

# Appoint Employee being Transferred

This section assists the System Administrator in appointing employees being transferred from another company/schema.

## Open the Manage Employees Module

Navigation from the Home page:

- **System Administration | Modules | Manage Employees** to open the Employee List screen.

## Employee List Screen



## Appoint an Employee being Transferred

A Signify HR database can be shared amongst a number of different companies within the same group. These companies can be hosted on different Schemas.

When an existing employee is transferred from one schema to another, the person is placed onto a holding list. When **Appoint Employee Being Transferred** is clicked the list is displayed and the employee can be selected into the correct position in his new schema.

The events that took place to get an employee onto the appointment holding list are the following:

- On the **Appointment History** page, the employee was transferred to another company (See the [Appointment History](#) section for more details)
- The employee was then placed onto the appointment holding list which is either visible to all companies (if *I am not sure* was selected when indicating the company to which the employee was to be transferred) or to a selected company.

Note that employees cannot be transferred until they have reached the date at which they are officially available for a new position. If an employee is available for transferal the following screen is displayed:



- Identify and tick the applicable employee.
- Click **Appoint Selected Employee** to open the regular **Transfer Employee** screen.
- Complete all required fields in order to complete the person's appointment in the destination company.



- Click **Save and Complete Transfer** to appoint the transferred employee.
- The **Personal Information** screen will open, showing the appointed employee.

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