Transferring a staff employee is done via Brassring. All others can be done via an EHRAF. The action code is “Transfer” and the reason code can be “Lateral Transfer” or “Lateral Transfer Adm/Dec”.

When an employee is going from one department to another, a termination HRAF should not be submitted by the current department. The current department should submit the EHRAF for the employee to the new department for submission reflecting the new job information.

Always provide the “Effective Date” of the change. The action/reason code abbreviations are:

- XFR → Transfer
- LXF → Lateral Transfer
- LAD → Lateral Transfer-Administrative Decision
- DTA → Data
- STC → Status

Make all other changes due to the transfer.