

## Employee Transfer Timeline

### Before Start Date

- eForm is created for a transfer
- eForm is approved by all listed approvers
- eForm is completed: New position is added in UTShare
  - Note: Emails related to a new employee including EmplID, NetID, or email address are not generated when an employee transfers within UTA.
- **Important:** Timekeepers and Managers of the previous position will need to ensure all time is correct and approved in TCP prior to the new start date. Access to correct or approve time and leave for the old position will not be available in TCP after the new start date.

### Start Date

- The employee will not have access to the new position in TCP.

### Start Date +1 Business Day

- The new position will be added to the employee in the TCP application: The new Manager of the employee will have access to this new position, the Timekeeper will not have immediate access.
- After noon the new employee will be enrolled in the correct TCP Canvas course.
  - If the employee did not change job classification, no new Canvas class will be added.
  - If the employee transferred from a non-TCP position such as GRA to a TCP position such as Research Assistant or, if the job classification changed, then a new Canvas enrollment will be present.

### Week After Start Date

- On the Monday after the start date the departmental Timekeeper(s) in TCP should now have access to the employee: If the start date was a Friday, the Timekeeper access may be delayed another week.