

UltiPro Job Aid – EEAdmin -Transferring an Employee

The DHQ Employee Administrator processes the transfer of employees from one Ministry Unit to another within the same Division. The Employee Administrator at the new location is then responsible for editing employee information.

Process:

1. DHQ EEAdmin completes the transfer using steps below
2. Once approved, the transfer is complete and the MU EEAdmin at the new Ministry Unit can access the employee files under My Employees. The Admin should access the employee’s profile and update the necessary information – correcting the status, salary vs. hourly, full-time vs. part time, changing the job, rate of pay, hours scheduled, PTOs, Time and Attendance information, taxes (if applicable), work location – and submitting these change for the necessary approval.

DHQ Employee Administrator

Before you begin, ensure that you have all the necessary information required to complete the transfer.

You will need:

- Effective Date of Transfer
 - Reason use the reason code 500 – Transfer
 - Name of new Supervisor
 - RESP/Site
 - Department
1. Click **My Employees** in the **Administration** menu.
 2. Search for the employee who will be transferring.
 3. Click on their name

My Employees

Role
Employee Administrator_ALL

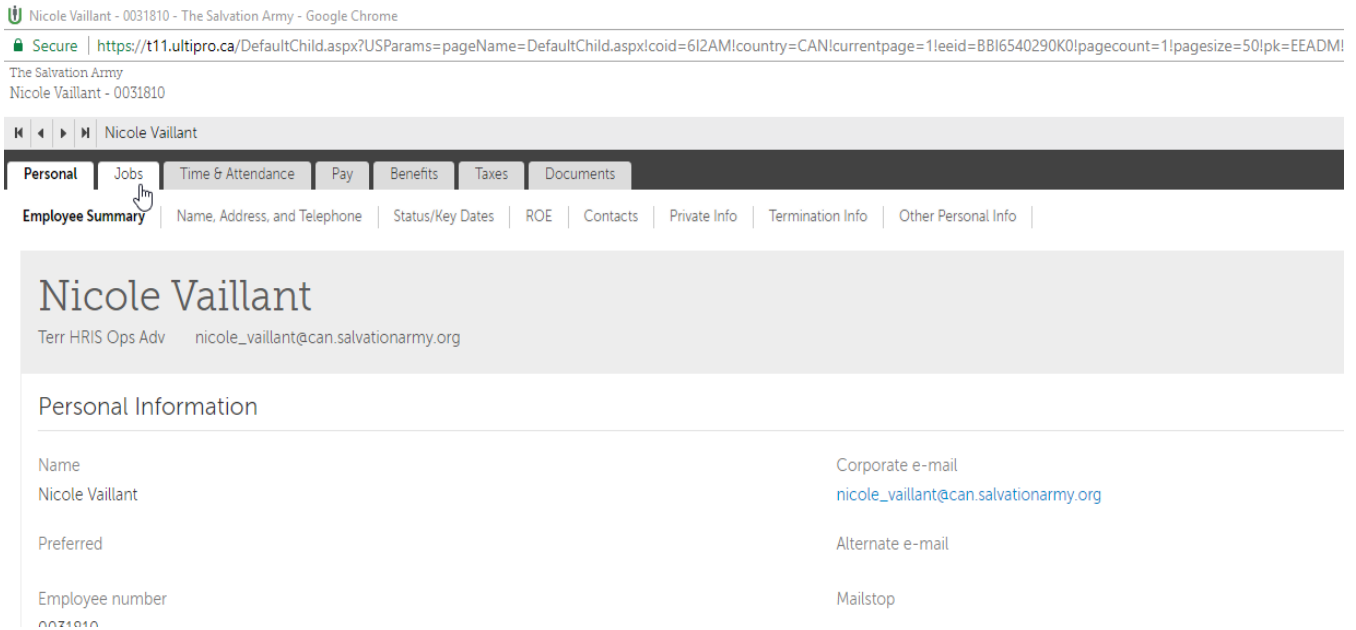
Find by Last name starts with vaillant Search

Filtered by Last name - starts with vaillant [Clear Filters]

Actions [Dropdown] OK [Print] [Refresh]

Name	Employee Number	Status	Job	Location	[Ca] Div/District	[Ca] Resp/Site	Company	Pay Group
Vaillant, Nicole	0031810	Active	Terr HRIS Ops Adv	Territorial Headquarters	Territorial Headquarters	THQ General Operations	The Salvation Army	Auto Paid F

4. Select the **Jobs** tab.



Secure | <https://t11.ultipro.ca/DefaultChild.aspx?USParams=pageName=DefaultChild.aspx!coid=6I2AM!country=CAN!currentpage=1!leid=BBi6540290K0!pagecount=1!pagesize=50!pk=EEADM!>

The Salvation Army
Nicole Vaillant - 0031810

Nicole Vaillant

Personal | **Jobs** | Time & Attendance | Pay | Benefits | Taxes | Documents

Employee Summary | Name, Address, and Telephone | Status/Key Dates | ROE | Contacts | Private Info | Termination Info | Other Personal Info

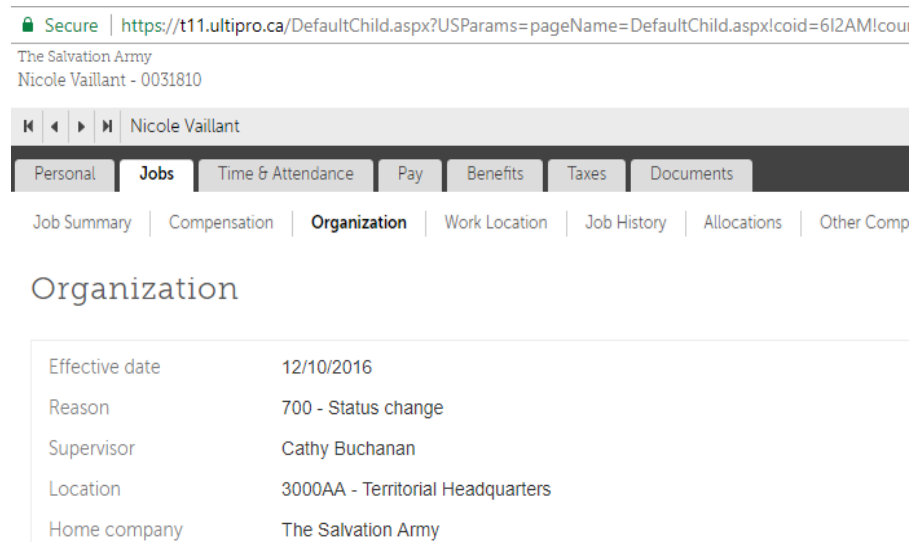
Nicole Vaillant

Terr HRIS Ops Adv | nicole_vaillant@can.salvationarmy.org

Personal Information

Name	Corporate e-mail
Nicole Vaillant	nicole_vaillant@can.salvationarmy.org
Preferred	Alternate e-mail
Employee number	Mailstop
0031810	

5. Click on **Organization**.



Secure | <https://t11.ultipro.ca/DefaultChild.aspx?USParams=pageName=DefaultChild.aspx!coid=6I2AM!country=CAN!currentpage=1!leid=BBi6540290K0!pagecount=1!pagesize=50!pk=EEADM!>

The Salvation Army
Nicole Vaillant - 0031810

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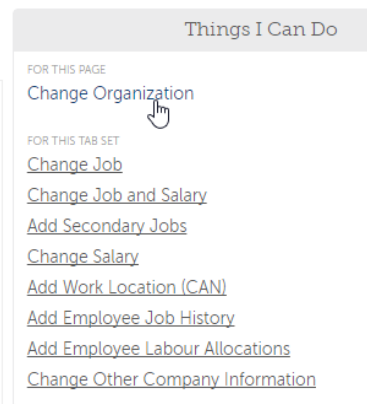
Personal | **Jobs** | Time & Attendance | Pay | Benefits | Taxes | Documents

Job Summary | Compensation | **Organization** | Work Location | Job History | Allocations | Other Comp

Organization

Effective date	12/10/2016
Reason	700 - Status change
Supervisor	Cathy Buchanan
Location	3000AA - Territorial Headquarters
Home company	The Salvation Army

6. On the right hand side of the screen under the Things I Can Do section, select **Change Organization**.



Things I Can Do

FOR THIS PAGE

- Change Organization**

FOR THIS TAB SET

- [Change Job](#)
- [Change Job and Salary](#)
- [Add Secondary Jobs](#)
- [Change Salary](#)
- [Add Work Location \(CAN\)](#)
- [Add Employee Job History](#)
- [Add Employee Labour Allocations](#)
- [Change Other Company Information](#)






7. Fill out all required fields that have a red circle beside the field.
8. Click **Save**.
9. Click **Submit**.

The Salvation Army
Nicole Vaillant - 0031810

Personal | **Jobs** | Time & Attendance | Pay | Benefits | Taxes | Documents

Job Summary | Compensation | **Organization** | Work Location | Job History | Allocations | Other Company Info

Change Organization

Test	11/01/2017	Time clock	
Reason	500 - Transfer	[ca] Div/District	BC - BC Division
Supervisor	Wendy Tupling Guest	[ca] Resp/Site	102402 - BC DHQ Administration
Location	3000AA - Territorial Headquarters	[ca] Department	1090 - Employee Relations
Home company	The Salvation Army	[ca] Region	
Work Pattern	BASIC35 - 35 hours Mon to Fri 7 hours per day	National union	
		Local union	

save - save changes