

EMPLOYEE TRANSFER

Employee's Name _____ Date _____

Employee's Employment Location _____ Title _____

Reason or Purpose of Transfer _____

Employee's Start Date _____ Transfer Date _____

Vacation Benefits Earned but not Used at the Date of Transfer _____

Additional Comments _____

Was transferred employee issued any company Manuals or Handbooks? ☐ Yes ☐ No

If Yes, who now has possession of those Manuals or Handbooks? _____

Employee New Job Location _____

THE FOLLOWING PROCEDURES WILL BE COMPLETED BY THE RESIDENT MANAGER OR THE PROPERTY MANAGER/SUPERVISOR (as applicable):

1. Notify the Payroll Department of the transfer immediately.
2. Employee Transfer Form to be completed and mailed with the final time sheet to the Payroll Department.
3. Resident Manager or Property Manager/Supervisor to forward transferred employee's file to the new Resident Manager or Property Manager/Supervisor.
4. New location Property Manager/Supervisor will submit the following exhibits only:
 - a. New Hire Form
 - b. W-4
 - c. Employment Agreement and Cleaning Deposit Agreement (if applicable)
 - d. Insurance Forms (if applicable)

Authorized By/Date _____

Approved By/Date _____

