



Mu Sigma

DO THE MATH

Transfer Management User Manual v1.2

April 20
2018



Contents

Introduction to Transfer Management.....	2
Workflow	2
1. Employee raises a transfer request	2
2. Pending Current Manager approval	3
3. Pending New Manager approval	5
4. Pending Immigration approval	6
5. Pending Checklist approval	8
6. Pending HR approval.....	9
7. Admin.....	11
8. Search and Filter options	13

Introduction to Transfer Management

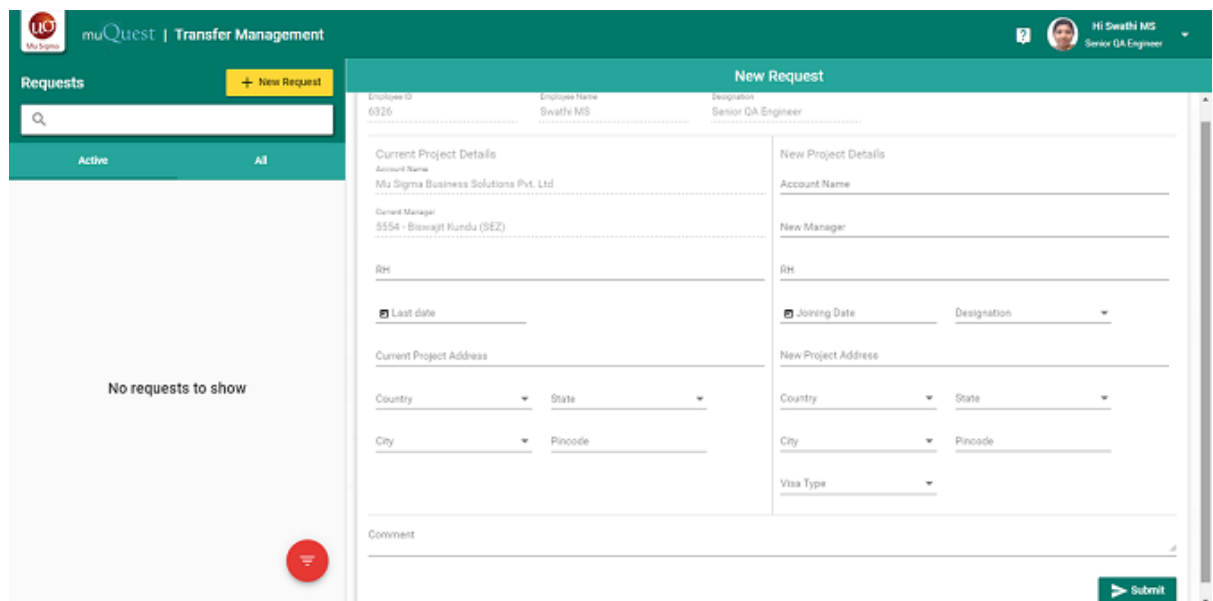
Transfer Management is designed to bring in the process or system in place to capture current transfers happening in the organization. This will also help in making the transfer process smoother and in a very structured manner .

The process is pretty simple and easy to understand .Employee raises a transfer request mentioning the current and future project details and submits it for further approvals .Approvals would be required from the Current Manager , New Manager(optional) , Immigration team , Checklist team and HR. Once the request is approved by HR , transfer process will be completed.

Workflow

1. Employee raises a transfer request

- Employee logs into the Transfer Management application. Employee fills the Current Project and New Project details. On click of submit, the request is sent for Current Manager approval.



The screenshot displays the 'muQuest | Transfer Management' application interface. On the left, there is a sidebar with a 'Requests' section containing a search bar and tabs for 'Active' and 'All'. The main area is titled 'New Request' and shows the user's profile: 'Hi Swathi MS, Senior QA Engineer'. The form is divided into two columns for 'Current Project Details' and 'New Project Details'. The 'Current Project Details' section includes fields for 'Account Name' (Mu Sigma Business Solutions Pvt. Ltd), 'Current Manager' (SS54 - Sowajit Kundu (SEZ)), 'RtI', 'Last date', and 'Current Project Address' (with dropdowns for Country, State, City, and Pincode). The 'New Project Details' section includes fields for 'Account Name', 'New Manager', 'RtI', 'Joining Date', 'Designation', 'New Project Address' (with dropdowns for Country, State, City, and Pincode), and 'Visa Type'. A 'Comment' field is at the bottom. A red circular button with a white arrow is visible in the bottom right corner of the sidebar area. A green 'Submit' button is located at the bottom right of the form.

Transfer Management

- Employee will be able to **Withdraw** the request until the request has pending approval from Current Manager and New Manager. Only HR will be able to approve or reject the withdrawal request by providing the comment for the same.

The screenshot shows the 'muQuest | Transfer Management' interface. On the left, a sidebar lists 'Requests' with a search bar and tabs for 'Active' and 'All'. A specific request for '6326 - Swathi MS' is highlighted, showing its status as 'Current Manager' and the dates for India (May 16, 2018) and USA (May 23, 2018). The main content area is titled 'Pending Current Manager Approval' and displays the following details:

Employee ID	Employee Name	Designation
6326	Swathi MS	Senior QA Engineer

Current Project Details		New Project Details	
Account Name	Mu Sigma Business Solutions ...	Account Name	Nile
Current Manager	5554 - Binwaji Kundu (SEZ)	New Manager	6330 - Siddesh OB (SEZ)
Pin	5790 - Swati Sahu (SEZ)	Pin	4862 - Vijayaraghavan V (SEZ)
Last Working Date	5/15/2018	Joining Date	5/23/2018
Current Project Address	Avalarajewell13	New Project Address	3430 Dundee Rd # 160, Northbrook, IL 60062, USA
Country	India	Country	USA
State	Karnataka	State	Illinois
City	Bangalore	City	Chicago
Pincode		Pincode	
		Visa Type	Green Card (GC)

At the bottom, there is a 'Comment' field and a red 'Withdraw' button.

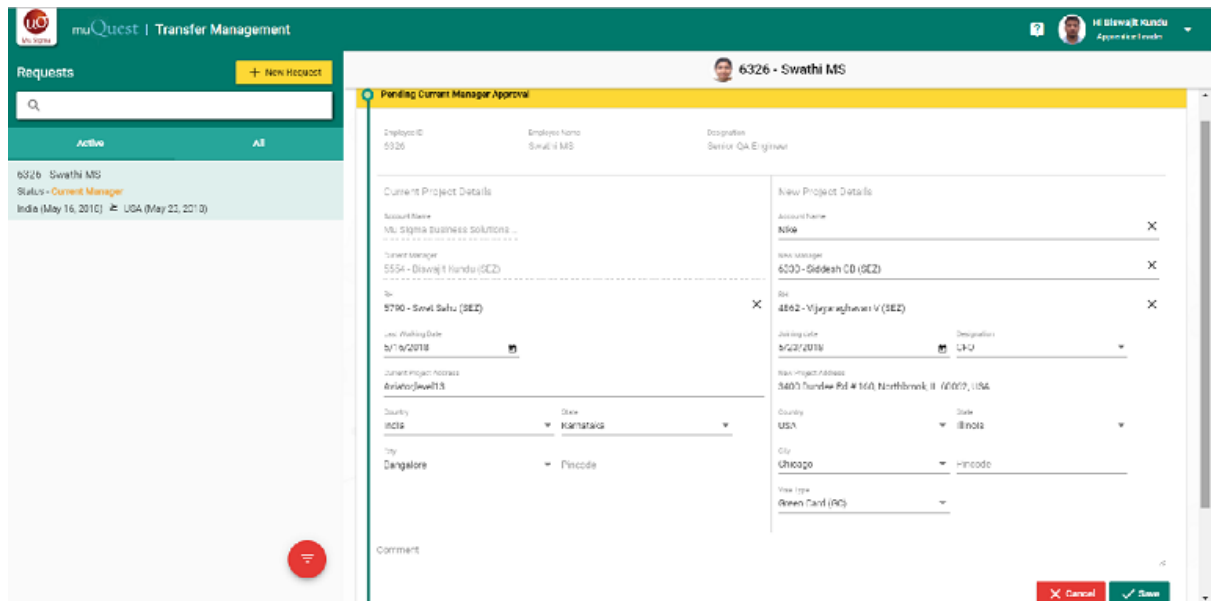
2. Pending Current Manager approval

- Current Manager will be able to view the Transfer requests which he is a part of and actions that he can take would be Approve /Modify /Reject.
- On approving the request, the request will require next level (New Manager or Immigration) approval.

This screenshot shows the same 'Pending Current Manager Approval' request for Swathi MS. The interface is identical to the previous one, but the bottom right corner now features three buttons: 'Reject' (red), 'Modify' (yellow), and 'Approve' (green), indicating the current manager's available actions.

Transfer Management

- Current Manager can modify Current project and New project details as well.



muQuest | Transfer Management

Requests + New Request

6326 - Swathi MS
Status - **Current Manager**
India (May 16, 2010) UGA (May 23, 2010)

Pending Current Manager Approval

Employee ID: 6326 Employee Name: Swathi MS Designation: Senior QA Engineer

Current Project Details

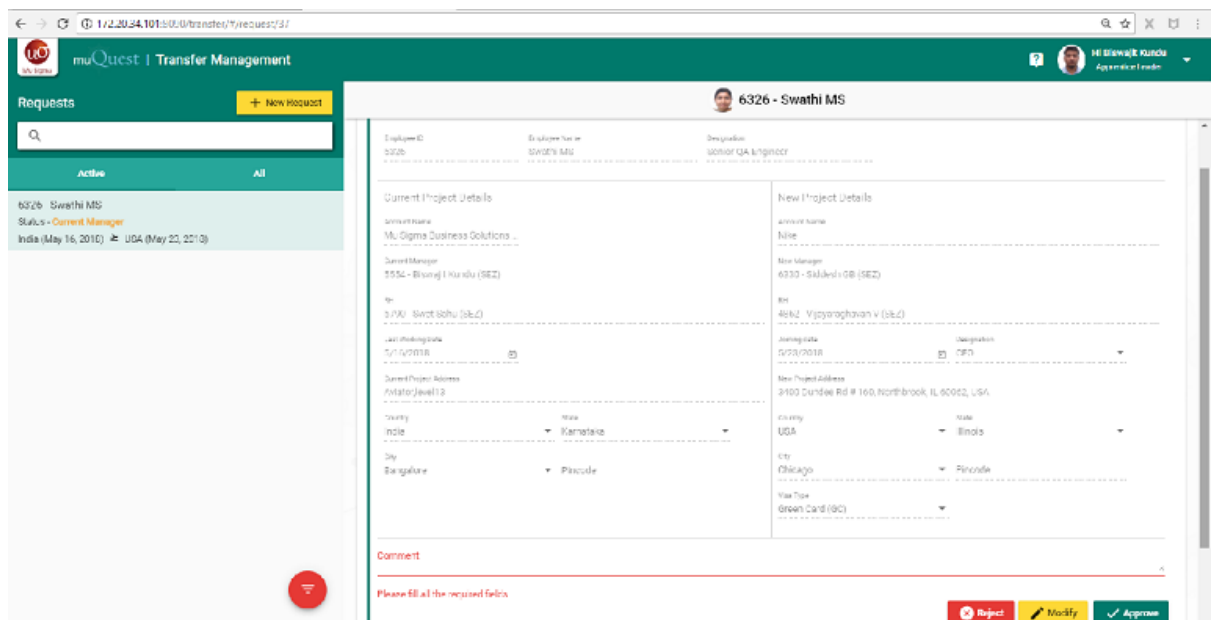
Account Name: MU Sigma Business Solutions ...
Current Manager: 5554 - Divyajit Handu (SEZ)
To: 5790 - Sanku Sahu (SEZ) ×
Last Working Date: 5/16/2018 📅
Current Project Address: AviatorJewel13
Country: India State: Karnataka
City: Bangalore Pincode:
Comment:

New Project Details

Account Name: ×
New Manager: 6326 - Divyajit Handu (SEZ) ×
To: 4862 - Vijayaraghavan V (SEZ) ×
Joining Date: 5/23/2018 📅 Designation:
New Project Address: 3405 Dundee Rd # 160, Northbrook, IL 60062, USA
Country: USA State: Illinois
City: Chicago Pincode:
Visa Type: Green Card (GC) 📄

Cancel Save

- Current Manager can reject the transfer request by providing suitable comment and transfer request will be rejected.



muQuest | Transfer Management

Requests + New Request

6326 - Swathi MS
Status - **Current Manager**
India (May 16, 2010) UGA (May 23, 2010)

Pending Current Manager Approval

Employee ID: 6326 Employee Name: Swathi MS Designation: Senior QA Engineer

Current Project Details

Account Name: MU Sigma Business Solutions ...
Current Manager: 5554 - Divyajit Handu (SEZ)
To: 5790 - Sanku Sahu (SEZ)
Last Working Date: 5/16/2018 📅
Current Project Address: AviatorJewel13
Country: India State: Karnataka
City: Bangalore Pincode:
Comment:

New Project Details

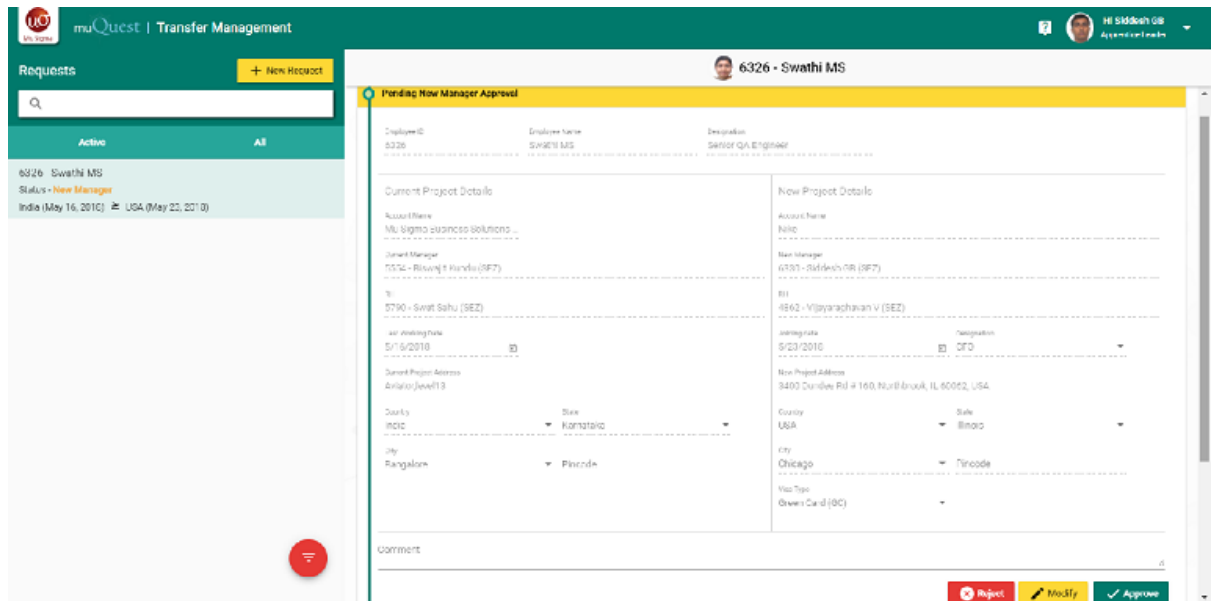
Account Name: ×
New Manager: 6326 - Divyajit Handu (SEZ)
To: 4862 - Vijayaraghavan V (SEZ)
Joining Date: 5/23/2018 📅 Designation:
New Project Address: 3405 Dundee Rd # 160, Northbrook, IL 60062, USA
Country: USA State: Illinois
City: Chicago Pincode:
Visa Type: Green Card (GC) 📄

Please fill all the required fields

Reject Modify Approve

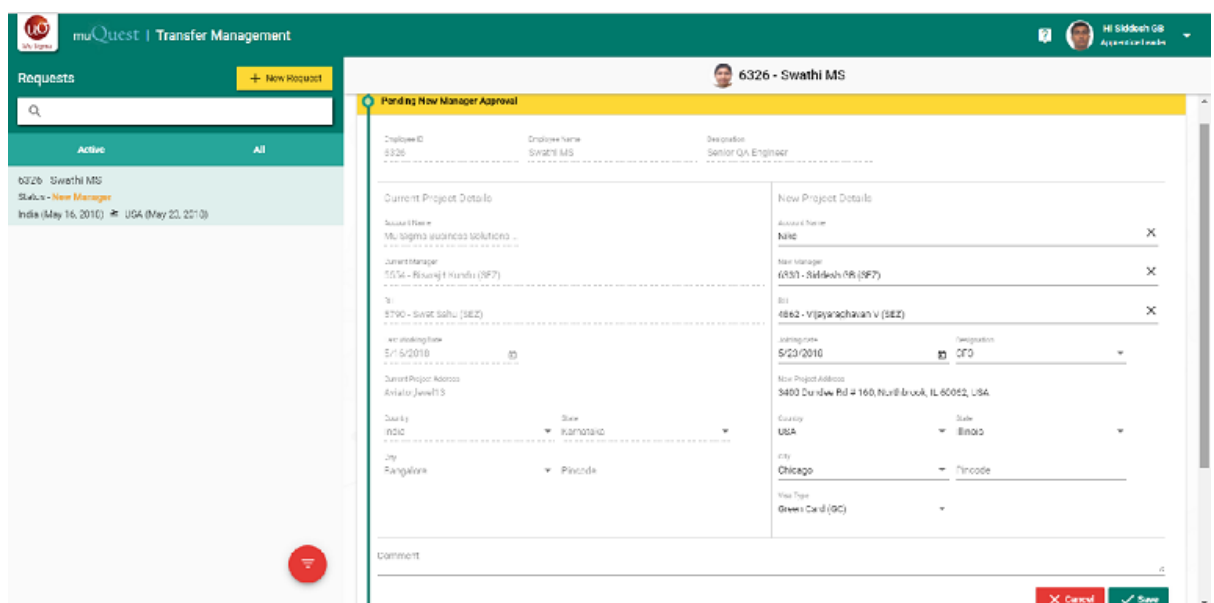
3. Pending New Manager approval

- New Manager approval is not always mandatory. While raising the request if New Manager detail is mentioned, only then approval would be needed.
- New Manager will be able to view Transfer requests and actions that can be taken would be Approve /Modify /Reject.
- On approving the request, the request will require Immigration team approval.



The screenshot shows the 'muQuest | Transfer Management' interface. On the left, there's a sidebar with 'Requests' and a search bar. Below it, a list of requests is shown, including one for '6326 - Swathi MS' with status 'New Manager' and locations 'India (May 16, 2016)' and 'USA (May 23, 2016)'. The main area displays the 'Pending New Manager Approval' form for employee 6326 - Swathi MS, Senior QA Engineer. The form is divided into 'Current Project Details' and 'New Project Details' sections. The 'Current Project Details' section includes fields for Account Name (Mu Sigma business solutions), Current Manager (TSSA - Renujit Kundu (SF7)), To (S790 - Swati Sahu (SEZ)), Joining Date (5/16/2016), Current Project Address (Anilraj Jewell's), State (Karnataka), and City (Bangalore). The 'New Project Details' section includes fields for Account Name (Nil), New Manager (6331 - Siddesh RB (SF7)), To (6862 - Vijayaraghavan V (SEZ)), Joining Date (5/23/2016), New Project Address (3400 Dundas Rd #160, Northbrook, IL 60062, USA), Country (USA), State (Illinois), City (Chicago), and Visa Type (Green Card (GC)). At the bottom, there's a 'Comment' field and three buttons: 'Reject', 'Modify', and 'Approve'.

- New Manager will be able to modify only the new project details. On any modification, the comment has to be provided mandatorily.



This screenshot is identical to the one above, showing the 'Pending New Manager Approval' form for employee 6326 - Swathi MS. The form contains the same 'Current Project Details' and 'New Project Details' sections. The 'New Project Details' section has 'X' marks next to the 'Account Name', 'New Manager', and 'To' fields, indicating they are required for modification. At the bottom right, the buttons are 'Cancel' and 'Save'.

Transfer Management

- New Manager can reject the transfer request by providing suitable comment and transfer request will be rejected.

The screenshot displays the 'muQuest | Transfer Management' interface. On the left, a sidebar shows a list of requests under 'Active' and 'All' tabs. The main area shows details for a request by '6326 - Swathi MS'. The request is currently in 'Pending' status. The interface includes fields for 'Current Project Details' and 'New Project Details', both showing project information for 'Mu Sigma Business Solutions'. A 'Comment' field is visible at the bottom, with a red border indicating it is required. At the bottom right, there are buttons for 'Reject', 'Modify', and 'Approve'.

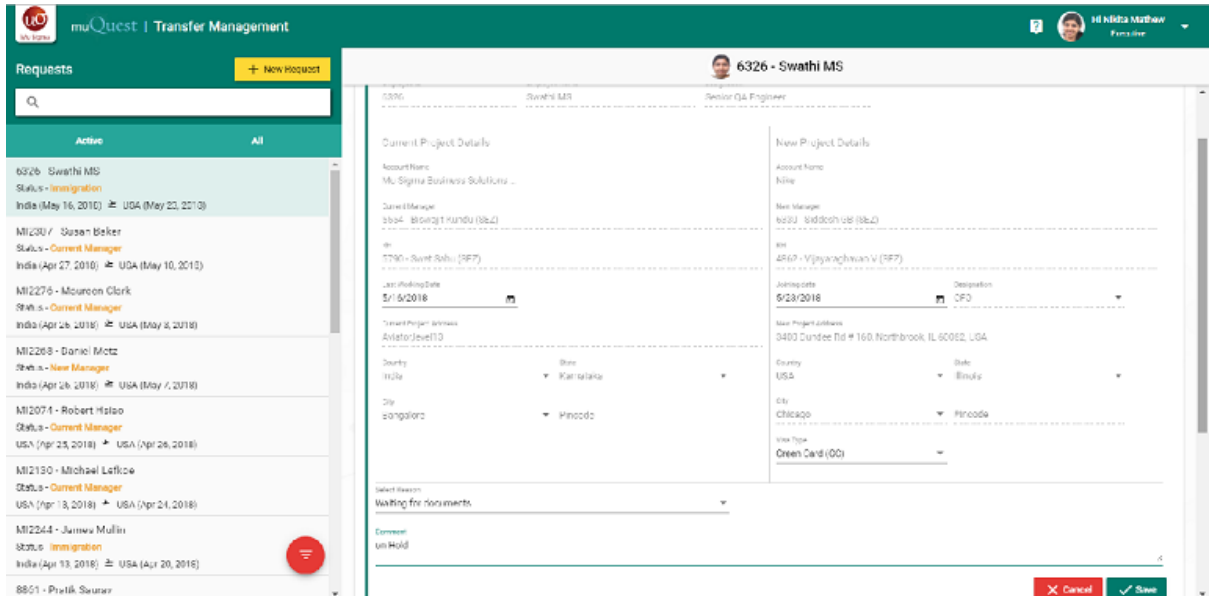
4. Pending Immigration approval

- Immigration will be able to view Transfer requests and actions that can be taken will be Approve /Modify /Reject.
- On approving the request, the request will require Checklist approval.

This screenshot shows the same transfer request for '6326 - Swathi MS', but the status has changed to 'Pending Immigration Approval', highlighted by a yellow banner at the top of the main content area. The sidebar on the left now lists several other requests, including those from 'Susant Beker', 'Mouren Clark', 'Daniel Metz', 'Robert Halseo', 'Michael Leffice', 'Jameva Mullis', and 'Pratik Sanyal'. The main form area remains the same, showing project details and a comment field. The 'Approve' button is now highlighted in green, indicating the next step in the process.

Transfer Management

- Immigration will be able to modify the fields – Visa type, Last Working Date and Joining Date. On any modification, the reason should be selected from the dropdown and comment should be provided mandatorily.



muQuest | Transfer Management

Requests + New Request

6326 - Swathi MS
Status - **Immigration**
India (May 16, 2018) → USA (May 23, 2018)

Active **All**

6326 - Swathi MS
Status - **Immigration**
India (May 16, 2018) → USA (May 23, 2018)

MI230 - Susan Baker
Status - **Current Manager**
India (Apr 27, 2018) → USA (May 10, 2018)

MI2276 - Mounoon Clark
Status - **Current Manager**
India (Apr 26, 2018) → USA (May 6, 2018)

MI2269 - Daniel Metz
Status - **New Manager**
India (Apr 26, 2018) → USA (May 7, 2018)

MI2074 - Robert Hissao
Status - **Current Manager**
USA (Apr 23, 2018) → USA (Apr 26, 2018)

MI2130 - Michael Lettice
Status - **Current Manager**
USA (Apr 13, 2018) → USA (Apr 24, 2018)

MI2244 - James Mullin
Status - **Immigration**
India (Apr 13, 2018) → USA (Apr 20, 2018)

8851 - Priyank Saurav

6326 - Swathi MS
Senior QA Engineer

Current Project Details

Account Name: Mu Sigma Business Solutions ...

Current Manager: 6326 - Rungt H Wundru (SEZ)

To: 7790 - Sunit Sahu (SEZ)

Last Working Date: 5/15/2018

Transfer Project Address: Kishor Jewell's

Country: India State: Karnataka City: Bangalore

Pincode: 560001

New Project Details

Account Name: Nilve

New Manager: 6326 - Rungt H Wundru (SEZ)

To: 4562 - Vijayachandran V (SEZ)

Joining Date: 5/23/2018 Designation: CFO

New Project Address: 3400 Dundee Rd # 160, Northbrook, IL 60062, USA

Country: USA State: Illinois City: Chicago Pincode: 60062

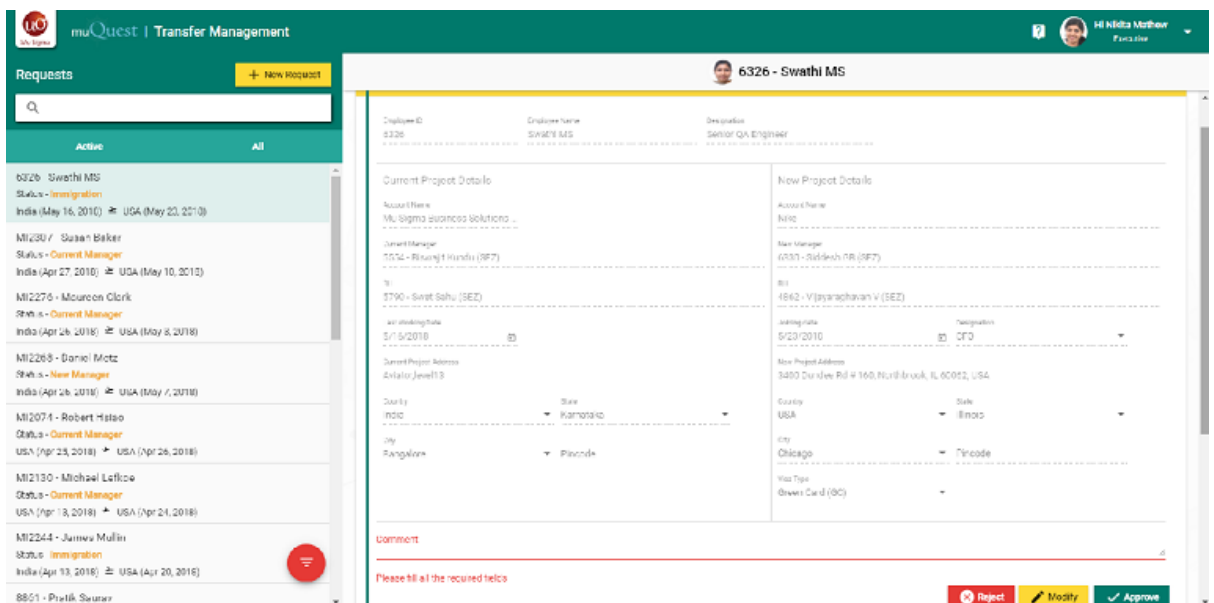
Visa Type: Green Card (GC)

Select Reason: Waiting for documents

Comment: US HUB

Cancel Save

- Immigration can reject the transfer request by providing suitable comment and transfer request will be rejected.



muQuest | Transfer Management

Requests + New Request

6326 - Swathi MS
Status - **Immigration**
India (May 16, 2018) → USA (May 23, 2018)

Active **All**

6326 - Swathi MS
Status - **Immigration**
India (May 16, 2018) → USA (May 23, 2018)

MI230 - Susan Baker
Status - **Current Manager**
India (Apr 27, 2018) → USA (May 10, 2018)

MI2276 - Mounoon Clark
Status - **Current Manager**
India (Apr 26, 2018) → USA (May 6, 2018)

MI2269 - Daniel Metz
Status - **New Manager**
India (Apr 26, 2018) → USA (May 7, 2018)

MI2074 - Robert Hissao
Status - **Current Manager**
USA (Apr 23, 2018) → USA (Apr 26, 2018)

MI2130 - Michael Lettice
Status - **Current Manager**
USA (Apr 13, 2018) → USA (Apr 24, 2018)

MI2244 - James Mullin
Status - **Immigration**
India (Apr 13, 2018) → USA (Apr 20, 2018)

8851 - Priyank Saurav

6326 - Swathi MS
Senior QA Engineer

Current Project Details

Employee ID: 6326 Employee Name: Swathi MS Designation: Senior QA Engineer

Account Name: Mu Sigma Business Solutions ...

Current Manager: 6326 - Rungt H Wundru (SEZ)

To: 7790 - Sunit Sahu (SEZ)

Last Working Date: 5/15/2018

Transfer Project Address: Kishor Jewell's

Country: India State: Karnataka City: Bangalore

Pincode: 560001

New Project Details

Account Name: Nilve

New Manager: 6326 - Rungt H Wundru (SEZ)

To: 4562 - Vijayachandran V (SEZ)

Joining Date: 5/23/2018 Designation: CFO

New Project Address: 3400 Dundee Rd # 160, Northbrook, IL 60062, USA

Country: USA State: Illinois City: Chicago Pincode: 60062

Visa Type: Green Card (GC)

Comment

Please fill all the required fields

Reject Modify Approve

5. Pending Checklist approval

- Checklist approval would require approvals from different checklist teams depending upon the transfer request.

muQuest | Transfer Management

Requests + New Request

6326 - Swathi MS
Status - **Checklist**
India (May 16, 2010) → USA (May 23, 2010)

Pending Checklist Approval

- Facilities/Admin Checklist 0/3
- Manager's Checklist 0/3
- Payroll Checklist 0/4
- IT Checklist 0/3

Employee ID: 6326 Employee Name: Swathi MS Designation: Senior QA Engineer

Current Project Details

Account Name: MU sigma business solutions ...
Current Manager: 5574 - Renuka J Kundu (SFT)
To: 5790 - Sarat Sahu (SEZ)
Leaving Date: 5/15/2018
Current Project Address: Atlanta, Georgia
Country: INDIA State: Karnataka City: ...

New Project Details

Account Name: ...
New Manager: 6331 - Siddhesh RB (SFT)
To: 6862 - Vijayachandran V (SEZ)
Joining Date: 5/23/2018 Designation: CFO
New Project Address: 3400 Dundas Rd # 160, North York, IL 60062, USA
Country: USA State: Illinois City: ...

- Checklist could also be edited and then marked complete whenever required.

muQuest | Transfer Management

Requests + New Request

6326 - Swathi MS
Status - **Checklist**
India (May 16, 2010) → USA (May 23, 2010)

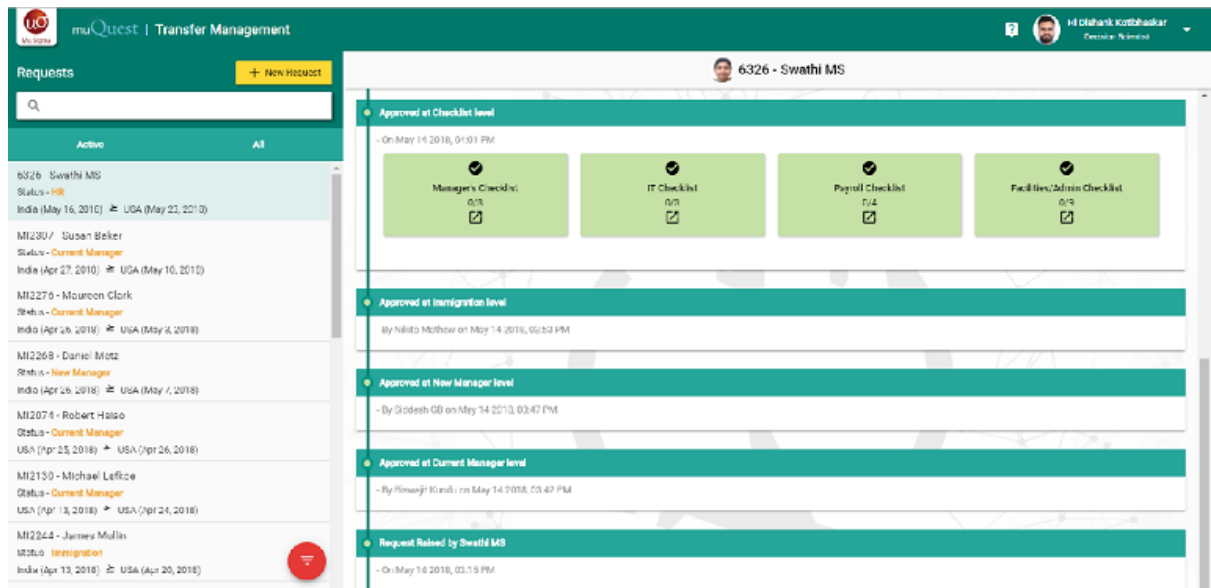
Manager's Checklist - Completed(0/3)

ID	Item	Action	Comments	Report
1	Does the employee possess any Client / Project assets (if any)?	Completed		
2	Have you deactivated the Client email id / changed the password?	Completed		
3	Knowledge transfer document / process	Completed		

Mark as complete

Transfer Management

- Checklist approval gets completed only after mentioned checklist approvals are marked as complete by the respective teams.



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Requests + New Request

6326 - Swathi MS
Status - **HR**
India (May 16, 2018) → USA (May 23, 2018)

MI2307 - Susan Baker
Status - **Current Manager**
India (Apr 27, 2018) → USA (May 10, 2018)

MI2276 - Maureen Clark
Status - **Current Manager**
India (Apr 26, 2018) → USA (May 3, 2018)

MI2268 - Daniel Metz
Status - **New Manager**
India (Apr 26, 2018) → USA (May 7, 2018)

MI2074 - Robert Holio
Status - **Current Manager**
USA (Apr 25, 2018) → USA (Apr 26, 2018)

MI2130 - Michael Lefkoe
Status - **Current Manager**
USA (Apr 13, 2018) → USA (Apr 24, 2018)

MI2244 - James Mullin
Status - **Immigration**
India (Apr 13, 2018) → USA (Apr 20, 2018)

8861 - Pratik Saurav

6326 - Swathi MS

Approved at Checklist level
On May 14 2018, 01:01 PM

Manager's Checklist: 0/3 ☒
IT Checklist: 0/3 ☒
Payroll Checklist: 0/4 ☒
Facilities/Admin Checklist: 0/3 ☒

Approved at Immigration level
By Nikita Mathur on May 14 2018, 05:53 PM

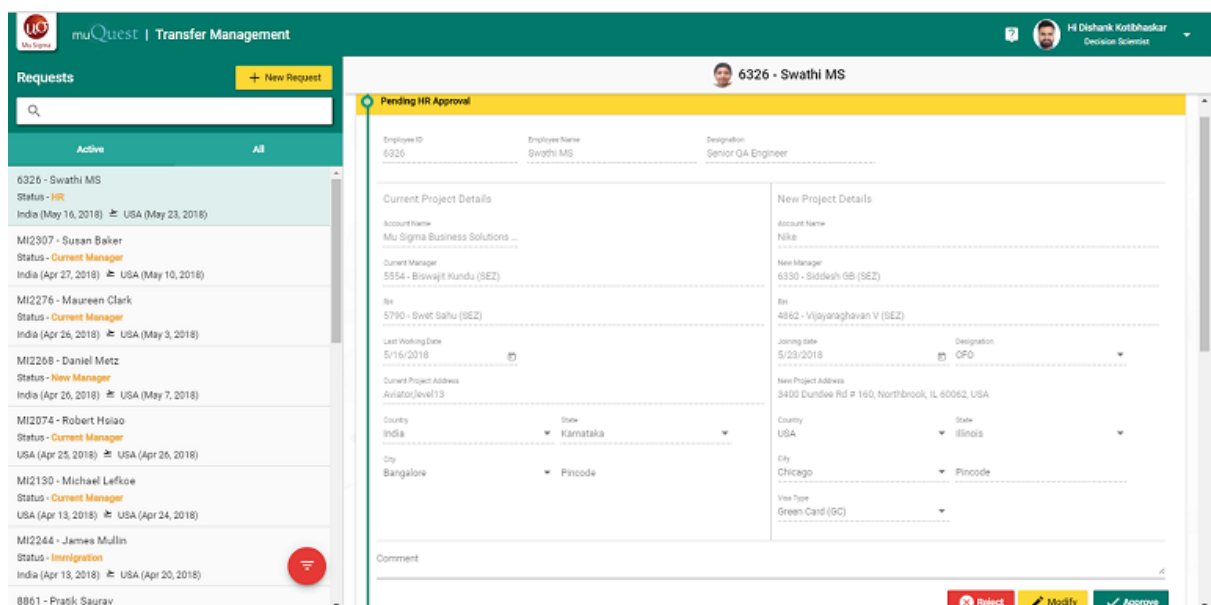
Approved at New Manager level
By Siddesh OB on May 14 2018, 03:47 PM

Approved at Current Manager level
By Rishabh Khandu on May 14 2018, 05:47 PM

Request Raised by Swathi MS
On May 16 2018, 03:15 PM

6. Pending HR approval

- HR approval is the final approval for the transfer request process to get completed.
- HR will be able to view all Transfer requests and actions that can be taken will be Approve /Modify /Reject.
- On approving the request, the transfer request gets final approval and process is now completed.



muQuest | Transfer Management

Requests + New Request

6326 - Swathi MS
Status - **HR**
India (May 16, 2018) → USA (May 23, 2018)

MI2307 - Susan Baker
Status - **Current Manager**
India (Apr 27, 2018) → USA (May 10, 2018)

MI2276 - Maureen Clark
Status - **Current Manager**
India (Apr 26, 2018) → USA (May 3, 2018)

MI2268 - Daniel Metz
Status - **New Manager**
India (Apr 26, 2018) → USA (May 7, 2018)

MI2074 - Robert Holio
Status - **Current Manager**
USA (Apr 25, 2018) → USA (Apr 26, 2018)

MI2130 - Michael Lefkoe
Status - **Current Manager**
USA (Apr 13, 2018) → USA (Apr 24, 2018)

MI2244 - James Mullin
Status - **Immigration**
India (Apr 13, 2018) → USA (Apr 20, 2018)

8861 - Pratik Saurav

6326 - Swathi MS

Pending HR Approval

Employee ID: 6326 Employee Name: Swathi MS Designation: Senior QA Engineer

Current Project Details


Account Name: Mu Sigma Business Solutions ...
Current Manager: 5554 - Biswajit Khandu (SEZ)
To: 5790 - Swati Sahu (SEZ)
Last Working Date: 5/16/2018
Current Project Address: Aviator/JeevITS
Country: India State: Karnataka
City: Bangalore Pincode:
New Project Address:
Country: USA State: Illinois
City: Chicago Pincode:
Visa Type: Green Card (GC)


New Project Details

Account Name: Nike
New Manager: 6330 - Siddesh OB (SEZ)
To: 4862 - Vijayaraghavan V (SEZ)
Joining date: 5/23/2018 Designation: CFO
New Project Address: 3400 Dundee Rd # 160, Northbrook, IL 60062, USA
Country: USA State: Illinois
City: Chicago Pincode:
Visa Type: Green Card (GC)

Comment:
Reject Modify Approve

- HR can reject the transfer request and comment should be provided mandatorily.


muQuest | Transfer Management



Requests

+ New Request

Active

All

6326 - Swathi MS
Status - **HR**
India (May 16, 2018) → UGA (May 22, 2018)

MI230 / Susan Baker
Status - **Current Manager**
India (Apr 27, 2018) → UGA (May 10, 2018)

MI2279 - Maureen Clark
Status - **Current Manager**
India (Apr 26, 2018) → UGA (May 8, 2018)

MI2268 - Daniel Metz
Status - **New Manager**
India (Apr 26, 2018) → UGA (May 7, 2018)

MI2074 - Robert Halseo
Status - **Current Manager**
USA (Apr 25, 2018) → USA (Apr 26, 2018)

MI2150 - Michael Lefcice
Status - **Current Manager**
USA (Apr 18, 2018) → USA (Apr 24, 2018)

MI2264 - James Mullin
Status - **Immigration**
India (Apr 13, 2018) → USA (Apr 20, 2018)

MI211 - Bhaskar Senthil

6326 - Swathi MS

Employee ID

6326

Employee Name

Swathi MS

Designation

Senior QA Engineer

Current Project Details

Project Name

Mu Sigma Business Solutions

Current Manager

SSSC - Brijendra Kumar (SEZ)

By

S.P.K. Sivert (Sbu) (Sbu)

Current Manager Email

S.P.K. (Sbu)

Current Project Address

Pottarjaval13

Country

India

State

Karnataka

City

Bangalore

Pincode

New Project Details

Project Name

Nilu

New Manager

6330 - Subhendu GB (SEZ)

By

4842 - Vijayaraghavan V (Sbu)

Joining Date

05/23/2018

Designation

SQA

New Project Address

2100 Dundee Rd # 160, Northbrook, IL 60062, USA

Country

USA

State

Illinois

City

Chicago

Pincode

Visa Type

Green Card (GC)

Comment


Please fill all the required fields

Reject

Notify

Approve

- HR can either Approve or Reject Withdrawal request by providing suitable comment.


muQuest | Transfer Management

Requests
+ New Request

Active
All

6526 - Swathi MS

Status - **HR**

India (May 16, 2010) → USA (May 21, 2013)

M1230 / Susan Baker

Status - **Current Manager**

India (Apr 27, 2010) → USA (May 10, 2012)

M12275 - Moucon Clark

Status - **Current Manager**

India (Apr 26, 2018) → USA (May 8, 2018)

M12074 - Robert Hsiao

Status - **Current Manager**

USA (Apr 23, 2018) → USA (Apr 26, 2018)

M12190 - Michael Lefcoe

Status - **Current Manager**

USA (Apr 13, 2018) → USA (Apr 24, 2018)

M12241 - James Mullin

Status - **Immigration**

India (Apr 13, 2018) → USA (Apr 20, 2018)

88501 - Priya Saurar


Status - **Current Manager**

India (Apr 6, 2018) → Australia (Apr 16, 2018)

80709 - Rudolph Soria

Status - **Current Manager**

India (Apr 6, 2018) → Australia (Apr 16, 2018)


M12268 - Daniel Metz

Withdrawal Request

Employee ID: M12268

Employee Name: Daniel Metz

Designation: Trainee

Current Project Details

Account Name: Mr. Sigma Business Solutions

Current Manager: M12170 - Ashwin Sabapathy (Mu Sigma Inc.)

New Project Details

Account Name: Pfizer Inc.

New Manager: M12170 - Ashwin Sabapathy (Mu Sigma Inc.)

T11

Last Working Date: 4/25/2018

Current Project Address: Avastar Building Potanundur Agrahara, Whitefield Bengaluru, Karnataka 560096

Country: India

State: Karnataka

City: Bangalore

Pincode: 562096

Country: USA

State: New York

City: Buffalo

Pincode: 10017

Visa Type: US Citizen

Comment

7. Admin

- Admin can raise a Transfer request on behalf of an employee.

muQuest | Transfer Management

Requests + New Request

New Request

Employee ID: 6326 Employee Name: Swathi MS Designation: Senior QA Engineer

Current Project Details

Account Name: Mu Sigma Business Solutions Pvt. Ltd.

Current Manager: S154 - Renuka R Kundra (SEZ)

RR: [Blank]

Last date: [Blank]

Current Project Address

Country: [Dropdown] State: [Dropdown]

City: [Dropdown] Pincode: [Dropdown]

Comment: [Text Area]

New Project Details

Account Name: [Text Field]

New Manager: [Text Field]

RR: [Blank]

Joining Date: [Text Field] Designation: [Dropdown]

New Project Address

Country: [Dropdown] State: [Dropdown]

City: [Dropdown] Pincode: [Dropdown]

Visa Type: [Dropdown]

Submit

- Admin can also view **Other transfer requests** for an employee while taking an action on the transfer request.

muQuest | Transfer Management

Requests + New Request

Pending HR Approval

Employee ID: 6326 Employee Name: Swathi MS Designation: Senior QA Engineer

Joining: Australia | May 29 2016

Current Project Details

Account Name: Mu Sigma Business Solutions

Current Manager: S154 - Renuka R Kundra (SEZ)

RR: S190 - Gireesh Dethu (SEZ)

Last Working Date: 5/18/2018

Current Project Address

Country: India State: Karnataka

City: Bangalore Pincode: [Dropdown]

New Project Details

Account Name: Nilan

New Manager: 6330 - Siddesh GB (SEZ)

RR: 4062 - Vijayashankar V (SEZ)

Joining Date: 5/23/2018 Designation: CPO

New Project Address

Country: USA State: Illinois

City: Chicago Pincode: [Dropdown]

Visa Type: Green Card (GC)

Transfer Management

- Admin can also reject a completed request if required which will be considered as an **Invalid Request**. Admin should select the reason from the dropdown and comment should be provided mandatorily.

The screenshot displays the muQuest Transfer Management interface. On the left, a sidebar shows a list of requests with filters for 'Active' and 'All'. The main panel shows the details for request MI226 - Swathi MS. The details are organized into two columns: 'Current Project Details' and 'New Project Details'. Below these, there is a 'Select Reason' dropdown, a 'Comment' text area, and a 'Please fill all the required fields' message. At the bottom right, there is a 'Report' button.

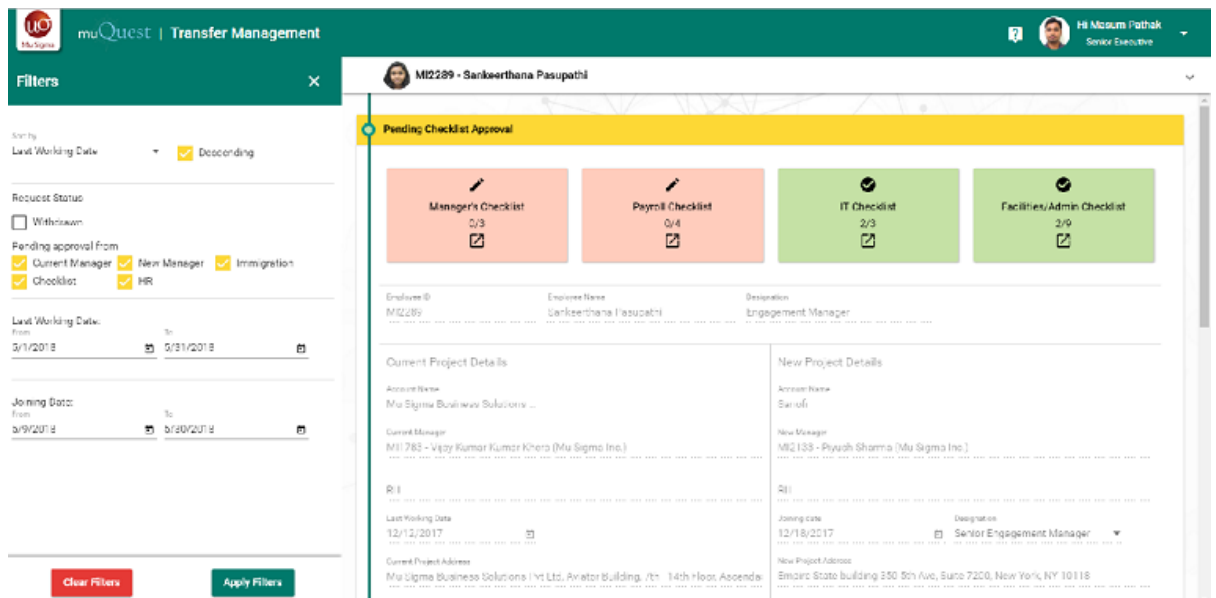
- Admin can modify the transfer request details at any level and all the details are editable.
- Only Admin can reject the transfer request when it is at Pending Checklist Approval level.

The screenshot displays the muQuest Transfer Management interface. On the left, a sidebar shows a list of requests with filters for 'Active' and 'All'. The main panel shows the details for request MI2269 - Sankeerthana Pasupathi. The details are organized into two columns: 'Current Project Details' and 'New Project Details'. Below these, there is a 'Select Reason' dropdown, a 'Comment' text area, and a 'Please fill all the required fields' message. At the bottom right, there are buttons for 'Trigger mail', 'Modify', and 'Reject'.

- Admin has the option to select whether mail trigger should happen at any level for any action.

8. Search and Filter options

- Transfer requests can be filtered based on transfer request status, last working date, joining date.



muQuest | Transfer Management

Filters

Sort by: Last Working Date ☒ Descending

Request Status: ☐ Withdrawn

Pending approval from: ☒ Current Manager ☒ New Manager ☒ Immigration ☒ Checklist ☒ HR

Last Working Date: From: 5/1/2018 To: 5/31/2018

Joining Date: From: 5/9/2018 To: 5/30/2018

[Clear Filters](#) [Apply Filters](#)

MI2289 - Sarikethana Pasupathi

Pending Checklist Approval

Manager's Checklist 0/3 <input checked="" type="checkbox"/>	Payroll Checklist 0/4 <input checked="" type="checkbox"/>	IT Checklist 2/3 <input checked="" type="checkbox"/>	Facilities/Admin Checklist 2/9 <input checked="" type="checkbox"/>
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Employee ID: MI2289 Employee Name: Sarikethana Pasupathi Designation: Engagement Manager

Current Project Details

Account Name: Mu Sigma Business Solutions ...

Current Manager: MI1762 - Vijay Kumar Kumar Khoro (Mu Sigma Inc.)

R/I: Last Working Date: 12/12/2017

Current Project Address: Mu Sigma Business Solutions Pvt Ltd, Aviator Building, 14th Floor, Ascend...

New Project Details

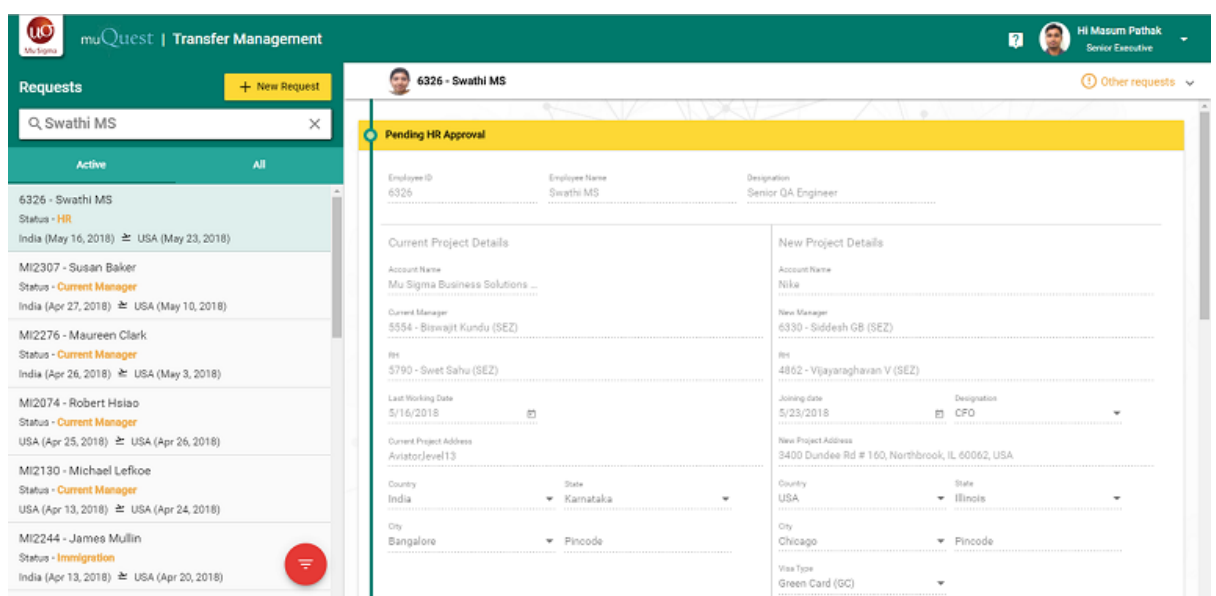
Account Name: Sarafi

New Manager: MI2133 - Piyush Sharma (Mu Sigma Inc.)

R/I: Joining date: 12/18/2017 Designation: Senior Engagement Manager

New Project Address: Bmwsc State building 350 5th Ave, Suite 7200, New York, NY 10118

- Search option could be based on employee id and employee name.



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Requests [+ New Request](#)

Search: 6326 - Swathi MS

Active **All**

- 6326 - Swathi MS
Status - **HR**
India (May 16, 2018) ⇌ USA (May 23, 2018)
- MI2307 - Susan Baker
Status - **Current Manager**
India (Apr 27, 2018) ⇌ USA (May 10, 2018)
- MI2276 - Maureen Clark
Status - **Current Manager**
India (Apr 26, 2018) ⇌ USA (May 3, 2018)
- MI2074 - Robert Hsiao
Status - **Current Manager**
USA (Apr 25, 2018) ⇌ USA (Apr 26, 2018)
- MI2130 - Michael Lefkoe
Status - **Current Manager**
USA (Apr 13, 2018) ⇌ USA (Apr 24, 2018)
- MI2244 - James Mullin
Status - **Immigration**
India (Apr 13, 2018) ⇌ USA (Apr 20, 2018)

6326 - Swathi MS [Other requests](#)

Pending HR Approval

Employee ID: 6326 Employee Name: Swathi MS Designation: Senior QA Engineer

Current Project Details

Account Name: Mu Sigma Business Solutions ...

Current Manager: 5554 - Biswajit Kundu (SEZ)

R/I: 5790 - Swati Sahu (SEZ)

Last Working Date: 5/16/2018

Current Project Address: AviatorJewel13

Country: India State: Karnataka City: Bangalore Pincode:

New Project Details

Account Name: Nike

New Manager: 6330 - Siddesh GB (SEZ)

R/I: 4862 - Vijayaraghavan V (SEZ)

Joining Date: 5/23/2018 Designation: CFO

New Project Address: 3400 Dundee Rd # 160, Northbrook, IL 60062, USA

Country: USA State: Illinois City: Chicago Pincode:

Visa Type: Green Card (GC)