



DAMSTRA

CONNECT + PROTECT YOUR WORLD



Employee Transfer

PRODUCT: Damstra Workforce Management

VERSION:

AUTHOR: J-pee De Guzman

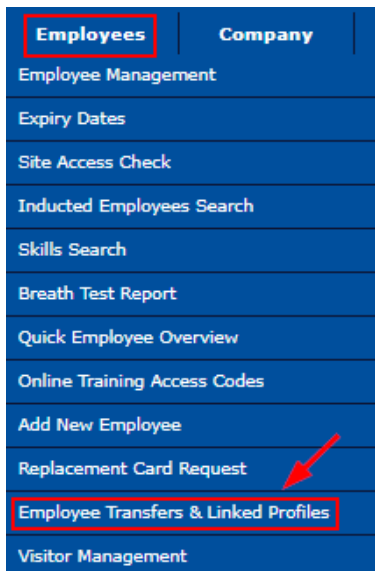
APPROVED BY:

Employee Transfer

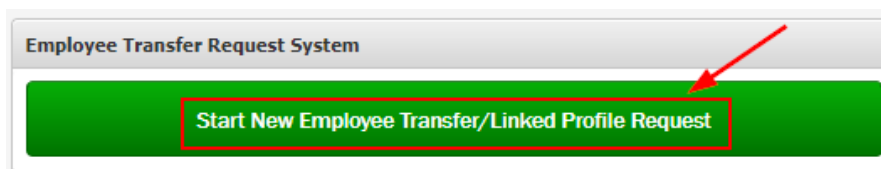
If your Employee has an existing Damstra profile, you will be required to complete an **Employee Transfer Request Form**. This form will need to be signed by your Employee to authorise the transfer of their profile and personal information to your Company.

Employee Transfer cost \$56.10. However, if a Contractor Registration/Induction is completed within 7 days of the Transfer, this fee is subtracted from the Induction/Registration Fee. Any fees that are currently on the profile at the time of Transfer are **inherited** by the new company.

1. On the Home page, click **Employees** Tab then **Employee Transfers & Linked Profiles**



2. Click the **Start New Employee Transfer/Linked Profile Request** green button



3. Follow the prompts on the screen to complete all necessary steps, **download the Transfer Request Form**, fill it out and upload it (make sure you are selecting the **Transfer request** on the Form).

4. Click the **Transfer Employee** button to submit the request



Damstra Technology will review the request and will take **24-48 hours** at most to be completed, but often it will be less. The company contact will receive an email advising when this has been completed.