

# FACULTY/STAFF TRANSFER CHECKLIST

EMPLOYEE

SUPERVISOR

## BEFORE YOUR TRANSFER

### ITEMS TO RETURN TO GVSU

Electronic Access Card (If Applicable)

Office/Desk Keys

Any University-Owned Hardware

(Laptop, Docking station, Phone, etc.)

P-Card (If Applicable)

Uniform (If Applicable)

### RECEIVING PARTY INITIALS

### QUESTIONS?

HR Main Office

- 616-331-2215
- [hro@gvsu.edu](mailto:hro@gvsu.edu)

Parking Services

- 616-331-7275
- [parking@gvsu.edu](mailto:parking@gvsu.edu)

Key Records

- 616-331-3861
- [keymaint@gvsu.edu](mailto:keymaint@gvsu.edu)

Information Technology

- 616-331-2101
- [it@gvsu.edu](mailto:it@gvsu.edu)

Additional information  
can be found on our  
[new hire resources](#) website.

## OTHER CONSIDERATIONS

Submit official resignation to your current supervisor. They will receive a job change Workday task to approve once you accept the new position.

Organize and store all position-related files in an accessible location and remove any personal or non-essential documents. Return hardware equipment to current department and coordinate with new department for replacement.

Clean and organize your workspace, removing all personal items.

If you are a manager, your current supervisory org will be "inherited" by your manager unless you notify your HR Business Partner of an alternate plan.

Update and close out any goals related to your former position in Workday. Before you transfer, ask your previous supervisor to document any feedback your new supervisor should consider when completing your annual performance evaluation.

Complete or delegate any remaining tasks in Workday.

Schedule a transfer interview with your [HR Business Partner](#).

If employee type is changing, refer to [benefits website](#) for information on how your benefits may be affected.