



## INTERDEPARTMENTAL TRANSFER

(EXISTING FACULTY/STAFF MEMBER MOVES TO NEW SCHOOL/DIVISION)

### Exiting Faculty/Staff Checklist

**\*This form is to be completed by the employee before the Exiting Faculty/Staff Member transfers Schools/Divisions**

*Forward the completed form to Human Resources (Room 2204) for placement in the Faculty/Staff Member Personnel file*

<p><b>Faculty/Staff Member Information:</b></p> <p>RDC Identification #: _____</p> <p>Name: _____</p> <p><i>The information below is <b>compulsory</b> for T4 contact purposes.</i></p> <p>Permanent Address: _____</p> <p>City/Prov: _____</p> <p>Postal Code: _____</p> <p>Phone Number: _____</p> <p>Personal e-mail: _____</p>	<p><b>Department Information:</b></p> <p>Department/Division: _____</p> <p>Supervisor/Designate: _____</p> <p>Date of Transfer: _____</p>
--	---

Complete N/A	<b>Supervisor/Designate Responsibilities</b>	<b>Initials of Person in School/Division Responsible for Action</b>	<b>Initials of Supervisor / Designate</b>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Exiting School/Division to complete prior to the date of transfer to the new School/Division:</b></p> <ul style="list-style-type: none"> <li>• Submit outstanding Overtime to Payroll</li> <li>• Collect all School/Division issued property, materials and equipment (e.g. laptop computers, iPad, cell phones, printed materials, supplies, sports equipment, instruments, tools, curriculum, course materials, exams and exam keys, etc.)</li> <li>• Contact Purchasing to remove Faculty/Staff Member from Staples Account for exiting School/Division</li> <li>• Contact Accounts Payable to cancel Faculty/Staff Member Purchasing Card for exiting School/Division</li> <li>• Contact IT Services to disable access to Computer Accounts specific to exiting School/Division (Shared Drives, Banner, Cognos)</li> <li>• Contact IT Services to disable Voice Mail for exiting School/Division</li> <li>• Remove the Faculty/Staff Member name from the exiting School/Division in the RDC directory</li> <li>• Notify Human Resources Assistant to change user status or end access to PeopleAdmin</li> </ul>		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Shipping and Receiving:</b></p> <ul style="list-style-type: none"> <li>• Return RDC keys for exiting School/Division to Shipping &amp; Receiving (Room 802 – If no one is present, have Shipping and Receiving paged by Campus Security)</li> </ul>		
<input type="checkbox"/> <input type="checkbox"/>	<p><b>Parking</b></p> <ul style="list-style-type: none"> <li>• Complete a PARKING - EMPLOYEE (Main Campus) APPLICATION + UPDATE Form (found on forms index) if there are changes to your parking. (i.e. you need to change to another parking spot) If there are no changes, you do not have to complete the form.</li> </ul>		

I, as the Supervisor/Designate of the Faculty/Staff Member who is transferring to a New School/Division have reviewed the outlined information with the Faculty/Staff Member and have confirmed that all outstanding items that need to be returned to the School/Division being exited have been returned.

\_\_\_\_\_  
(Name of Supervisor/Designate)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Supervisor/Designate)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Exiting Faculty/Staff Member)

*The personal information that you provide on this form is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act of Alberta. It will be used by Human Resources in the administration of Human Resources functions. The information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta. If you have any questions about the collection and use of this personal information, please contact Human Resources, Red Deer College, 100 College Blvd., Box 5005, Red Deer, Alberta, T4N 5H5, Telephone: 403-356-4912*