
Quick Reference Guide for Transferring a Vacant Position

Quick Reference Guide for Initiators which includes step-by-step instructions to transfer vacant position(s)

This procedure replaces the use of the [Position Management Form](#)

- The department emails a request to transfer a vacant position(s) to hrdataprocessing@vanderbilt.edu in which the subject line should read **Transfer a Vacant Position**
- The request should include the following:
 - (1) Position number(s) to be transferred
 - (2) The current home department number
 - (3) The home department number the position is being transferred to
- The request should include the appropriate approvals, which is the PAF Responsible Person for each home department
- Data Processing will verify the following attributes in PeopleSoft:
 - (1) That the position is active. If not, the initiator should include the appropriate leadership approval according to the Manpower Process
 - (2) That the home department on the request is the same as the current home department in PeopleSoft
 - (3) That the approvals in the email are the designated **PAF Responsible Person** in PeopleSoft
- Data Processing will respond to the initiator regarding any discrepancies and what is needed to proceed with processing the request
- Once the position has been updated, the initiator will receive an email acknowledgement of the processed request.