



# CHECKLIST FOR TRANSFER WITHOUT PROMOTION/ LATERAL TRANSFER

Must print in Black or Blue ink ONLY

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>
<b>Department</b>		

**PREREQUISITE**

**Note:** Prerequisite(s) must be completed and sent to Employment-Human Resources prior to completing this packet

Personnel Requisition (PR)\*

[Manual – Include copy with packet](#)

Online

**REQUIRED**

[Employment Status and Wage Notification](#)

[Job Action Request \(JAR\)](#)

**REQUIRED (IF APPLICABLE)**

[Bilingual Forms](#)

[Form 700](#)

[Extra-Help/Recurrent Appointment Agreement](#)

[Transfer Request Special Transfer Between  
Two Departments](#)

[Job Share Contract](#)

[Other forms \(if applicable\)](#)

**Incomplete Packets Will Be Returned**