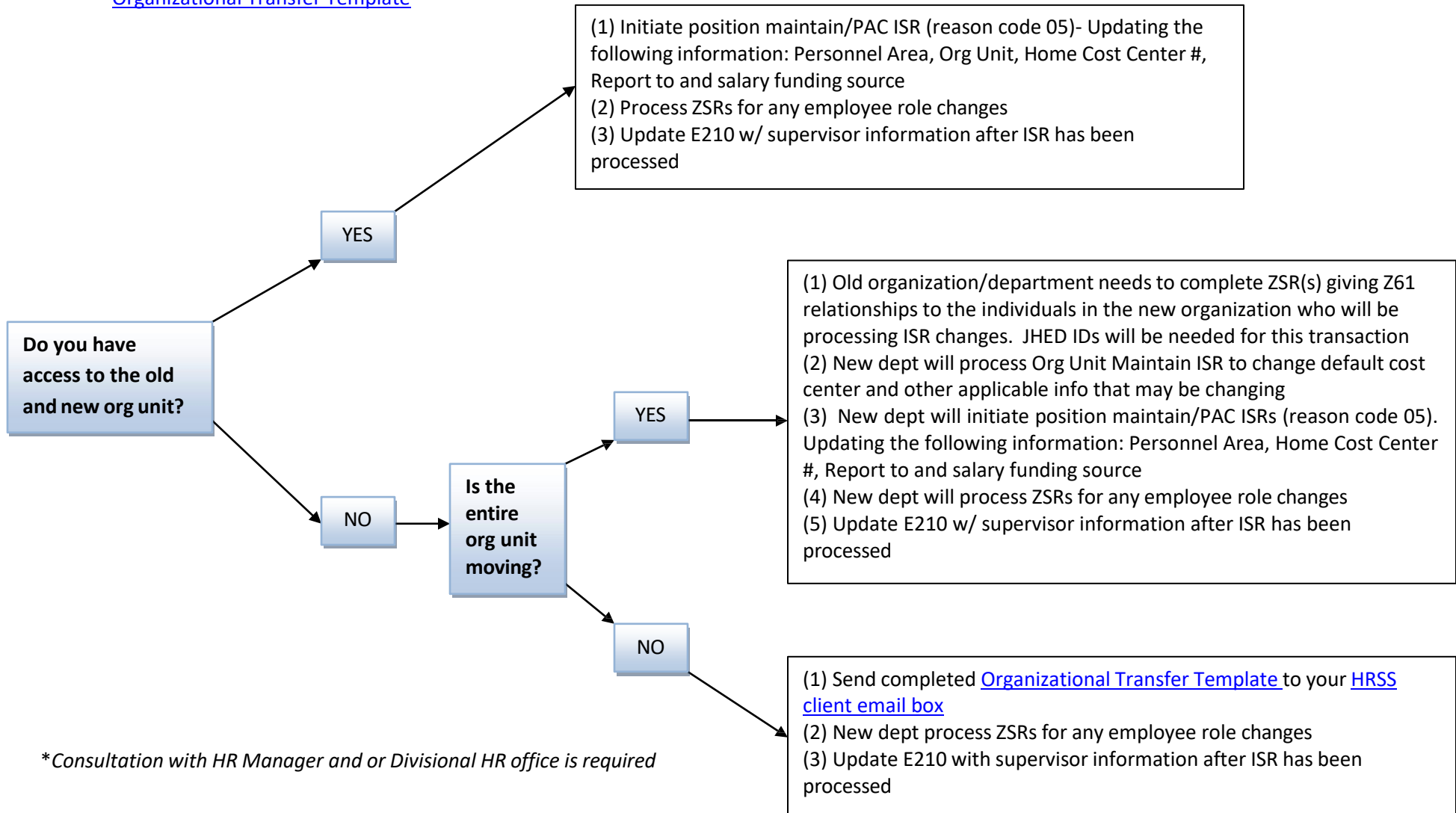


## Organizational Transfer- JHU Staff/Faculty

- ✓ Transfer to a new org unit in a different department within the same employer as a result of a change in funding or because of a business need\*
- ✓ Position number remains the same and is moved to the new org unit (department)
- ✓ Position is not posted and will not be filled by another staff member
- ✓ Salary remains unchanged
- ✓ Employee is not terminated or reassigned
- ✓ For 25 or more changes to multiple individuals including vacant positions, please forward the information to HR/Payroll Shared Services using the [Organizational Transfer Template](#)



\*Consultation with HR Manager and or Divisional HR office is required