

Checklist for transferring employee(s) between departments

The following agreement covers the transfer of:

- One employee
- Several employees
- A research group

From department _____

To department _____

The transfer takes place as of _____

Enter the name, job category and period of employment of the employee(s) included in the transfer				
Name	Job category	Appt. period	Appt. degree	Costs per month

Resource generating budget items (activity numbers incorporated in the faculty's budget model – incl. TAP, annual grant, rent, etc.)	New dept.	Old dept.	Comments	Realized/ Estimated
Teaching – hour delivered by deadlines in the faculty's budget model	<input type="checkbox"/>	<input type="checkbox"/>		
BFI points - BFI points delivered for the year(s) in the faculty's budget model	<input type="checkbox"/>	<input type="checkbox"/>		
External revenue - project revenue generated for the year(s) in the faculty's budget model	<input type="checkbox"/>	<input type="checkbox"/>		
External revenue	New dept.	Old dept.	Comments	Amount
Project portfolio to be placed at	<input type="checkbox"/>	<input type="checkbox"/>		
Any co-financing is provided by	<input type="checkbox"/>	<input type="checkbox"/>		
Incentive fund	<input type="checkbox"/>	<input type="checkbox"/>		
Project surplus/savings	<input type="checkbox"/>	<input type="checkbox"/>		
TAP resources	<input type="checkbox"/>	<input type="checkbox"/>		
Research training program	New dept.	Old dept.	Comments	Amount
Salary costs incurred by	<input type="checkbox"/>	<input type="checkbox"/>		
Supervision made available to the PhD students by	<input type="checkbox"/>	<input type="checkbox"/>		
Tuition fees paid by	<input type="checkbox"/>	<input type="checkbox"/>		
Completion bonus released to	<input type="checkbox"/>	<input type="checkbox"/>		
Furniture/equipment	New dept.	Old dept.	Comments	Amount
Furniture/fixtures	<input type="checkbox"/>	<input type="checkbox"/>		
IT equipment – in the case of a standard PC, it may make sense to let this follow the employee.	<input type="checkbox"/>	<input type="checkbox"/>		
Book collections – these collections are often funded by the department and not the individual employee(s).	<input type="checkbox"/>	<input type="checkbox"/>		

Laboratory equipment – in the vast majority of cases it does not make sense to move laboratory equipment.	<input type="checkbox"/>	<input type="checkbox"/>		
TAP resources	New dept.	Old dept.	Comments	Estimate
Particularly when moving an entire research group, the placement of the related TAP resources must be evaluated since no employee is to be shared between the two departments.	<input type="checkbox"/>	<input type="checkbox"/>		
Hour bank	Yes	No	Comments	Estimate
Accrued hours belong to the ceding department unless there are exceptional circumstances	<input type="checkbox"/>	<input type="checkbox"/>		

Date of signature: _____

Head of Department - ceding department

Head of Department - receiving department