Overview

Faculty who are currently active but are not being rehired in the following year need to be transferred to Summer Session. The home department will need to initiate the transfer using the instructions below.

*Note: A similar transfer will need to happen at the end of the summer if by some chance the faculty member is rehired.*

Workday Instructions for Transfer

1. Search for the faculty member in Workday.
2. Pull up the faculty member’s record and click on the Actions button, hover over Job Change, then select Transfer, Promote, or Change Job.
3. In the Start window, enter the information as displayed in the example to the right.
   a. When do you want this change to take effect? – Enter the effective date of the transfer.
   b. Why are you making this change? = Transfer – Change Manager
   c. Who will be the manager after this change? = Spear, Sarah E.
   d. Which team will this person be on after this change? = Yale College – Summer Session (Spear, Sarah E.)
   e. Where will this person be located after this change? = Whitney Ave, 55

4. Click Start.

5. Under What do you want to do with the opening left on your team?, select Close this headcount.

6. Click Next.

7. In the comment field in the final review window enter the following statement, “Transferring to teach in Summer Session per request from ...” and enter the name of the Summer Session contact.

8. Click Submit.