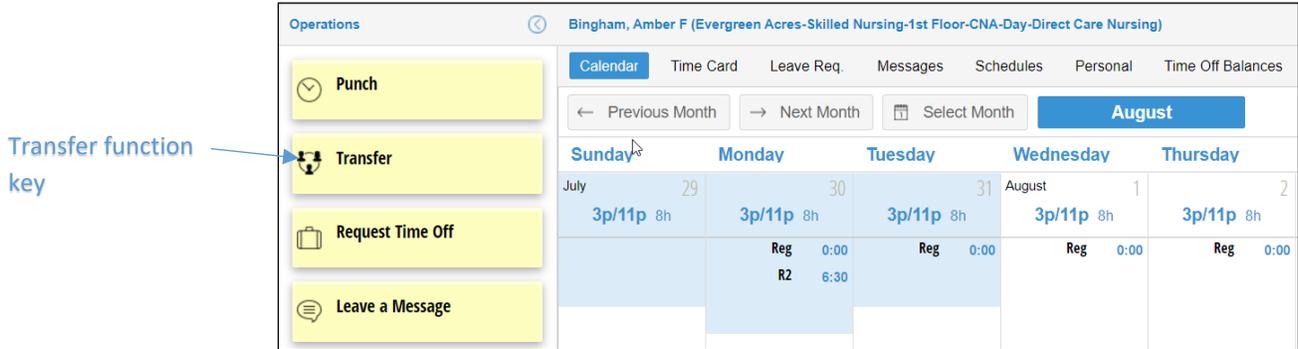


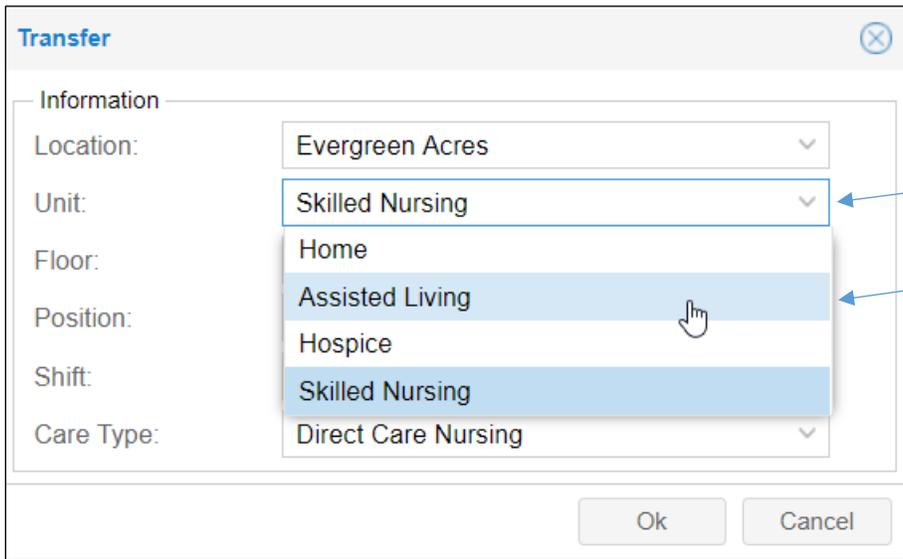
# ESS: Transferring to a Different Workgroup

If you need to transfer to a different work location, department, or position, you can easily initiate the transfer in Employee Self Service (ESS). To transfer click the Transfer function key.



## Select the workgroup you are transferring to

Click the drop-down lists to select different workgroups. The labels will match your system’s setup. In this example, our workgroups are Location, Floor, and Position. For example, to change the unit, select the Unit drop-down list. If the unit selected is in a different location, you would also need to change the location by clicking the Location drop-down list.



Click the drop-down arrow to view available workgroups.

Click the unit you are transferring to.

Only the workgroups that you are eligible to transfer to are displayed. For example, if you were only be able to transfer between units and floors but not locations you would only see unit and floor listed in the *Transfer* window.

**Transfer** [Close]

Information

Location: Evergreen Acres

Unit: Assisted Living

Floor: 1st Floor

Position: CNA

Shift: Day

Care Type: Direct Care Nursing

Ok Cancel

The new unit is now listed in the Transfer window.

Click OK to submit your transfer. The transfer takes place at the time you submit your request.

View a record of your transfer in the Activity tab of the dashboard.

Operations [Refresh] Linton, Jacqueline T (Michicare-Nursing-Certified Nursing Aide-Detroit Care-Skilled Nursing)

Calendar Time Card Leave Req. Messages Schedules Personal Benefits Archives **Activity**

Effective	Operation	Description
Nov-20 18:31pm	Transfer	Linton, Jacqueline T Transfer to Michicare-Therapy-Certified Nursing Aide-Detr...

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