

PEP Transfer Instructions

Note: Please discuss transfers with all individuals involved before completing the steps below.

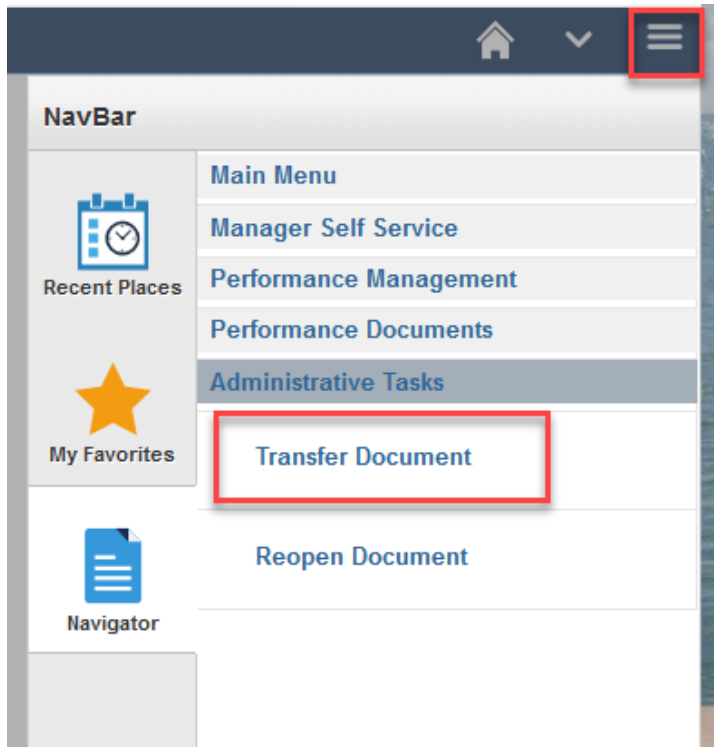
Step 1:

Go to [MyHR.FIU.edu](https://myhr.fiu.edu) and login using your My Accounts credentials.



Step 2:

Using the Navbar on the top right click on Manager Self Service, Performance Management, Performance Documents, Administrative Tasks, and Transfer Document



Step 3:

Select the box corresponding to the employee(s) you would like to transfer and click to continue.

Transfer Document

To transfer a performance document, select the checkbox for the Employee and then select the Continue push button. Only current documents can be transferred.

Performance Documents

	Employee ID	Name	Document Type	Document Status	Period Begin	Period End	Job Title
<input checked="" type="checkbox"/>			Assessment and Planning	Acknowledged	07/01/2015	06/30/2016	

[Select All](#)

[Deselect All](#)

Step 4:

Click the Select a Manager hyperlink; fill in the name and Search.

Transfer Document

Confirm Transfer

Performance Documents

Employee ID	Name	Document Type	Document Status	Period Begin	Period End	Job Title
100000	Erin Arbel	Assessment and Planning	Acknowledged	07/01/2015	06/30/2016	Senior Training Analyst

You have chosen to transfer the document indicated to another manager.
Select the receiving manager by using the "Select a Manager" hyperlink, then select the Save button to complete the transfer.

New Manager ID: [Select a Manager](#)

[Save](#) [Return to Previous Page](#)

Person Search

Search Criteria and Results

▶ **Instructions**

Search Criteria

Name

Last Name

Second Last Name


First Name

ACName

[Search](#)

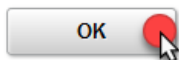
[Return to Previous Page](#)

Select the manager from the Search Results and click OK.

Note: you can click the  for details.

Search Results

	Eran Arbel	
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Step 5: Save

Transfer Document

Confirm Transfer

Performance Documents

Employee ID	Name	Document Type	Document Status	Period Begin	Period End	Job Title
000000	Bergman, Sarah	Assessment and Planning	Evaluation in Progress	07/01/2017	06/30/2018	Senior Training Analyst

You have chosen to transfer the document indicated to another manager.
Select the receiving manager by using the "Select a Manager" hyperlink, then select the **Save** button to complete the transfer.

New Manager ID: Eran Arbel
[Select a Manager](#)

Save [Return to Previous Page](#)

Transfer Document

Save Confirmation

✓ The Save was successful.

OK

If you have any further questions or feedback please contact the Department of Talent Acquisition and Management at tam@fiu.edu or 305-348-3206.