

Employee Checklist for Internal Transfer Processing

Employee Name	
PID	
ID Number	
Title	
Supervisor	
Department/Group	
Transfer Date	

Category	Description	Date Completed
Documentation	Write and send resignation letter/email to supervisor.	
	Complete this form and return to supervisor.	
Physical Properties	Return any university assets including keys, Duo hardware token, cell phone, laptop, monitor, chair, office equipment, and other university property.	
	Retain Hokie Passport for transfer.	
	Remove all personal items from office/desk/locker and clean and organize office/desk/locker.	
	If applicable, return parking permits to Parking Services to avoid any fees.	
Payroll/Benefits	Confirm leave balance(s) with supervisor/Dept. HR Representative before departure. Those applicable can contact the HR Service Center* to shelter a leave payout.	
	Inform supervisor of any outstanding tuition advances/reimbursements.	
	If transferring from staff to faculty, you will receive a packet from the Leave team (hrleave@vt.edu) that must be completed within 60 days from the date of transfer.	
	If transferring from faculty to staff, contact the HR Service Center* to discuss retirement options.	
	Notify your new department of any ADA accommodations is highly recommended.	
	Submit all outstanding timesheets for approval.	

Category	Description	Date Completed
Transition Activities	Review all outstanding assignments with supervisor.	
	Complete the VT Knowledge Transfer Template if requested by supervisor.	
	Complete any outstanding leave reports and time sheets for approval.	
	Send any business-related emails to appropriate contacts.	
	Move any business-related files stored in the computer drive to a shared drive or appropriate place.	
	Delete any personal files from computer drive.	
	Transfer ownership of work-related email groups to another person and remove self from ownership.	
	Update voicemail and email with an "out of office" reply and indicate a contact person.	
	Ensure that all travel and personal reimbursements have been submitted with proper documentation and approved before last day in office.	
	Reconcile and return university-issued purchasing card to supervisor, if applicable.	
Department Specific Tasks		