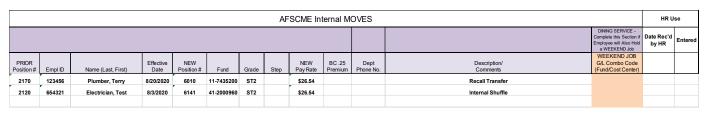
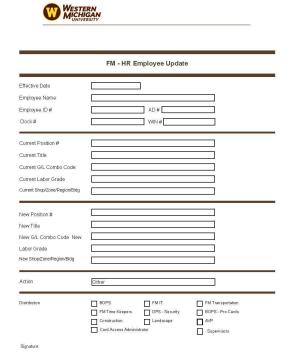
Employee Transfer

AFSCME - Process

- Trigger event starts process:
 - This could be from a Shop Shuffle
 - Reduction in Force
 - Termination
 - Resignation
 - o Retirement
- Receiving Division is responsible for processing "AFSCME Internal Moves" Spreadsheet.



- o The HR representative in each Division will complete this form
- Receiving Division is supplied the necessary information needed to complete AFSCME Internal Moves spreadsheet.
- Completed AFSCME Internal Moves Spreadsheet is sent to Human Resources (Allison Haan) for processing.
- Division HR Representative completes FM-HR Employee Update Form:



- Division HR Representative distributes FM-HR Employee Update to:
 - o FM Business Operation Office (Monica Orsolini)
 - FM Business Operations Office Pro Cards (Tara Tresh)
 - o All three FM Timekeepers (Lori Bell, Patty Moore, Sandy D
 - Construction (John Koestner)
 - FM IT (Erik Dantes Mark Scafaria)
 - DPS Security (Currently Bob Coffman)
 - FM Transportation (Jeff Alexander)
 - AVP Administrative Assistant (Jennifer Heilmann)
 - o FM Card Access Administrator (Jennifer Heilmann)
 - o FM Service Center
 - Supervisors
 - Directors
- HR generates Staff Appointment Form and sends to:
 - Hiring Agent Division HR Representative
 - o Timekeepers