

Approving Official: Reassign a Transfer Request

Approving Officials can use the following steps to reassign a transfer request to someone else.

1. Click the **tab** (*My Tasks*, *Unassigned Tasks*, or *My Team's Tasks*) where the Transfer Request appears.
2. Locate the **Transfer Request** you want to reassign.
3. Click the **vertical ellipsis** to the right of the transfer request.
4. Select **Reassign** from the menu.

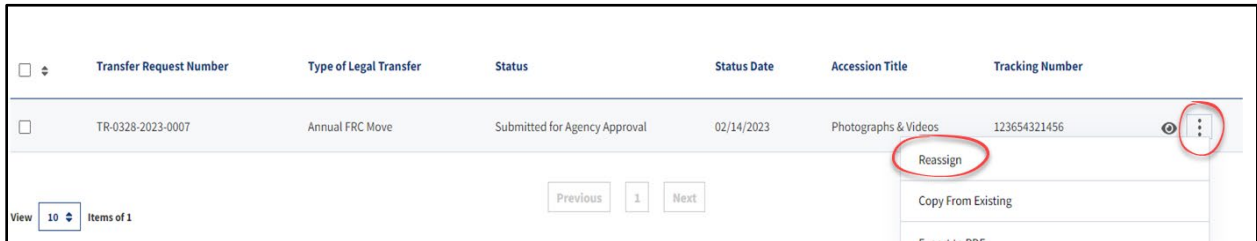


Figure 1 Approving Official's Dashboard with Vertical Ellipsis and Reassign Function circled in red

5. Select your **name** (or **the name of another Approving/Transferring Official**) from the drop-down menu.
6. Enter **comments** in the **Comments** field (*optional*).
7. Click the **Confirm** button.

The reassigned Transfer Request should now appear in the **My Tasks** tab of the new Transfer or Approving Official.