Please note: All weekly payroll activities must occur before performing the Home ORG Transfer.

**Weekly to Weekly - Monday**
The new role should begin on the first day of a new pay cycle, i.e. Monday. The transfer should occur the day after a pay cycle is completed, i.e. Tuesday, Wednesday, etc.

- **Old Role End Date**: Sun, Oct 6
- **New Role Start Date**: Mon, Oct 7
- **Home ORG Transfer**: Oct 8 - 14

**Old Department:**
- **Role End Date**: Sun, Oct 6
- **Dist. Stop Date**: Sun, Oct 6

**New Department:**
- **Role Start Date**: Mon, Oct 7
- **Dist. Start Date**: Mon, Oct 7

**Weekly to Monthly – Prior to Monthly Payroll**
Begin a new role between the first of a month and before monthly payroll runs.

- **Old Role End Date**: Sun, Oct 20
- **New Role Start Date**: Mon, Oct 21
- **Home ORG Transfer**: Oct 22 - 23

**Old Department:**
- **Role End Date**: Sun, Oct 20
- **Dist. Stop Date**: Sun, Oct 20

**New Department:**
- **Role Start Date**: Mon, Oct 21
- **Dist. Start Date**: Mon, Oct 21

**Weekly to Monthly – After Monthly Payroll**
If the transfer does not occur by the monthly payroll run, it should not occur until the 1st of the next month.

- **Old Role End Date**: Thurs, Oct 31
- **New Role Start Date**: Fri, Nov 1
- **Home ORG Transfer**: Nov 5 – 20*

**Old Department:**
- **Role End Date**: Oct 31
- **Dist. Stop Date**: Oct 31

**New Department:**
- **Role Start Date**: Nov 1
- **Dist. Start Date**: Nov 1

For additional information regarding a Home ORG Transfer in PennWorks, please refer to the ‘Pennworks ‘How to’ for Home ORG Transfer [http://www.finance.upenn.edu/ftd/documentation.shtml#pennworks](http://www.finance.upenn.edu/ftd/documentation.shtml#pennworks)
Monthly to Monthly – First Day of Month

It is preferred the new role begin on the first day of a new pay cycle, i.e. first day of month.

- **Old Role End Date:** Mon, Sept 30
- **New Role Start Date:** Tues, Oct 1
- **Home ORG Transfer:** Oct 2 – 23

**Old Department:**
- Role End Date: Mon, Sep 30
- Dist. Stop Date: Mon, Sep 30

**New Department:**
- Role Start Date: Tues, Oct 1
- Dist. Start Date: Tues, Oct 1

Monthly to Monthly – During the Month

Typically the new role will begin on a Monday.

- **Old Role End Date:** Sun, Oct 6
- **New Role Start Date:** Mon, Oct 7
- **Home ORG Transfer:** Oct 7 - 22

**Old Department:**
- Role End Date: Sun, Oct 6
- Dist. Stop Date: Sun, Oct 6

**New Department:**
- Role Start Date: Mon, Oct 7
- Dist. Start Date: Mon, Oct 7

Monthly to Weekly – First Day of Month

New role begins on the first day of the month.

- **Old Role End Date:** Mon, Sep 30
- **New Role Start Date:** Tues, Oct 1
- **Home ORG Transfer:** Wed, Oct 1 - 7

**Old Department:**
- Role End Date: Mon, Sep 30
- Dist. Stop Date: Mon, Sep 30

**New Department:**
- Role Start Date: Tues, Oct 1
- Dist. Start Date: Tues, Oct 1

Monthly to Weekly – Not First Day of Month

Transfer between the Monday directly preceding the monthly payroll and first day of next month.

- **Old Role End Date:** Sun, Oct 20
- **New Role Start Date:** Mon, Oct 21
- **Home ORG Transfer:** Oct 24 – 28*

**Old Department:**
- Role End Date: Sun, Oct 20
- Dist. Stop Date: Sun, Oct 20

**New Department:**
- Role Start Date: Mon, Oct 21
- Dist. Start Date: Mon, Oct 21

*Please note: Monthly Payroll must run first before performing Home ORG Transfer.

### October

#### Monthly to Monthly – First Day of Month

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#### Monthly to Monthly – During the Month

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*Please note: Monthly Payroll must run first before performing Home ORG Transfer.*