

## Employee Transfer

Under certain conditions, portions of an employee profile may be transferred. A request for transfer can be made to the [RISP Administrator](#) by either:

- a) The office contact of the transferring company (when transferring within the same legal entity) or
- b) By the employee holding the profile to be transferred (When transferring from one legal entity to another).

When making a request to transfer please include specific office and employee information: **From** which office (number and name) **to** which office (number and name) and full name of the employee to be transferred.

**PLEASE NOTE:** Offices should no longer delete employees and instead should notify the RISP administrator when an employee is no longer with a company.

To transfer an employee:

- a) The status of the employee, associated categories and experiences must be in “adjudicated” status. Neither the transferring company, receiving company, nor the employee can show a “pending” status on any portion of the office data to be transferred. Once the status has changed from “pending” and reverts to “adjudicated” the data transfer can be made.
- b) As “part three” category dollar values are not re-calculated upon transfer, both the transferring and receiving offices must examine their data upon transfer completion and insure the “part three” dollar values reflect their intended business goals and required dollar amounts. Once re-set, companies may require re-submission for adjudication.
- c) As there is no attached data to “grandfathered” employees, it is not possible to carry grandfathered employees from one office to another. In the new RISP re-vamp grandfathered employees **will not** be carried forward as there is no data to transfer.

