

Arizona State Personnel System  
**INTER-AGENCY TRANSFER REQUEST FORM**

**THIS SECTION FOR HRIS PROCESSING USE ONLY**

Remove ETE Proxy - ZS01

Email Notification

Reply All

cc: Benefits

cc: interagency.transfer@azdoa.gov

**XP52.1 Inter-Agency Transfer**

Remove Indirect Supervisor

Remove Losing Agency E-mail

Remove ETE Flag

Remove Driver Flag

Date Transfer  
Processed

**THIS SECTION AND REMAINDER OF FORM FOR AGENCY USE**

Employee Name (Last, First, MI)

Employee EIN

Last Day Worked for Losing Agency

Effective Date of Transfer

Losing Agency  
Name

Losing Agency Code

Status

Gaining Agency  
Name

Gaining Agency  
Code

**Position Number**

Step \*

\* Step only applies to the School for the Deaf and Blind (SD)  
and the Arizona Department of Corrections (ADC)

**Time Records and Close-out Performance Evaluations are required.  
Information required to complete this form can be located on  
HRIS Screen ZH11.**

**Losing Agency Requirements:**

- \* The Losing Agency is responsible for entering any remaining time records for the employee by the close of business on the last day the employee worked for the Losing Agency.
- \* **The Losing Agency MUST NOT enter a Separation action for the employee unless the employee has a break in employment not covered by approved leave. Moving from one agency to another agency does not constitute a resignation from State employment.**
- \* The Losing Agency provides the official personnel file of the employee to the Gaining Agency within 20 days from the effective date of the employee's transfer.
- \* Close-out performance evaluations are required for all active State Personnel System employees who transfer to another agency.

**Gaining Agency Requirements:**

- \* The Gaining Agency must ensure the information attached to the position (Job Code, Process Level, and Expense Account Information) is correct and active.
- \* The Gaining Agency submits the Inter-Agency Transfer Request Form to the ADOA HRIS Inter-Agency Transfer Coordinator as soon as the agency knows the effective date for the transfer.
- \* The Gaining Agency will receive notice of the completed transfer via an e-mail from the Inter-Agency Transfer Coordinator.
- \* The Gaining Agency enters a Job Change action on the Individual Action Form (XP52.1) screen after the transfer has been completed and updated in HRIS by the Inter-Agency Transfer Coordinator.
- \* The Gaining Agency enters a REHIRE1 action on the Individual Action Form (XP52.1) for any separated employee.
- \* The Gaining Agency is responsible for contacting the Losing Agency to obtain the employee's official personnel file from the Losing Agency.

Gaining Agency Contact Name

Gaining Agency Contact E-mail

Gaining Agency Contact Phone Number

Submit this completed form to: [Interagency.Transfers@azdoa.gov](mailto:Interagency.Transfers@azdoa.gov)

**ALL INCOMPLETE FORMS WILL BE RETURNED TO THE AGENCY AND NOT PROCESSED.**

\* Original to HRIS \* Copy to Losing Agency \* Copy to Gaining Agency