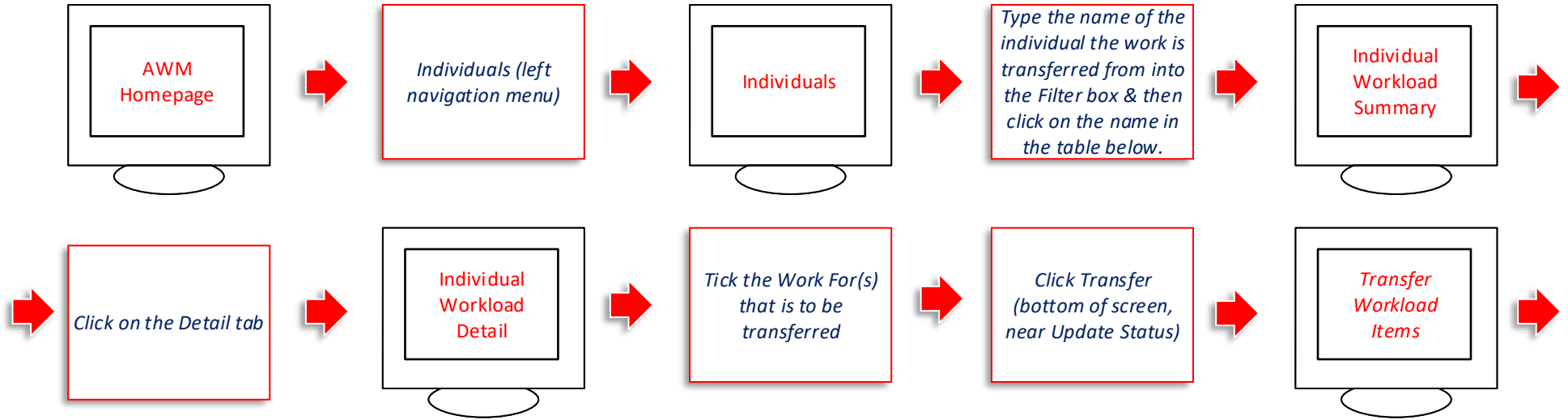
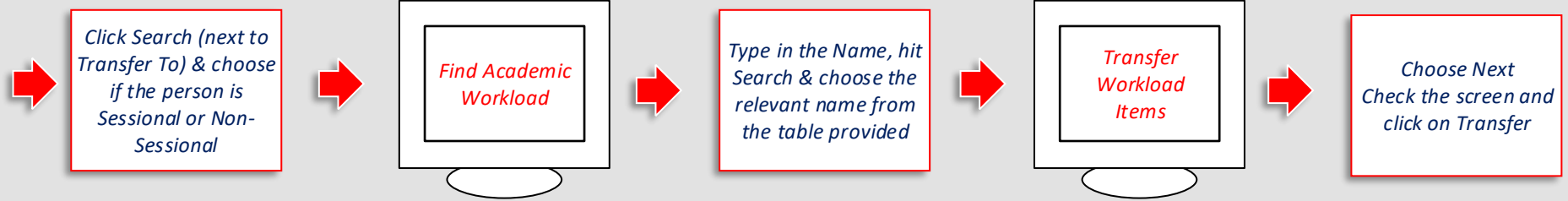


## Transferring Workload Items

Navigate to appropriate page



Input Data



### Common Reasons to Transfer Work Items

- An academic leaves and you need to transfer the work to the person/people that will be taking over their commitments.
- Planned work against a placeholder that now needs to be allocated to the person that has been hired or an identified suitable casual.
- Work has been allocated to a particular casual but when the work is offered they decline it.

### Key Points to Know

- If you know the name of the person you wish to transfer the workload item from, you can type that person's name into the Recent/Search box on the bottom of the menu on the left of the screen.
- The above steps are required for the transfer of workload items between Sessionals, between Non-Sessionals and between a sessional and a non-sessional.
- The above steps can also be used to transfer workload items from a Placeholder to a Sessional and/or Non-Sessional and vice versa.