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.