**INTERNAL TRANSFER CHECKLIST**

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| --- | --- | --- | --- |
| Employee Name: |  | Employee No. |  |
| Transfer Details | *From: (Contract/Position)* | *To: Contract/Position)* |  |
| Effective Date of Change |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Things to be Actioned | Person Resp. | Actioned  (Initials) | Date Actioned |
| 1. | Transfer Letter |  |  |  |
| 2. | Amendment letter |  |  |  |
| 3 | ERP/Payroll as per contract letter provided |  |  |  |
| 4. | Leave Entitlement  25 Working days per year  30 Working days per year  35 Working days per year  35 Calendar days per year |  |  |  |
| 5 | Contact Details Master List |  |  |  |
| 6. | IT  Others  Mobile phone  Global address list  Group distribution lists |  |  |  |
| 7. | Change of accommodation entitlement  Accommodation: Briefing list |  |  |  |
| 8. | Contracts Passes as required  Applied  Return |  |  |  |
| 9. | Update Organizational Chart, applicable for head office staff |  |  |  |