



Staff Transfer Report

The purpose of this report is to assist the department in processing the transfer of the staff employee to another staff position within the University and ensuring the return of department property, if applicable. This report does not alter or stop the departing employee's paycheck. Please file the completed Transfer Report in the employee's file.

Employee Information - PLEASE PRINT

Employee's Name (Last, First, Middle Initial)	Last four digits of SSN	Date Completed
Department Name and Number	Position Number	Job Classification

Section A – PLEASE PRINT

Please review the following list and identify whether proper action has been taken.

Item	Yes	No	N/A	If "No", please explain
Department Keys/Security Pass (for Pitt and/or UPMC owned/operated buildings), Returned to Department				
Department Equipment, Software, Books & Manuals Returned to the appropriate office				
University Issued Credit Card and/or Telephone Card, Returned to Department and Cancelled				
Completed Salaried Personnel Activity Report (SPAR) Forwarded to the Staff Employee's New Department				
Provided the Balance of Accrued Vacation, Personal and Sick Days, to the Staff Employee's New Department				
Requested OHR to Terminate PittSource User Account				
Other User Account(s) Have Been Terminated (Prism, PeopleSoft, external vendors, etc.)				

Additional Items, If Applicable (Please explain)

Section B – PLEASE PRINT

Supervisor's Statement (Additional Remarks Regarding Separation; use additional sheet(s) if necessary.)

Supervisor's Signature and Phone	Date
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