

Transferring an Existing SCo Employee to your Team

Transferring an Existing Syensqo Employee to your Team

INTRODUCTION

Internal employee needs to follow the standard recruitment process, starting with the creation of position, the posting of a requisition and the recruiting process will be launched after the internal employee has applied to the requisition and accepted an offer. The internal transfer will be recorded in the HR system and the internal employee will be moved to the position that you created at the start of the recruiting process.

STEP 1 >

Prepare, connect and begin bonding with your transferring employee BEFORE Day One



[Click on the image above to go to My HR Services; then select "Onboarding" from the Home drop down menu]

Use the Onboarding Dashboard in My HR Services to utilize your digital New Hire Checklist to remain organized and perform additional tasks in the tool to enhance your new joiner's experience, such as:

- Assigning a Buddy
- Introducing New joiner to their future network
- Recommending Useful Links
- Providing useful information for New Joiner's First Day

The People Services team will move the internal employee to the new position, apply any change such as salary, grade level, etc. based on the internal position and new position. **Internal transfers may only be effective on the 1st day of the month (except for the US which follows the US Payroll cycle)**



For **User Guide**:

- [How to follow up an onboarding process in My HR Services - User Guide](#)
- [How to use the checklist in My HR Services to prepare the new joiner start- User Guide](#)
- [How to personalize the new joiner's experience with the onboarding tasks in My HR Services - User Guide](#)

STEP 2 >

Request Update to IT Access

Complete as soon as possible, but no later than ONE (1) week before transfer date. After submission of the service request, Service Desk will process the services within 5 business days.



IT Crossboarding Request On/Off Boarding

[Click on the image above to go to the ticket in Service One]

Internal Move / Employee status change - IT Request will help you to ensure your transferring employee can start their new role with all the relevant IT equipment, accesses & services. This request covers:

- National Transfers (transfers within the same country)
- [International Transfers \(transfers from one country to another\)](#)

Check the [Service One](#) catalog if any NEW applications or equipment are needed for the user.

Following this change, Managers need to confirm if their employee's current accesses are already adjusted to their new job and if the unused ones have already been removed. Please consider all the systems that could have impacts in security, reputation and confidentiality.

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Onboarding process guidelines

- [Onboarding Visual Guide for Managers](#)
- [Onboarding Guidelines for Managers](#)

Support material

- [Organizational Announcement Guidelines](#)
- [Buddy Program Guidelines](#)

Tutorials

- [What is the Crossboarding Process?](#)
- [Crossboarding Service One Request](#)
- [Introduction to Crossboarding](#)