ESS: Transferring to a Different Workgroup

Job Aid

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.

Operations	\bigcirc	Bingham, Amber F (E	vergreen Acres-Skil	led I	Nursing-1st Floor-CN	A-Day-Direct Care Nursir	g)
Punch		Calendar Time	Card Leave Re	eq.	Messages Sc	hedules Personal	Time Off Balances
		← Previous Mont	th \rightarrow Next M	onth	n 🛅 Select Mo	nth Aug	ust
Transfer		Sunday	Monday		Tuesday	Wednesday	Thursday
-		July 29				August 1	2
Request Time Off		3p/11p 8h	3p/11p 8h		3p/11p 8h	3p/11p 8h	3p/11p 8h
ш ·			Reg 0	:00	Reg 0:00	Reg 0:00	Reg 0:00
			R2 6	:30			
Leave a Message							
	Operations Punch Transfer Request Time Off Leave a Message	Operations () () Punch () Transfer () Request Time Off () Leave a Message	Operations Compared by the second	Operations C Bingham, Amber F (Evergreen Acres-Skill ✓ Punch ✓ ✓ Transfer ✓ Sunday Monday July 29 3p/11p 8h 3p/11p 8h Reguest Time Off ✓ Leave a Message 	Collections Collection Punch Calendar Time Card Leave Req. ← Previous Month → Next Month ↓ Transfer July 29 30 ↓ Leave a Message Reg 0:00	Operations Calendar Time Card Leave Req. Messages Scientified	Operations Bingham, Amber F (Evergreen Acres-Skilled Nursing-1st Floor-CNA-Day-Direct Care Nursing Punch Calendar Time Card Leave Req. Messages Schedules Personal Transfer Sunday Monday Tuesday Wednesday July 29 30 31 August 1 Request Time Off Reg 0:00 Reg 0:00 Reg 0:00 Leave a Message Message Reg 0:00 Reg 0:00 Reg 0:00

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.

Transfer			\otimes		
Information					
Location:	Evergreen Acres		\sim		
Unit:	Skilled Nursing		~		Click the drop-down arrow to view
Floor:	Home				
Position:	Assisted Living	_Ռո	•		Click the unit you are transferring
r oshori.	Hospice	\mathbf{O}			
Shift:	Skilled Nursing				
Care Type:	Direct Care Nursing		\sim		
				_	
		Ok	Cancel		

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.

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Transfer		\otimes	
- Information	\Im		
Location:	Evergreen Acres	~	The new unit is now listed in the Transfer
Unit:	Assisted Living	~	window.
Floor:	1st Floor	~	
Position:	CNA	~	
Shift:	Day	~	
Care Type:	Direct Care Nursing	~	 Click OK to submit your transfer. The
		Ok Cancel	transfer takes place at the time you submit your request.

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

Calendar Time Card Leave Req. Messages Schedules Personal Benefits Effective Operation Description	Operations 🔇 Linton, Jacqueline T (Michicare-Nursing-Certified Nursing Aide-Detroit Care-Skilled Nursing)							
Effective Operation Description	Archives Activity							
🗥 Nov 20.18 3:31nm Transfer Linton Jacqueline T Transfer to Michica								
Linton, vacqueine i Transier to Michica	Linton, Jacqueline T Transfer to Michicare-Therapy-Certified Nursing Aide-Detr							

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