

Transfer Form Guidelines

Transfer Reasons	Work Category	Definition/Usage
Furlough Transfer	P&S	Used when an applicant exercises furlough consideration through the search process.
Furlough Networking	P&S	Used when org/department hires a furlough candidate without conducting a search.
Job Change Transfer	P&S	Used to correct a job code; when an employee is selected for a position in a <u>lower pay level</u> ; when an employee is selected for a position in a different employee group (P&S, SEIU, Merit); or to return an employee to their former position following the end of an interim appointment. (May be used when an employee is transferred by EOD waiver)
Org Change Transfer	P&S	Used to transfer an employee's position to a new org/department when position ownership changes. (If Org change is a result of a search or search waiver, use Job Change Transfer, Promotion or Lateral Transfer)
Interim Appointment	P&S	Used when an employee is transferred into a vacant P&S position on a temporary basis.
Lateral Transfer	P&S	Used when an employee is selected for a position in the <u>same pay level</u> , or temporary staff moving to a regular appointment in the same pay level or to transfer an employee to a lateral classification/same pay level following the end of an interim appointment. Please indicate in the remarks section of the Transfer Form that this action is due to the end of an interim appointment. (May be used when an employee is transferred by EOD waiver)
Paygroup Change	P&S	Used when changing the type of paygroup on an existing appointment. The org/department and job classification are not changing. Examples include changing from fiscal to school year or from bi-weekly non-student to fiscal.
Promotion	P&S	Used when an employee is selected for a position in a <u>higher pay level</u> , regardless of the pay structure A or B or to transfer an employee to a lateral classification/same pay level following the end of an interim appointment. Please indicate in the remarks section of the Transfer Form that this action is due to the end of the interim appointment. (May be used when an employee is promoted by EOD waiver).
Special Assignment	P&S	Used when an employee is transferred into a special assignment prior to leaving the University in order to retain them in a different role.
Transfer Reasons	Work Category	Definition/Usage
SEIU Weekend Option	SEIU	Used when an SEIU employee contract transfers to a weekend position.

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Job Change Transfer	SEIU	Used to correct a job code; when an employee is selected for a position in a <u>lower pay grade</u> ; when an employee is selected for a position in a different employee group (P&S, SEIU, Merit); or to return an employee to their former position following the end of an interim appointment.
Org Change Transfer	SEIU	Used to transfer an employee's position to a new org/department when position ownership changes. (If Org change is the result of a search or search waiver, use Job Change Transfer, Promotion or Lateral Transfer)
Interim Appointment	SEIU	Used when an employee is transferred into a vacant P&S position on a temporary basis.
Lateral Transfer	SEIU	Used when an employee is selected for a position in the <u>same pay grade</u> or temporary staff moving to regular appointment in the same pay grade or to transfer an employee to a lateral classification/same pay level following the end of an interim appointment. (Please indicate in the remarks section of the Transfer Form that this action is due to the end of the interim appointment).
Promotion	SEIU	Used when an employee is selected for a position in a <u>higher pay grade</u> ; or to transfer an employee to a lateral classification/same pay level following the end of an interim appointment. (Please indicate in the remarks section of the Transfer Form that this action is due to the end of the interim appointment.)
Transfer Reasons	Work Category	Definition/Usage
Merit Demotion	Merit	Used when a Merit employee transfers from a position in a <u>higher pay grade</u> to a different position in a lower pay grade.
Merit Original Entry	Merit	Used when a current Merit employee in a probationary period is selected for a position in a different Merit classification.
Merit Recall	Merit	Used when an employee takes a position through the bumping process rather than taking a layoff and is subsequently placed via Recall to the previously held class; or a laid off Merit employee who is rehired with the Recall/Reemployment priority.
Merit Reinstatement	Merit	Applies to previous permanent Iowa Board of Regents Merit Employees who resigned in "Good Standing". This reinstatement status applies to classifications where the qualifications are met and are in the same pay grade or lower than the last permanent job previously held.
Merit Reassignment	Merit	Used when a current Merit employee in a probationary period is selected for a position in the <u>same classification</u> ; or when an employee is placed into a new position as a result of a reduction in force.

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Merit Contract Transfer	Merit	Used when an employee with permanent status transfers to another position in the same classification while exercising their contract transfer rights.
Merit Lateral Transfer	Merit	Used when a Merit employee transfers from one Merit position to a different Merit position in the <u>same pay grade</u> .
Merit Promotion	Merit	Used when a Merit employee transfers from one Merit position to a different Merit position in a <u>higher pay grade</u> .
Job Change Transfer	Merit	Used to correct a job code; when an employee is selected for a position in a different employee group (P&S, SEIU, Merit); or to return an employee to their regular position following the end of an interim appointment.
Org Change Transfer	Merit	Used to transfer an employee's position to a new org/department when position ownership changes.
Interim Appointment	Merit	Used when an employee is transferred into a vacant P&S position on a temporary basis.
Special Assignment	Merit	Used when a Merit employee is transferred into a vacant Merit position on a temporary basis.
Transfer Reasons	Work Category	Definition/Usage
Job Change Transfer	Faculty	Used to show changes in department and/or college affiliation; changes between tracks (non-tenure, tenure, clinical, and research); when moving an employee from a different employee group (e.g., P&S, Grad Assistant, Post-Doc) to a faculty appointment; and when a tenured faculty (FT) member is appointed to a full-time administrative (FM) position (the department must also initiate a complimentary FT appointment). When moving a faculty member to Emeritus status, please see Emeritus Faculty Status for information on processing Emeritus appointments.
Org Change Transfer	Faculty	Used to transfer an employee's position to a new org/department when position ownership changes.
Interim Appointment	Faculty	Used when a faculty member is appointed to an interim position for a period of time.
Paygroup Change	Faculty	Used when changing the type of paygroup on an existing appointment. The org/department and faculty rank are not changing. Examples include changing from fiscal to school year or from bi-weekly non-student to fiscal.