 'State', and 'Private'. A 'Standardize Address' button is located below the form. Below the form is a table of existing employee addresses:

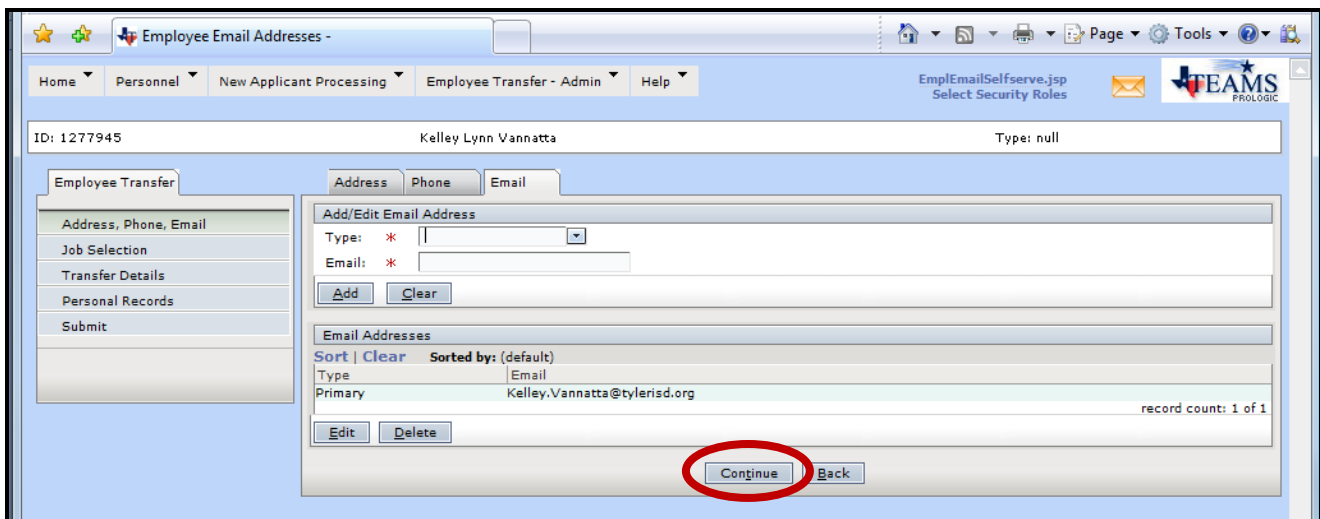
Type	Address	City	State/Province	Zip/Postal Code	Private
Home	123 Elm St.	TYLER	TX	75703	X

The 'Continue' button at the bottom of the form is circled in red.

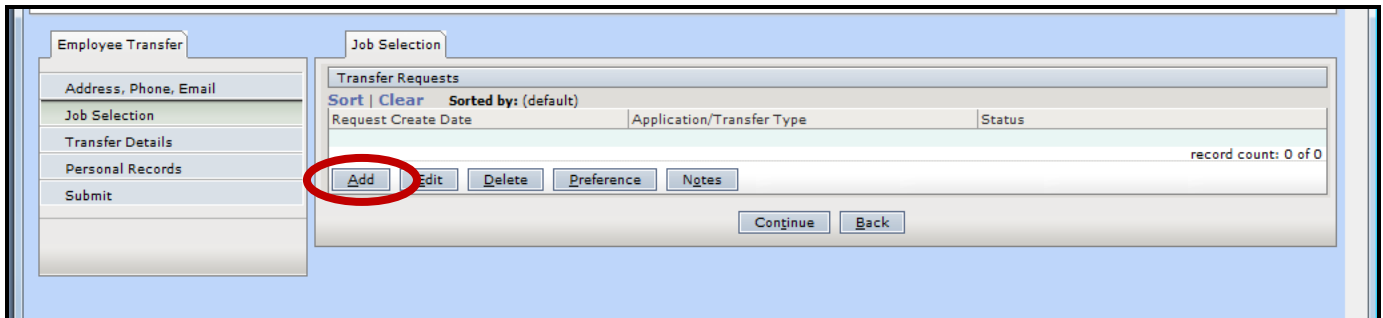
4. **Update Phone.** On the next screen (pictured below), you will be able to correct your phone information. This may be necessary in order to be contacted by principals and/or department heads about your transfer request.
 - a. To add a new phone number, choose the **Type** then type the number. When you are finished, click **Add** to add the number to your profile. The number should appear below in the "Employee Phones" list.
 - b. To correct a phone number that is already listed, click the line containing the number and then click **Edit**. Edit the number and then click **Save**.
 - c. When you are finished with this page, click **Continue**.



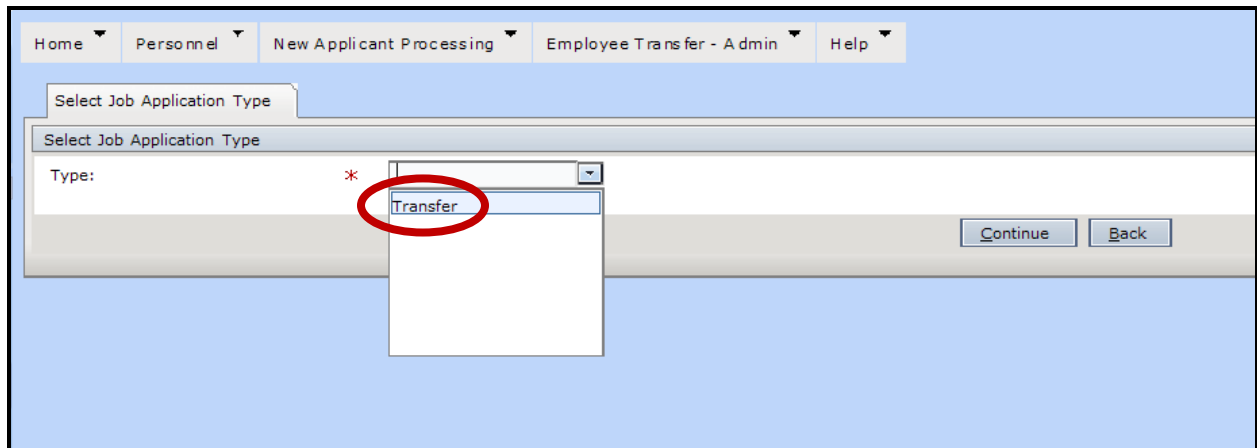
5. **Update Email.** Follow the same directions from Step 4 to update your email address. When you are finished, click **Continue**.



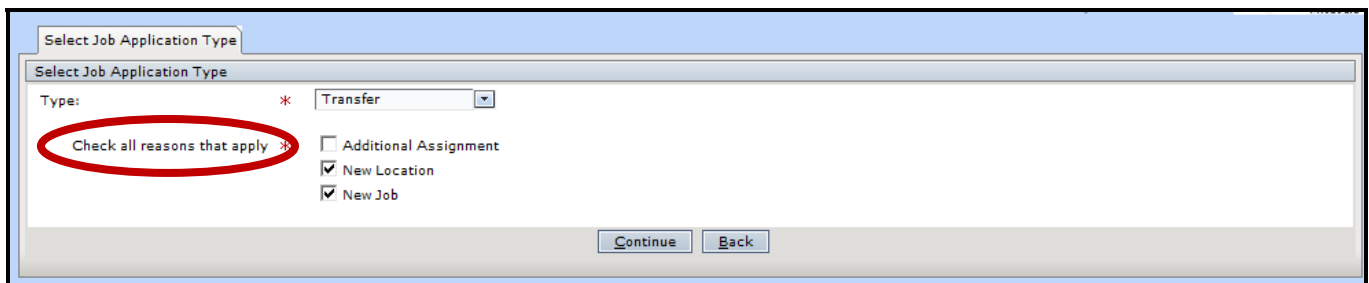
6. **Add Transfer Request.** Next you will see the **Transfer Requests** screen. To add a new request, click **Add**. (To edit a previous transfer request, choose the line containing the request and click **Edit**.)



- a. In the dropdown menu, choose **Transfer**.

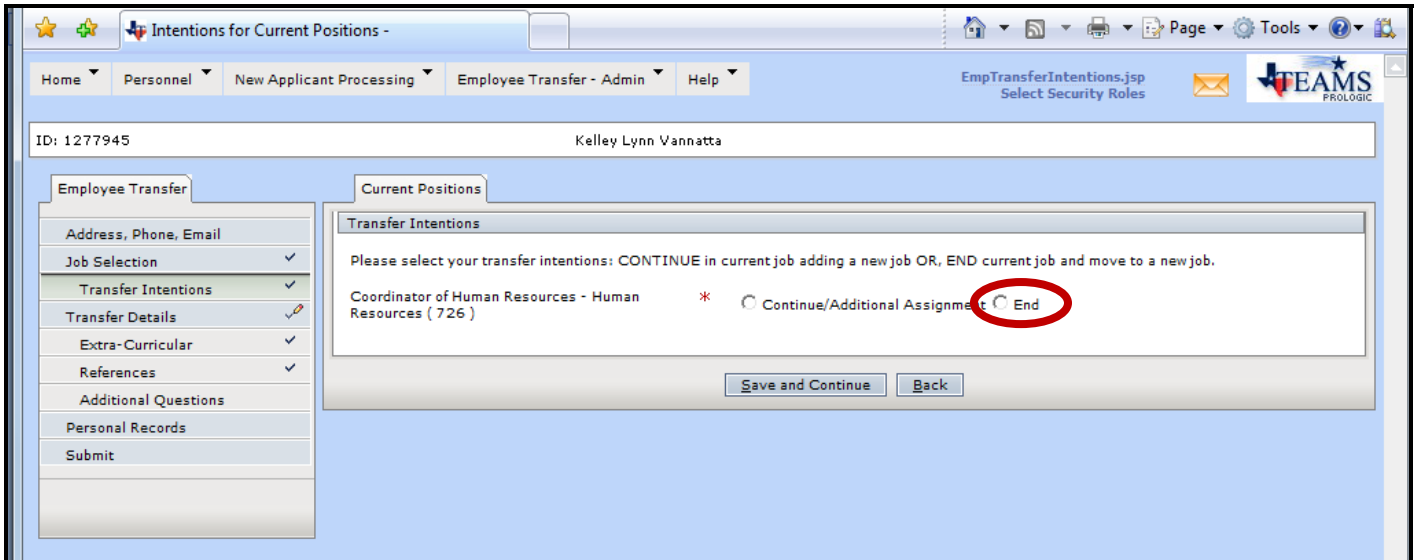


- b. A new screen will appear. Choose the appropriate reason for the request. You can check more than one reason, if applicable.
- i. **Additional Assignment** means you simply are looking to take on additional duties while continuing in your existing job (for example, an employee with a 50% current position who desires to work additional jobs).
 - ii. **New Location** means that you want to transfer out of your existing location to another location.
 - iii. **New Job** indicates that you actually want to change your job (whether to another location or not).

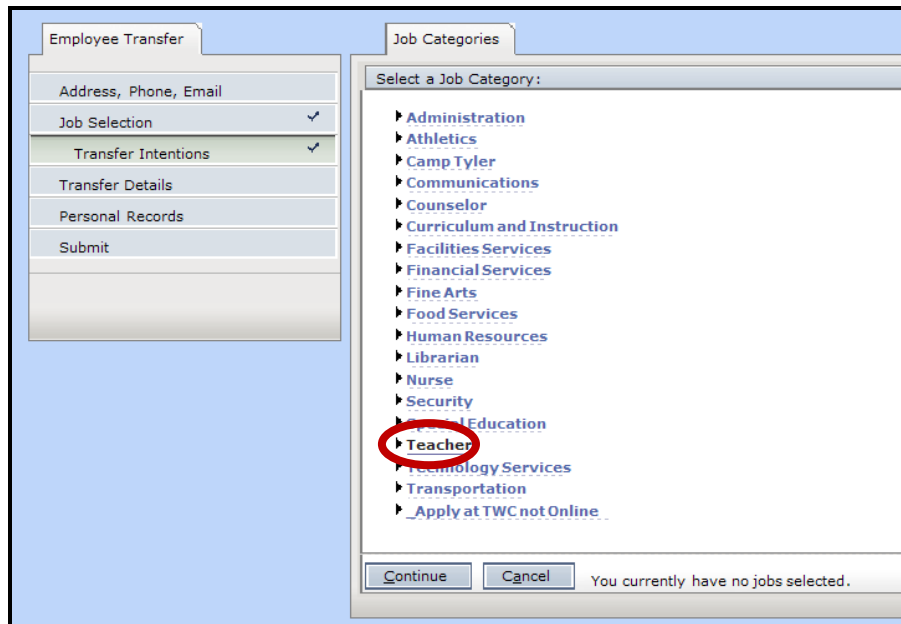


c. Click **Continue** when finished.

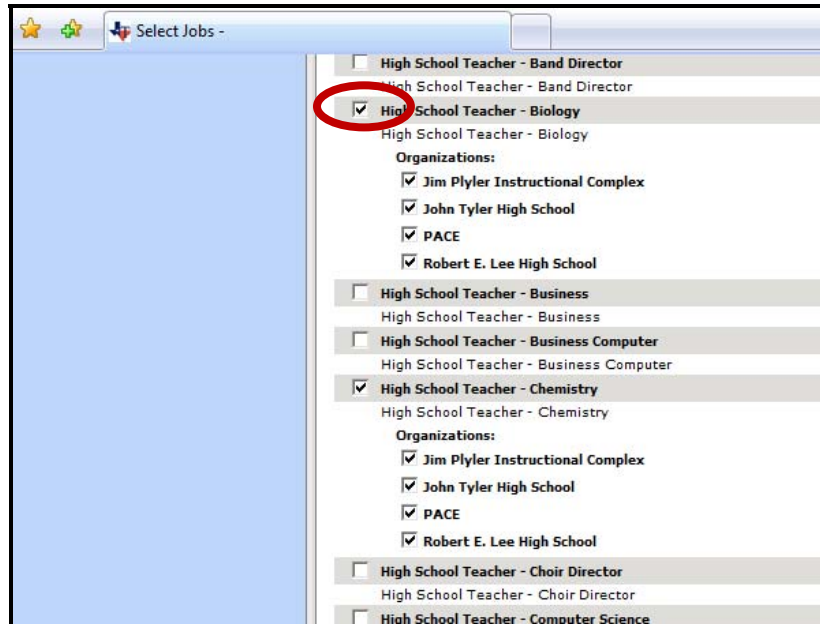
7. **Transfer Intentions.** Choose **End** to end your current job. **Note: This will ONLY end your existing job IF YOU ARE ACCEPTED FOR A TRANSFER.** Choose **Save and Continue.**



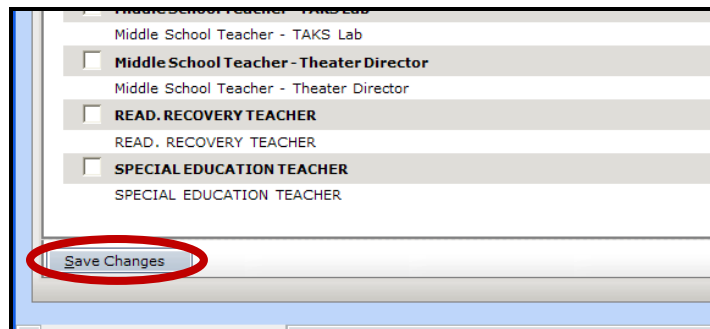
8. **Choose Job Categories.** From this screen, you must choose your Job and Location preferences for transfer. Jobs are categorized in order to help you find them more easily. **Note: Teaching positions should be found under the category "Teacher".**



- After choosing a Category, you will see a list of possible jobs. Depending on what category you have chosen, the list may be quite long. **You can choose more than one job....and you can even choose jobs from different categories.** The following screen illustrates the selection of two jobs from the Teacher category. The Location selection is required, and you can choose more than one location.

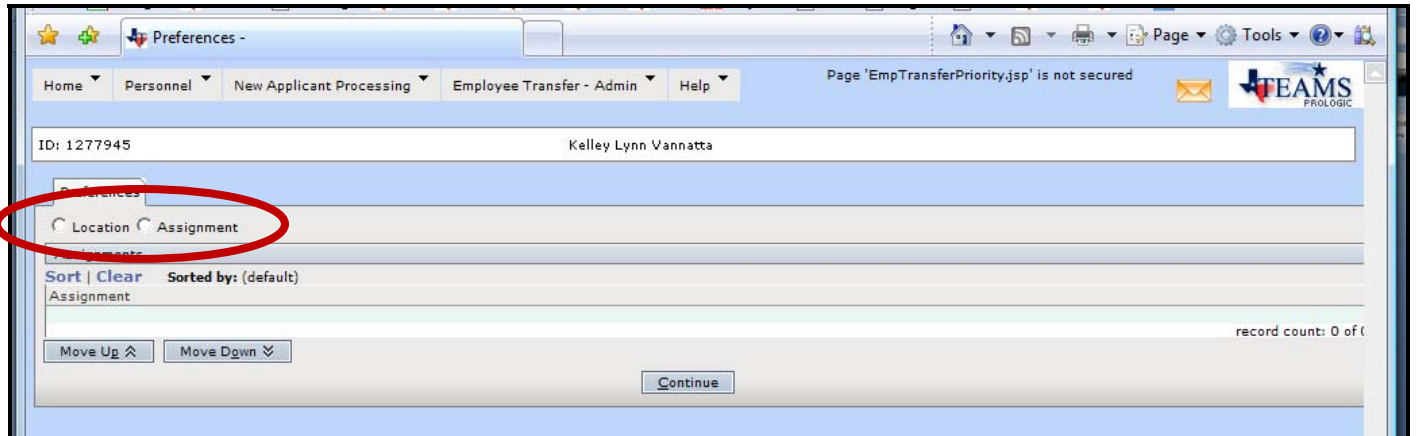


- After you have chosen your Job and Location preference(s), choose **Save Changes**. This choice is at the top and bottom of the page.

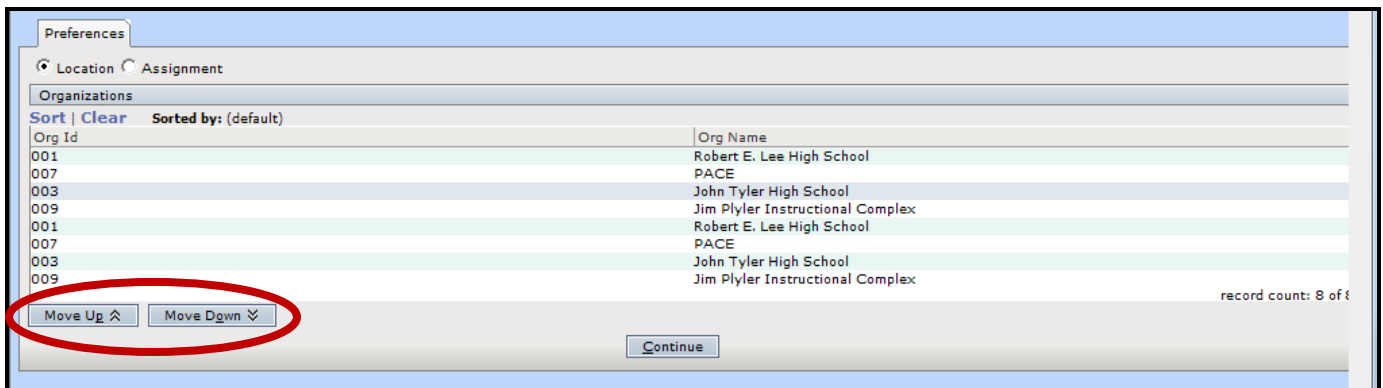


- When you are finished selecting job categories, click **Continue**.

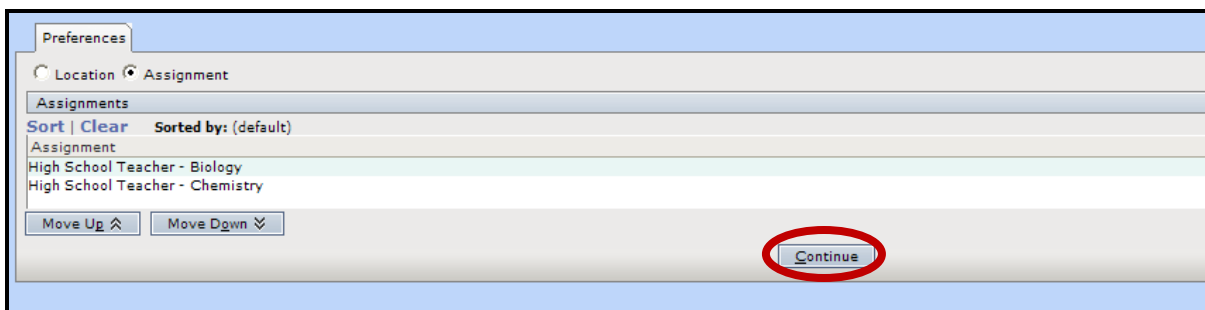
12. **Preferences.** On the next screen, you have the option to prioritize your preferences. That is, if you marked multiple jobs/locations, you can choose one over the other...but still include the others in your preference list. You must select how you want to mark your PRIORITY preferences, by choosing either **Location** or **Assignment** above.



a. **By Location.** If you choose **Location**, you will see a list of the locations associated with your desired positions (below). Now you can select one and move it UP or DOWN the list. The location at the top of the list is presumed to be YOUR FIRST PREFERENCE. The second location is your **SECOND PREFERENCE**, etc. After you have made your choices, click **Continue**.

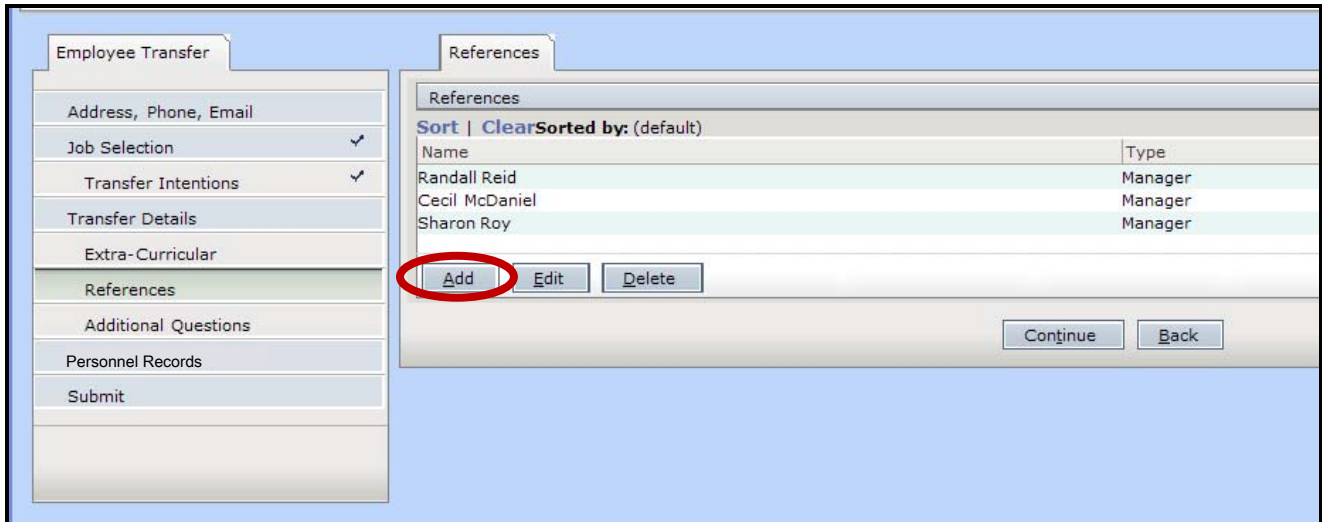


b. **By Assignment.** To prioritize your choices by Assignment, click the **Assignment** button and follow the same directions as for Location. The assignment listed at the top of the list is presumed to be YOUR FIRST PREFERENCE. After you have made your choices, click **Continue**.



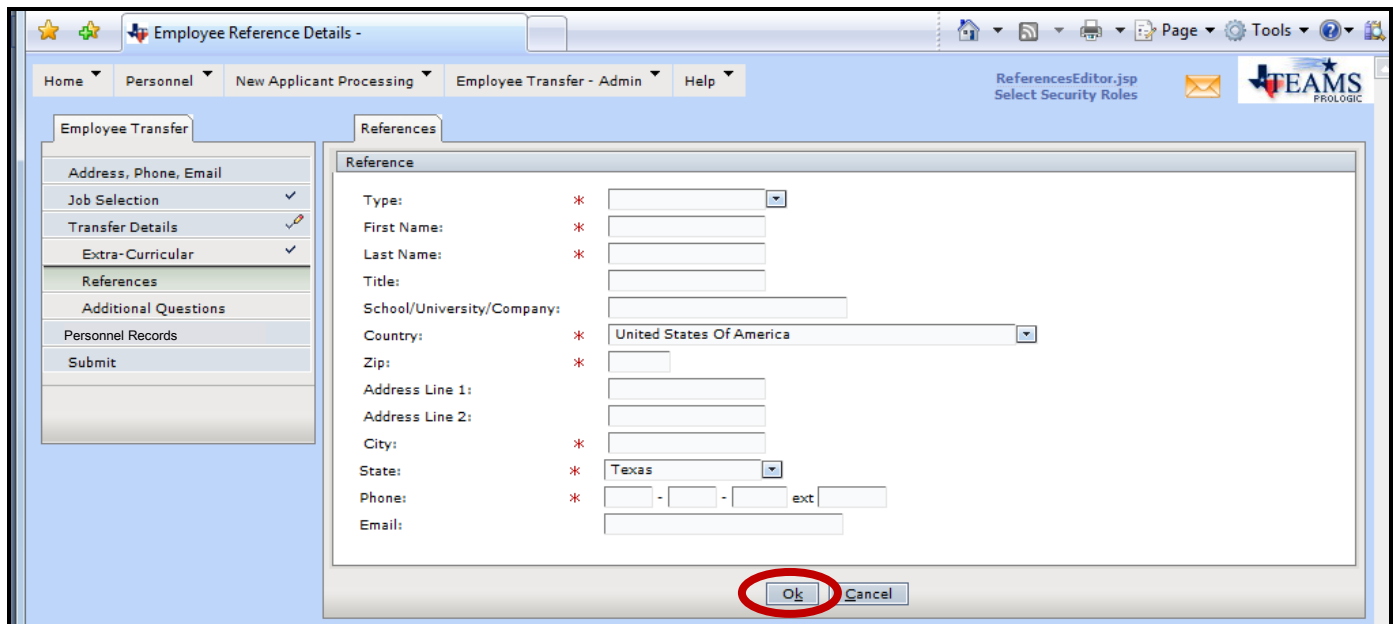
13. **Extra-Curricular.** Press **Continue** to skip the Extra-Curricular section at this time.

14. **References.** You must provide at least THREE references. If you previously applied to TISD using TEAMS, your previous references may still be on file. Here you can edit, remove, or add new references as you desire.



15. **Add a Reference.** To Add a New Reference, click **Add**. You will see a page like this:

- a. Fill out the information for your Reference, and choose **OK** to save. Repeat as needed to add at least THREE total references.



b. When you are finished, press **Continue**.

The screenshot shows the 'References' section of the 'Employee Transfer' application. On the left is a navigation menu with options: Address, Phone, Email; Job Selection (checked); Transfer Intentions (checked); Transfer Details; Extra-Curricular; References (highlighted); Additional Questions; Personnel Records; and Submit. The main area is titled 'References' and includes a 'Sort | Clear Sorted by: (default)' dropdown. Below this is a table with columns 'Name' and 'Type':

Name	Type
Randall Reid	Manager
Cecil McDaniel	Manager
Sharon Roy	Manager

Below the table are 'Add', 'Edit', and 'Delete' buttons. At the bottom right, the 'Continue' button is circled in red, with a 'Back' button next to it.

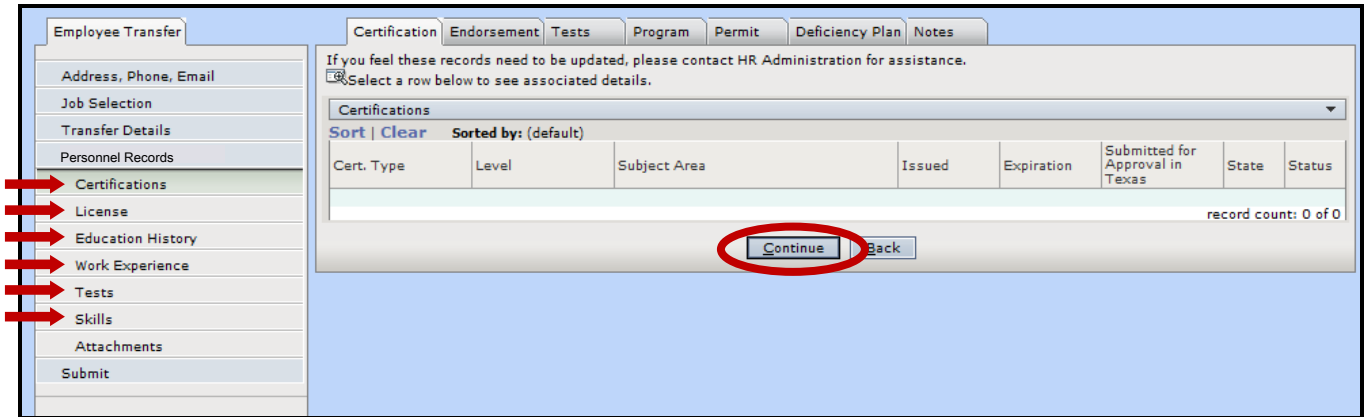
16. **Additional Questions.** Please answer the additional questions (all are required to proceed) and click Save and Continue.

The screenshot shows the 'Additional Questions' section of the 'Employee Transfer' application. The left navigation menu is the same as in the previous screenshot, with 'Additional Questions' highlighted. The main area contains three questions, each with a red asterisk indicating it is required:

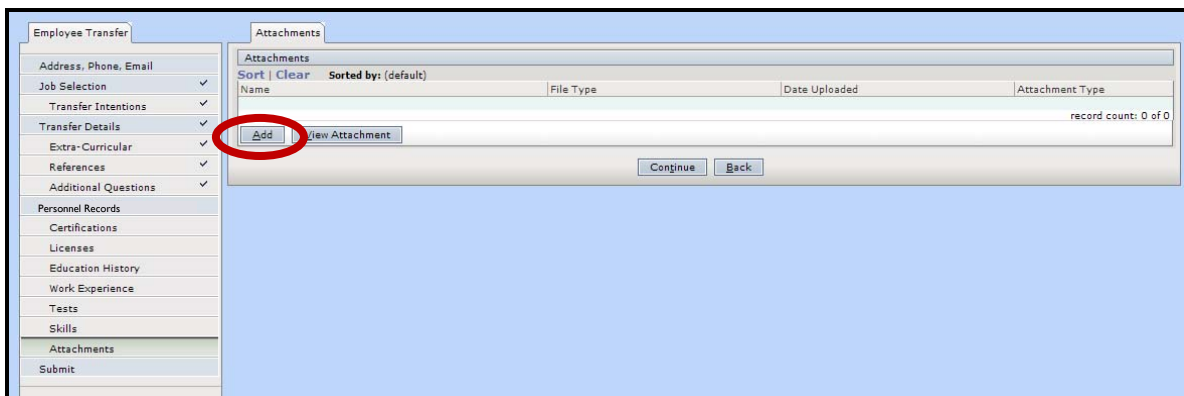
- I understand that I must have my principal's/supervisor's signature on file with HR, before seeking a lateral transfer. * Yes No
- I understand that HR cannot guarantee an interview or transfer. * Yes No
- I understand that I must meet any Certification and/or NCLB requirements necessary to be considered for the positions I have chosen. * Yes No

At the bottom, the 'Save and Continue' button is circled in red, with a 'Back' button next to it.

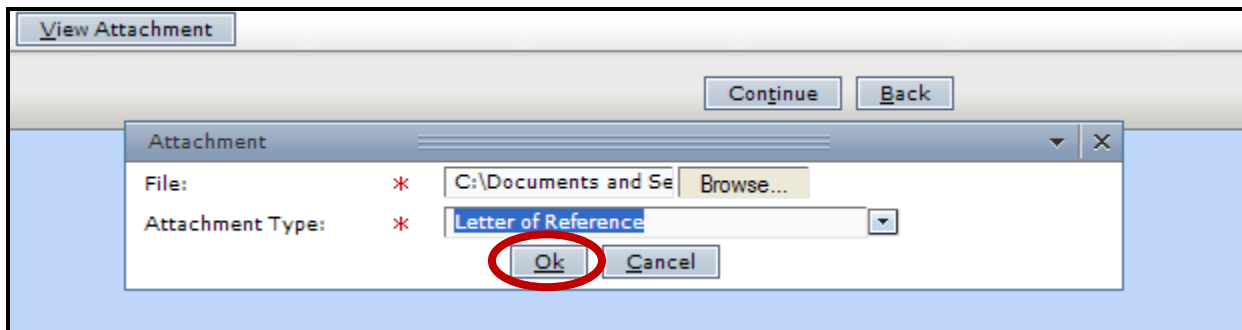
17. **Personnel Records.** Following the Additional Questions are a series of screens containing your certifications, licenses, and other work-related records. Please contact Human Resources to make changes or additions to these screens. Press **Continue** to navigate through each of the following Personnel Records screens: **Certifications, License, Education History, Work Experience, Tests, and Skills.**



a. **Attachments.** The last screen in this series is for Attachments. Here, you can upload resumes, reference letters, etc. To upload an attachment, click **Add**.



b. Click **Browse** to select the file you want to upload. Choose the **Attachment Type**, then click **OK**. When you are finished uploading attachments, click **Continue**.



18. **Submission.** Click **Submit** to send your application to Human Resources.

