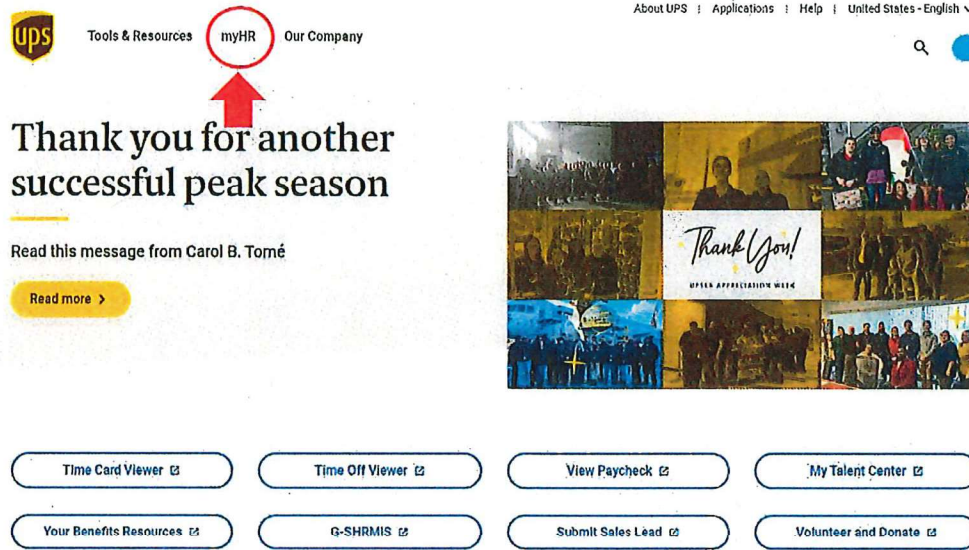


# Part-Time Non-Educational Transfer Process

1. Log into UPSers.com and go to MyHR.




2. Go to the search bar and type "Transfer".



3. The correct entry is generally on the second page, so click the arrow and continue. The entry to select is "Transfer process for part-time union employees", which is Article : KB0135077.

1 month ago


Article | KB0140217

 **Transferring** union requirement account money

... I transferred from union to management and I want to transfer my union requirement account money to my management account.

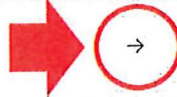
3 weeks ago

Article | KB0129387

 **Educational transfer** process for union employees

... educational transfer. See the educational transfer request form for specific details. Provide proof of your college enrollment and class schedule. Make sure you have these before you submit your request. Fill out and submit the transfer request form. Click ...


3 months ago



... spouse is transferred to a new location as part of his or her service. If you would like to continue working for UPS as a trailing military spouse, you may submit a written request to transfer to the same geographical area where your spouse has been...

6 months ago


Article | KB0137376

 **Rate increases for promotion or transfer**

... depend on the position you are transferring to and whether you are in the salary range for that job. Additional information will be provided at the time of job offer or transfer. What kind of rate increase would I get if I get transferred or promoted?

1 month ago


Article | KB0135077

 **Transfer** process for part-time union employees

Requesting a transfer – Part-time union employees If you are a part-time employee who wishes to transfer to another location for non-educational purposes, you may submit a written request, as long as the transfer location is more than fifty (50) miles away...


1 month ago

Article | KB0120138

 **7.0 Transfer** Karyawan - Bantuan Pekerjaan (IND)


1 year ago

Article | KB0120130

 **1.1 Transfer** Karyawan - Bantuan Pekerjaan (IND)


1 year ago

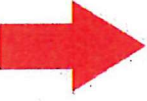

Article | KB0140272

 **Job change - Taking time off during transfer**

If this is a transfer of position, you may have to extend your vacation time if you require paid time off. If unpaid, please refer back

4. Read the entire article before clicking the link on the top right with the downloadable "PT Employee IBT Transfer Form".

KB0135077 - Latest Version 

Transfer process for part-time union employees  

• 2mo ago • 812 Views • ★★★★★

### Requesting a transfer – Part-time union employees

If you are a part-time employee who wishes to transfer to another location for non-educational purposes, you may submit a written request, as long as the transfer location is more than fifty (50) miles away from your current location.

#### What you'll need to do

1. Meet the minimum requirements. You'll need to work at UPS for a certain length of time before you're eligible for a transfer. You can review the transfer request form for specific details.
2. Fill out and submit the transfer request form. Click on the attachment link to access the request form. To process your request, you'll need to contact the myHR Support Center and submit the Letter of Intent, which will need to be approved by your manager and local Labor Manager.

**Please note:** The request form is only accessible by union employees; however, non-union employees can visit the Hardship Transfer request article in the 'Related Articles' section for additional information.

#### Common questions

**Will UPS cover my moving costs?**

No, if you are initiating the move yourself, you are responsible for all moving costs.

#### Related Articles

- PT Employee IBT Transfer Form  
254 Views • 4mo ago  
★★★★★
- Educational transfer process for union employees  
472 Views • 4mo ago  
★★★★★
- Request a trailing military spouse transfer  
82 Views • 7mo ago  
★★★★★

#### Most Useful

- Help Desk Contact Information for Technical Assistance  
14019 Views • 6mo

5. Check that the form states "non-educational" and has the subsections "f." and "g.". This is the language from the 2023 UPS-Teamsters contract.

**THIS REQUEST FORM MUST BE COMPLETED AND ALL NECESSARY SIGNATURES MUST BE OBTAINED PRIOR TO BEGINNING THE JOB SEARCH PROCESS.**

Article 22 Section 6 – Part Time Employee Transfer

Part-time employees who wish to transfer to another location for non-educational purposes may submit a written request to the Employer provided the facilities in question are more than fifty (50) miles apart. The transfer shall be allowed subject to the following conditions:

- a. A part-time opening exists at the desired location.
- b. Employees must have attained seniority and been employed by the Employer for at least one (1) year.
- c. Job classification Seniority shall be end-tailed.
- d. Company seniority shall be retained for the purpose of number of weeks of vacation, and number of holidays in accordance with the applicable Supplement at the new location.
- e. Any expenses, including moving expenses associated with an approved transfer, shall be the responsibility of the employee.
- f. It is the Employee's responsibility to verify all benefits including, but not limited to, medical, dental, vision, retiree's medical coverages and pensions at the requested transfer location.
- g. The Employer shall be required to notify the Local Union that has jurisdiction over the requested transfer location that the employee has been transferred to that location.

6. Follow the process outlined in the article by collecting the required signatures. An employee signature, as well as those from the manager and labor manager are required. Once the signatures and dates are on the form, submit the form as a Letter of Intent to "myHR Support Center" to be processed.

KB0135077 - Latest Version ▾



#### Related Articles

## Transfer process for part-time union employees

• 2mo ago • 880 Views • ★★★★★

### PT Employee IBT Transfer Form

274 Views • 4mo ago • ★★★★★

## Requesting a transfer – Part-time union employees

If you are a part-time employee who wishes to transfer to another location for non-educational purposes, you may submit a written request, as long as the transfer location is more than fifty (50) miles away from your current location.

### Educational transfer process for union employees

522 Views • 4mo ago • ★★★★★

### What you'll need to do



1. ~~Meet the minimum requirements. You'll need to work at UPS for a certain length of time before you're eligible for a transfer. You can review the transfer request form for specific details.~~
2. **Fill out and submit the transfer request form. Click on the attachment link to access the request form. To process your request, you'll need to contact the myHR Support Center and submit the Letter of Intent, which will need to be approved by your manager and local Labor Manager.**

### Request a trailing military spouse transfer

92 Views • 7mo ago • ★★★★★

Please note: The request form is ~~only accessible by union employees; however,~~ non-union employees can visit the Hardship Transfer request article in the 'Related Articles' section for additional information.

#### Most Useful

### Common questions

#### Will UPS cover my moving costs?

No, if you are initiating the move yourself, you are responsible for all moving costs.

Help Desk Contact  
Information for  
Technical Assistance