

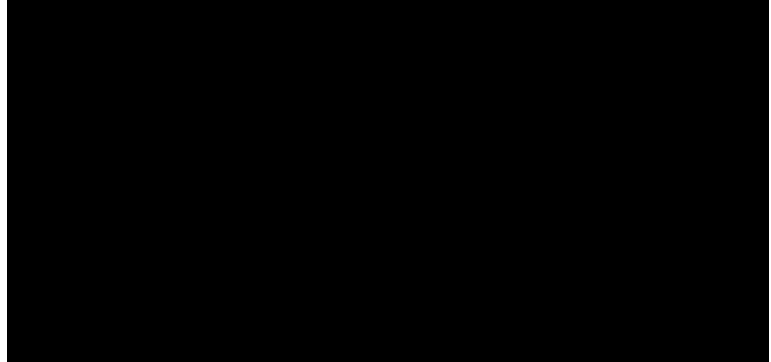
# Transfer Out

The steps below demonstrate how to Transfer an Employee Out of your SMT department and location combination.

Step 1: **Enter the Effective Date for the Transfer Out of your department and location SMT combination.**

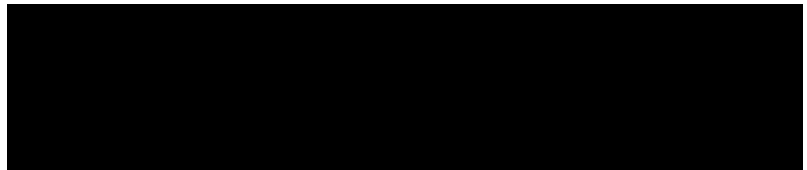
**NOTE:** You must enter the Effective Date **before** you select any action. The Effective Date will become display-only after the action is selected.

Step 2: **Select Transfer Out from the Action list.**



Step 3: **Read the message regarding the vacancy created by transferring an employee out.**

Click OK to continue the Transfer Out process.



Step 4: **Verify information about the Transfer Out.**

Step 5: **Click OK to save the changes and return to the Staffing Summary page.**

**NOTE:** If you click Cancel at this point, the Transfer Out Row will not be saved; however, the vacancy will have already been created and you will need to delete the vacancy.

