



**HARDING**  
UNIVERSITY

## EMPLOYEE UPDATE FOR TRANSFER

Date \_\_\_\_\_

Name \_\_\_\_\_ HU ID Number: \_\_\_\_\_

Applying for transfer to which position: \_\_\_\_\_

Current Department and Title \_\_\_\_\_

Current Supervisor \_\_\_\_\_

Current Position Start Date \_\_\_\_\_

Main Duties of Current Position \_\_\_\_\_

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Reason to be Considered \_\_\_\_\_

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Signature

\_\_\_\_\_  
Date

**Return to Human Resources - Box 12257**