Guidance for Transferring within Clemson University

The following information is provided to assist individuals transferring to a different position within Clemson University. **This is a general checklist and is not intended to replace or supersede other information you receive regarding your transfer.** If you have questions or need further assistance, please reach out to your [HR Service Manager](#) or [Ask-HR](#).

Employee

- Work with your current and future supervisor to establish an official transfer date to your new department.
- Make sure your contact information is updated in [my.Clemson](#).
- Submit an [ithelp@clemson.edu](#) request to transfer your phone number to your new department.
- Complete the [online transfer survey](#) to provide feedback regarding your experience in your position.
- Meet with your current supervisor to finalize any outstanding issues and return the following items (if applicable), such as:
  - All office equipment and supplies (these should be left in your office unless otherwise instructed by your supervisor)
  - University keys
  - University equipment (uniforms, tools, pagers, cellular phones, computer equipment, etc.)
  - Desk keys, filing cabinet keys, etc.
  - P-card (if applicable)
  - Department official parking placard

Supervisor/Manager

- [Access OnBase Performance](#) to complete the performance evaluation for the transferring employee while they are still under your supervision. This will close out the performance management process without a "concedes."
- Send an email to [IThelp@clemson.edu](#) to have voice mail deactivated and cleared.
- Remove all employee access to listservs and building.
- Remove employee access to department-specific shared drives (Box, Teams, etc.).

 Thank you for your continued service and best wishes in your new role at Clemson!