## **Entering a Teacher Transfer Request**

Log in to your Employee Access (for help with your login or password contact the Information Systems Help Desk at 801-567-8737). In Jump to Other Dashboards, select Task Manager. In Task Processes, select Teacher Transfer Request.

Home       Employee Information       Time Off       True Time       FastTrack Open Positions         Image: Task Descent State       Image: Task Descent State       Select Widgets         Task Manager       Reset Dashboards       Select Widgets         Task Manager       Select Widgets       Select Widgets         Task Processes       Image: Task Processes       Select Widgets         Image: FMLA Leave Notice       Intent to Return From Leave of Absence (1 Year)       Leave of Absence Licensed         Image: Military Leave Request       Notice of Resignation       Pay Option Current Employee         Pay Option New Employee       Sick Bank Opt Out       Sick Bank Request	Jordan School District									
Employee Access Jump to Other Dashboards *Calendar Employee Task Manager Reset Dashboards Select Widgets Select Widgets Task Processes Critical Family Leave Request FMLA Leave Notice Intent to Return From Leave of Absence (1 Year) Leave of Absence Licensed Military Leave Request Notice of Resignation Pay Option Current Employee Sick Bank Opt Out Sick Bank Opt Out	Home	e Employee Tin Information Of	ne True f Time	FastTrack Open Positions						
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Employee         Task Manager         Reset Dashboards       Select Widgets         Task Processes       Image: Critical Family Leave Request         FMLA Leave Notice       Intent to Return From Leave of Absence (1 Year)         Leave of Absence Licensed       Military Leave Request         Notice of Resignation       Pay Option Current Employee         Pay Option New Employee       Sick Bank Opt Out         Sick Bank Request       Sick Bank Request	*Ca	*Calendar								
Task Manager         Reset Dashboards       Select Widgets         Task Processes       Image: Critical Family Leave Request         FMLA Leave Notice       Intent to Return From Leave of Absence (1 Year)         Leave of Absence Licensed       Military Leave Request         Notice of Resignation       Pay Option Current Employee         Pay Option New Employee       Sick Bank Opt Out         Sick Bank Request       Sick Bank Request	Em	ployee								
Reset Dashboards       Select Widgets         Task Processes       Image: Critical Family Leave Request         FMLA Leave Notice       Intent to Return From Leave of Absence (1 Year)         Leave of Absence Licensed       Military Leave Request         Military Leave Request       Pay Option Current Employee         Pay Option New Employee       Sick Bank Opt Out         Sick Bank Request       Sick Bank Request	Tas	k Manager								
Task Processes       Image: Critical Family Leave Request         Image: FMLA Leave Notice       Image: FMLA Leave Notice         Image: Intent to Return From Leave of Absence (1 Year)         Image: Leave of Absence Licensed         Image: Military Leave Request         Image: Notice of Resignation         Pay Option Current Employee         Image: Sick Bank Opt Out         Image: Sick Bank Request	Res	Reset Dashboards Select Widgets								
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Leave of Absence Licensed     Military Leave Request     Notice of Resignation     Pay Option Current Employee     Pay Option New Employee     Sick Bank Opt Out     Sick Bank Request		Intent to Return From Leave of Absence (1 Year)								
Military Leave Request     Notice of Resignation     Pay Option Current Employee     Pay Option New Employee     Sick Bank Opt Out     Sick Bank Request		Leave of Absence Lice	nsed							
Notice of Resignation     Pay Option Current Employee     Pay Option New Employee     Sick Bank Opt Out     Sick Bank Reguest	-	Military Leave Request								
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Pay Option New Employee     Sick Bank Opt Out     Sick Bank Request	-	Pay Option Current Employee								
Sick Bank Opt Out		Pay Option New Employee								
Sick Bank Request	-	Sick Bank Opt Out								
Teacher Transfer Request		Teacher Transfer Requ	iest							

Follow the instructions in the upper right hand side of the screen by clicking Open.



Fill out all information on the form. At least one school must be selected for transfer, or up to six may be entered. When complete, click Save.

Teacher Transfer Request		📷 🕇 📅 ?				
Name:	Employee Type: Certified Cont Building Code: 414					
* Date Submitted:		<u>Save</u>				
* School 1:	* Position 1: Relative Name 1:	Back				
School 2:	Position 2: Relative Name 2:					
School 3:	Position 3: Relative Name 3:					
School 4:	Position 4: Relative Name 4:					
School 5:	Position 5: Relative Name 5:					
School 6:	Position 6: Relative Name 6:					
Employee's Primary Phone:	Additional Phone 1: ( ) - Additional Phone 2: ( ) -					
Employee's Email:	* Status:					
t Ourmant Orthoph						
	* Total Years Experience: 0.00					
* Current Subject/Grade:	* Total Years Jordan: 0.00					
* College Major:	* Total Years School: 0.00					
College Minor:	* Special Ed License:					
* Endorsements on License:	* Preferred Subject/Grade:					
	* Reason for Request:					
Maximum characters: 132, Remaining characters: 132						
What extra-curricular assignment(s) would you be	capable and willing to accept?					
Extra-curricular Assgnmnt:						
Maximum characters: 132, Remaining characters: 132						
Email a resume to the principal of the school you are i 8227 (secondary).	nterested in transferring to. If you have questions, please call 801-567-8221 (elementary) or 801-56	37-				
Asterisk (*) denotes a required field						

Click Next at the lower right side of the form. Click Add to enter an optional note. Click Next. Step 3 allows an attachment to be added, however, the principal at the school will **not** see the attachment. Resumes must be emailed separately to the school principal. Click Next to advance to Step 4.

TM Process: Teacher Transfer Request			📷 🕤 🤠 ?
Employee:	r Custom Forms and complete the form, click the "Save" button. Click the optional). Click the "Next" button to Click the "Next" button to move to Step email confirmation will be sent to your		
2. Notes			Teacher Transfer
		Add	Keyuest
		View	1. General
There are no records to display: check your filter settings.	+	Delete	2. Notes
	4		Step 2 of 4 Previous Process History Save and Finish Later Reassign Task

To complete the Teacher Transfer Request task, click the Submit Transfer Request button.

TM Process: Teacher Transfer Request Employee:	Employee Instructions: Click the "Open" button under Custom Forms and complete the Teacher Transfer Request form. After completing the form, click the "Save" button. Click the "Next" button to move to Step 2 and add any Notes (optional). Click the "Next" button to move to Step 3 and dam y Attachments (optional). Click the "Next" button to move to Step 3 and dam y Attachments (optional). Click the "Next" button to move to Step 4 and click the "Submit Transfer Request" button. An email confirmation will be sent to your Jordan School District email account.		
4. Choose Next Task	Te	eacher Transfer	
Select the Next Task	<u>R</u> (	<u>equest</u>	
Select the button below to create the Next Task:	1.	General	
Submit Transfer Request	2.	Notes	
	3.	Attachments	
	4.	Choose Next Task	
	Ste	Previous	
	Pro	ocess History	
		Save and Finish Later Reassign Task	